

Florida Academy of Collaborative Professionals
Resolving Disputes Respectfully
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Dear Applicant,

We welcome your application for accreditation by the Florida Academy of Collaborative Professionals. Securing this credential will communicate to colleagues and the public that you have met certain licensing, education, and work experience in the Collaborative Process as approved by the FACP.

It is your responsibility to complete the application, comply with all of its instructions, and provide the application and all supporting documents to FACP. Your application can be downloaded and scanned with your supporting documents and submitted to the FACP Administrator (FACPAdmin@collaborativepracticeflorida.com). Alternatively, you can use the link which will take you to a fillable form where you can input responses in the application. Please type your application instead of handwriting it, if possible. Your application should not be submitted for review until it is fully complete. The only exception to this are peer references which will be requested directly by the FACP Credentialing Committee as described below.

The application fee of \$150 is nonrefundable. The fee for accreditation is an additional \$345. The application fee only must be paid by credit card via PayPal (located on the Credentialing webpage) or by check payable to FACP and mailed to: Marta Alfonso, MBAF, 1450 Brickell Avenue 18th Floor, Miami, Florida 33131 at the same time that the application is submitted. No applications will be considered until the application fee is received by us. If your application is approved, you will be invoiced for the accreditation fee of \$345.00. The credentialing period is every three years. Upon renewal, there will be a renewal application and renewal fee. Everyone is encouraged to keep documentation of continuing education courses completed in the future to expedite providing documentation at the time of renewal.

Standards for eligibility for accreditation have been developed for each of the three disciplines. The standards relevant to your discipline are available for your review on the FACP website, under the Credentialing tab. Please read the standards carefully to be sure you meet all the requirements before submitting your application.

- **Steps in the Process**

Each applicant must complete a discipline-specific application with attachments documenting your experience and training.

Instructions for each step are on the application. Please note, there are differences in the applications between the disciplines, so it is essential to use the correct version and meet the discipline-specific standards.

The application will be reviewed for compliance with the FACP Standards. The two-day minimum Introductory Collaborative Training must meet IACP educational standards and must be supplemented by evidence of further training in Collaborative Practice from the list of content areas. There is also a requirement for training in Domestic Violence in Collaborative Practice and in the FACP Collaborative Process Ethical Standards. Please note that the Domestic Violence and Ethics requirements must be in Collaborative Practice; general ethics and DV courses do not satisfy this requirement.

In Section 4 of the application, Training and Education, you may provide proof of training in one of three ways:

(1) Provide a Certificate of Completion documenting the training either as individual courses or in the aggregate by attendance at an FACP conference or IACP Forum. If the latter, the applicant must indicate the course being submitted, the category for which it is being submitted and the number of credits approved in each category. This will be reviewed by the Credentialing Committee on an individual basis. Courses attended and courses taught will be considered. If you are submitting proof of teaching one of the required courses, you may claim two credits for each hour for that category for the first time you teach the course. If you teach it again, you may only submit it for one hour of credit per hour of the course.

OR

(2) For mental health professionals, provide a transcript from CE Broker. The applicant must indicate clearly on the transcript the course being submitted, the category for which it is being submitted, and the number of credits approved in each category.

OR

(3) A certificate of attendance from a course you wish to have considered that does not fall into either of the above two categories. Please include the date(s) of the course, course syllabus, learning objectives and names of the trainers.

The following is a list of FACP approved providers of education courses. This is not an exhaustive list of providers nor does every course taught by these providers necessarily satisfy application requirements (e.g., courses in marketing or technology.) Although the value of these courses is recognized, they are not required coursework for credentialing. Courses taught by other providers may be submitted and will be considered on a case-by-case basis.

- FACP and its affiliated Practice Groups
- IACP
- FLAFCC
- AFCC
- FPA
- DRC
- Courts
- Florida Bar and Bar Sections
- Approved by another entity credentialed to approve courses

If you wish another training to be considered by the Credentialing Committee, please provide the dates(s) of the course, course syllabus, learning objectives and names of the trainers.

Additional pages may be added to the application if needed, but please clearly mark on each page the questions to which they apply, using the corresponding section number and letter on the application. Similarly, please clearly mark each page of the supporting documents so the reviewers can easily see for which category you intend it to apply.

In addition to the 14 hour Introductory Collaborative Training and specialized coursework in Domestic Violence, Collaborative Ethics and other areas per discipline, the standards require 15 hours in any of a number of subject areas listed on the application. You do not need to have completed courses in each of the subjects listed in this section, but an aggregate of 15 hours.

