



## Re-Certification Application

### Developmental Specialist Re-Certification

IMPORTANT: All re-certification applications must be sent to the address listed, *30 days prior* to the expiration date on your Developmental Specialist certificate.

Place a check mark (☑) indicating the RE-certification level for which you are applying:

- Developmental Specialist I-Basic       Developmental Specialist Advanced
- Developmental Specialist II       Developmental Specialist III

Print Name: \_\_\_\_\_  
(as it should appear on the certificate)

Previous or Other Name(s), if applicable: \_\_\_\_\_

Are you re-certifying to a higher certification level?  YES  NO

If YES, please attach your OFFICIAL TRANSCRIPT and please check (☑) all applicable levels of education:

- BA/BS Degree       Doctoral Degree
- MA/MS Degree
- Associate of Arts Degree

<u>Name of School/Location</u>	<u>Degree and Major</u>	<u>Completion Date</u>
_____	_____	_____

Was your Initial DS Certificate rewarded as EXEMPT STATUS?  YES  NO

Name of FIT Provider agency: \_\_\_\_\_

FIT Provider Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Your E-Mail Address: \_\_\_\_\_

#### DOH/FIT Use:

Date Reviewed: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Mailed To:  APPLICANT  AGENCY

Enter FIT-KIDS : \_\_\_\_\_ Reviewed by: \_\_\_\_\_

(      DATE STAMP      )

Mail application and required documentation to:

NM Department of Health, DDSD, FIT Program

810 San Mateo  
Santa Fe, New Mexico  
87506

Phone: 1-877-696-1472

FAX: 1-866-829-8838

Attach: (if applicable)

IPDP cover page(s) for each year of IPDP with signature of Supervisor  
IPDP Re-certification Tracking Page(s) with hours logged  
**One IPDP Self Assessment Tool** for the 3 or 1 year to which you held your certificate

Developmental Specialist Policy and Forms ARE on website:

[www.FITProgram.org](http://www.FITProgram.org)

- APPROVED:
- 3 YEAR CERTIFICATE (75 HOURS MET )
  - 75 HOURS NOT MET
  - 1 YEAR EXEMPT
  - 25 HOURS COMPLETED FOR 1 YEAR EXEMPT
  - 45 HOURS COURSE COMPLETED