



# HOW TO RECERTIFY AS A WISCONSIN CERTIFIED PEER SPECIALIST



## Check Your Recertification Deadline

Your certificate issued by WI Department of Health Services lists an expiry date. Those whose certificates list an expiry date falling in 2020 are part of the [COVID-related recertification extension](#), and must postmark recertification materials and payment by February 28, 2021.



## Use the CPS Recertification Continuing Education Hours Report

In order to apply for recertification, you must fill out, print, sign, and send in the [CPS Recertification Continuing Education Hours Report](#) attached to the recertification requirements. This report tells UW-Milwaukee School of Continuing Education how your requirements were met.



## Understand Recertification Requirements

Certified Peer Specialists must complete a minimum of 20 hours of continuing education. Additionally, the 20 hours of CEHs must be comprised of no fewer than 1.5 hours in each of 6 [continuing education topic areas](#). We recommend reading through our [continuing education page](#) on our website to learn more.

A check or money order payment of the \$50 processing fee also needs to be submitted. This should be paid to the order of "UW-Milwaukee School of Continuing Education."



## Fill Out the Report, and Hold onto Individual CEH Certificates

To use continuing education opportunities for recertification purposes, you will need to have acquired a certificate or document that lists the title and date of the opportunity you attended, presenter names, and the number of continuing education hours that you have received. You will need this information when filling out the report. Hold on to these individual certificates in case of an audit. Do not send them in with the report.



## Mail in the Recertification Continuing Education Hours Report and \$50 Fee

Once your report has been filled out completely, sign and mail it in along with a check or money order payment of the \$50 processing fee paid to the order of "UW-Milwaukee School of Continuing Education" and sent to:

UW -Milwaukee School of Continuing Education  
Gloria T. Lane  
161 W. Wisconsin Ave. Suite 6000  
Milwaukee, WI 53203-2602