You will be asked to provide documentation of successful completion of five Collaborative matters through an affidavit signed by each member of the professional team for each of the matters submitted, or other equivalent proof, such as a collaborative memorandum or final judgment indicating that the matter was completed using the Collaborative Process. A completed Collaborative matter means that a Participation Agreement was signed, and a final judgment issued by the court, or the matter was resolved with a signed agreement, such as a settlement agreement or a prenuptial agreement.

There is a checklist of all the required documents at the end of the application to assist you in accurately completing the application.

- **Who is responsible for each step?**

You are responsible for ensuring that the application and all attachments are submitted simultaneously in their entirety. It is your responsibility to make sure that documentation you have requested from others is returned to the Credentialing Committee in a reasonable amount of time. The Credentialing Committee will not consider an application until all of the supporting documentation is received. The Credentialing Committee will confidentially contact references as explained below.

- **Critical Tips for completing application**

- ✓ Please type your responses on the application and use additional pages if necessary. Note on the line in the application that you have attached a page in further response and on that page indicate which question number it refers to. Make sure that the additional page is provided with the application.
- ✓ The application can be downloaded, or the PDF can be converted to type directly onto the application.
- ✓ When attaching supporting documents, please make it very clear which topics the documents are meant to support. For example:
 - Collaborative ethics
 - domestic violence in Collaborative Practice training
 - domestic violence/screening for suicide and at-risk behaviors (MHPs)
 - introductory basic training
 - 15 hours of additional training in the aggregate
 - mediation training course
 - parenting coordination training
 - basic family Law (for MHPs)
 - financial matters in family law (for MHPs)
- ✓ The domestic violence, Collaborative ethics, basic family law and basic divorce related financial requirements cannot be met through completion of the basic training, mediation training or parenting coordination training EXCEPT if those courses were taken more than once. For example, taking the basic training once does not satisfy the Collaborative ethics requirement, which is to be additional education beyond the basic training. However, if you take the basic training twice, additional requirements can be satisfied through that training where applicable.
- ✓ Please be aware of words or parts of documents being cut off during scanning or completion of the form itself. For example, if the renewal form for mediation certification is included as part of the documentation, beware if the typed words in the blocks on that

application have cut off words so that the reviewer will not be able to clearly read and identify the courses taken.

- ✓ The ethics requirement is specifically for ethics in Collaborative Practice. Although legal ethics and other ethics courses are clearly valuable, the requirement for accreditation is to have specific training in ethics pertaining to Collaborative Practice.
- ✓ It is not sufficient to provide the registration form from a course or conference listing all the courses in the conference, without anything that identifies that the applicant has actually attended the course and the specific topics that were taught. Preferable would be a Certificate of Attendance, notes from the meeting, CE broker acceptance, CLE acceptance, even a personal agenda sent out by the sponsoring organization that connects the applicant to specific classes. This is especially important for the categories of courses that are outside of the aggregate 15-hour category where specification is important.

- **How are peer references obtained and documented?**

Five peer references will be requested by the Credentialing Committee through direct email. They will be randomly selected from the names of colleagues, reflected on the five affidavits submitted to satisfy the Collaborative matters requirement. You do not need to request references yourself. Peer references will be asked if they have any ethical or professional concerns about you. This information will be kept confidential, and the contents will not be shared with you. The application will be considered ready for review when at least 3 of the 5 requested references have been received by the Credentialing Committee.

Additionally, a practice group President or Treasurer will need to attest to you being a member in good standing of the practice group, including being current in your dues obligations to the practice group and FACP, and demonstrating ethics appropriate for a Collaborative professional. It is the applicant's responsibility to send the provided Form A to their practice group leadership and ensure it is returned.

- **Review process**

The website application has instructions ~~as to~~ explaining how to complete and submit the application. Once it is received by us, the administrator will verify completeness and either forward it to the professionals' reviewing committee for consideration or contact you by email if information is missing. Completed applications will be considered by a three-person reviewing team composed of a representative from each of the three disciplines. The reviewing team may: a) approve the application; b) send a request to the applicant for additional documentation; c) send it to a new reviewing team for a second read or d)

recommend denial of the application. After action by the reviewers, the application will be considered by the FACP Board of Directors for approval. The Credentialing Committee will notify the candidate directly of the ultimate decision after the Board vote.

If you have any questions about the application process, please contact the FACP administrator at: FACPadmin@collaborativepracticeflorida.com.

Thank you for your interest in becoming an FACP Accredited Collaborative Professional.

Sincerely yours,

Ed Sachs, CPA
Sheila Furr, Ph. D.
Robert J. Merlin, Esq.

Credentialing Committee Co-chairs