



Florida Academy of Collaborative Professionals
Resolving Disputes Respectfully www.collaborativepracticeflorida.com

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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. The applications, and the standards on which they are based, are found on the FACP website. There is a tab on the front page of the website which directs the applicant to their discipline specific materials.

It is your responsibility to complete the application, comply with all of its instructions, and provide to FACP all supporting documents. The application can be completed on line and all supporting documents can be uploaded to accompany the application. Any questions should be directed to the FACP Administrator (Administrator@collaborativepracticeflorida.com). Your application should not be submitted for review until it is fully complete. The only exceptions to this are materials which will be requested directly from others by the FACP Credentialing Committee as described below. Additional pages may be added to the application but please mark them with paragraph numbers clearly indicating the item in the application to which they pertain.

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 or by check payable to FACP and mailed to: FACP c/o Sonya Johnson, CPA 403 Lithia Pinecrest Road, Brandon, Florida 33511 at the same time the application is submitted. The application will not be reviewed until the fee is paid. If your application is approved, the accreditation fee of \$345.00 will be invoiced to you. The credentialing period is every three years and at that time there will be a renewal application and renewal fee. Everyone is encouraged to keep documentation of continuing education going forward to expedite providing documentation at the time of renewal.

Standards for eligibility for accreditation have been developed for each of the disciplines: Attorneys, Financial and Mental Health Professionals. 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 make 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 as you move through the document. There are differences in the applications across the disciplines so it is essential you use the correct version and meet the discipline specific standards.

The application will be reviewed for compliance with the FACP Standards. The 2-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 DV and Ethics requirements must be specific to collaborative practice and not general ethics or DV courses.

The application can be completed on line, clicking on the link provided, by typing directly in the document or can be printed. Please type your responses as handwritten applications will be returned. The application can be signed on line, also.

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 can claim 2 credits for each hour for that category, for the first time you teach the course. If you teach it again, you can submit it for one hour of credit per hour only.

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 2 categories. Please include the course syllabus, learning objectives and name of the trainers.

Please label additional pages attached to the application with the relevant section number in the application. Please label each page of the supporting documentaion with clear indication on each page of the category for which the document is being submitted.

The following is a list of FACP approved providers of education courses, but this is not an exhaustive list of providers, nor does every course taught by these providers necessarily satisfy application requirements. For example, courses in marketing or technology, although the value of these courses is recognized, do not meet the credentialing requirements. Courses taught by other providers may be submitted and will be considered on a case-by-case basis.

- FACP (and recognized Practice Groups of FACP)
- IACP
- FLAFCC
- AFCC
- FPA
- DRC
- Courts
- The Florida Bar and Bar Sections

If you wish another training to be considered by the Credentialing Committee, please provide a syllabus of the course, course description, and information regarding the trainers.

You are asked to show proof of attendance in 15 hours of coursework in collaborative practice beyond the Introductory training and Domestic Violence and Ethics and other discipline specific requirements. A list of acceptable areas of study is include in the application. The applicant does not need to take courses in all the topics, but the total hours of coursework must be 15 hours.

You will be asked to provide documentation of successful completion of five Collaborative matters by 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 was 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 in their entirety and simultaneously. 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 that documentation is received. The Credentialing Committee will reach out to references in a confidential manner, as explained below.

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

Five peer references will be requested by the Credentialing Committee. They will be randomly selected from the names of colleagues taken from the 5 affidavits submitted to satisfy the Collaborative matters requirement. The applicant does not need to request references. Peer references will be asked if they have any ethical or professional concerns about the applicant. This information will be kept confidential, and the contents of the responses will not be shared with the applicant. This part of the application process will be considered complete upon receipt of at least 3 references and the references can be completed on line similarly to the application itself, by clicking on a link provided to the reference with the reference request form.

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 the Practice Group being current with its dues obligations to FACP) and demonstrating ethics appropriate for a Collaborative Professional. It is the applicant's responsibility to send this document to the practice group leadership.

- **Review process**

In Summary, the website application will give instructions for completing and submitting the application. Once it is received, the Administrator will verify completeness and either send it to the professionals' reviewing committee for consideration or contact you by email if information is missing. Completed applications will be considered by a 3-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 you for additional documentation; c) send the application to a new reviewing team for a second read or d) deny the application. After action by the reviewers, a list of names will be presented to the Board of Directors for a vote of approval. The Committee will notify you directly of the ultimate decision after the Board vote.

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

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

Sincerely yours,

Diane Womack
Rosario Upchruch
Evan Marks

Credentialing Committee Co-chairs