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Certified Criminal Justice Addictions Professional (CCJP), Certified Co-Occurring Disorders Professional (CCDP), Certified Co-Occurring Disorders Professional-Diplomate (CCDP-D), Registered Alcohol Drug Counselor (RADDC), Certified Gambling Disorder Counselor (CGDC) SATOP Qualified Professional (SQP), SATOP Qualified Professional –REACT (SQP-R), SATOP Qualified Instructor (SQI), SATOP Qualified Instructor-REACT (SQI-R), AND SATOP REACT (SR) CREDENTIALS and Medication Assisted Recovery Specialist Certificate (MARS)

NOTICE: Check the MCB Professional Search on the MCB web site at www.missouricb.com for your new expiration date(s) to determine if your renewal materials have been reviewed and are complete. The web site will be updated prior to you receiving your new 5x7 Renewal Certificate(s). If there is a problem with your renewal, it will be addressed to you at the email address you list on page 6 of these renewal forms.

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**APRIL 30, 2017 RENEWAL FORMS FOR
CCJP, CCDP, CCDP-D, RADC, CGDC, SQP, SQP-R, SQI, SQI-R, SR AND MARS**

PLEASE READ THE RENEWAL INSTRUCTIONS IN THEIR ENTIRETY BEFORE COMPLETING RENEWAL FORMS. THERE ARE DIFFERENT REQUIREMENTS FOR COUNSELORS RENEWING FOR THE FIRST TIME.

IF THIS IS YOUR FIRST TIME RENEWING YOUR CCJP, CCDP, CCDP-D, SQP, SQP-R, SQI, SQI-R, or SR CREDENTIAL:

You must submit 20 contact hours of education related to one or more of the performance domains, completed after the date you were issued your credential. Three (3) of the 20 contact hours of continuing education must be “LIVE” Ethics education obtained from workshops, seminars or in-service trainings (not from online or home study courses). **Only list your trainings on forms; do not send copies of your training certificates, unless your last name begins with the letters Y, Z, A or B. If your last name begins with Y, Z, A or B your renewal materials will be reviewed for quality assurance and copies of your training certificates are required.**

CGDC CREDENTIAL RENEWAL:

You must submit 14 contact hours of continuing education completed after your initial credential date or after April 30, 2015 if you have renewed your CGDC before. Six (6) of the 14 contact hours of continuing education must be “LIVE” Ethics education obtained from workshops, seminars or in-service trainings (not from online or home study courses). The remaining 8 gambling related contact hours may be obtained from workshops, seminars, agency in-service trainings, or online and home study courses from MCB preapproved online and home study providers. The 14 contact hours may be used toward renewal of all MCB credentials you hold. **If the CGDC is the ONLY MCB credential you have your renewal fee is \$50.00. Only list your trainings on forms; do not send copies of your training certificates, unless your last name begins with the letters Y, Z, A or B. If your last name begins with Y, Z, A or B, your renewal materials will be reviewed for quality assurance and copies of your training certificates are required.**

YOU HAVE RENEWED YOUR CCJP, CCDP, CCDP-D, RADC, SQP, SQP-R, SQI, SQI-R or SR CREDENTIAL AT LEAST ONCE BEFORE:

You must submit 40 contact hours of education completed after April 30, 2015, that relates to one or more of the performance domains for your credential(s). 6 contact hours must be “LIVE” Ethics (not from online or home study). Only list your trainings on forms; do not send copies of your training certificates, unless your last name begins with the letters Y, Z, A or B. If your last name begins with Y, Z, A or B, your renewal materials will be reviewed for quality assurance and copies of your training certificates are required.

RENEWAL OF YOUR MEDICATION ASSISTED RECOVERY SPECIALIST CERTIFICATE (MARS):

You hold the **Medication Assisted Recovery Specialist, (MARS)** certificate and need to renew it by April 30, 2107. You must submit six (6) contact hours of pharmacology and/or medication assisted recovery education obtained after you obtained your MARS certificate or after April 30, 2015 if you have renewed it before. There is not a renewal fee to renew your MARS certificate if you are also renewing another MCB credential. If you are only renewing a MARS Certificate, the fee is \$30.00. The 6 contact hours required to renew your MARS certificate may also be used as part of the education requirement to renew your other MCB credentials at this time. Only list your trainings on forms; do not send copies of your training certificates, **unless your last name begins with the letters Y, Z, A or B.** If your last name begins with **Y, Z, A or B**, your renewal materials will be reviewed for quality assurance and copies of your training certificates are required.

CCJP PERFORMANCE DOMAINS

- | | |
|--|---|
| 1. Dynamics of Addiction and Criminal Behavior | 5. Clinical Evaluation: Screening & Assessment |
| 2. Legal, Ethical, and Professional Responsibility | 6. Treatment Planning |
| 3. Criminal Justice System and Processes | 7. Counseling |
| 4. Documentation | 8. Case Management, Monitoring, and Participant Supervision |

CCDP and CCDP-D PERFORMANCE DOMAINS

- | | |
|---|-------------------------------------|
| 1. Screening and Assessment | 5. Crisis Prevention and Management |
| 2. Treatment & Recovery Planning | 6. Counseling |
| 3. Management & Coordination of Care | 7. Professional Responsibility |
| 4. Education of the Person, Their Support System, & the Community | |

RADC PERFORMANCE DOMAINS

- | | |
|-------------------------|--|
| 1. Clinical Evaluation | 5. Counseling |
| 2. Treatment Planning | 6. Client, Family & Community Education |
| 3. Referral | 7. Documentation |
| 4. Service Coordination | 8. Professional & Ethical Responsibility |

RENEWAL TIME LINE AND FEES:

1. Renewal materials postmarked on or before April 30, 2017
\$50.00 (Renewing Only Your SATOP Credential or Only Your CGDC Credential)
\$190.00 (One Credential – other than SATOP or CGDC)
\$215.00 (Two Credentials)
\$240.00 (Three Credentials)
\$265.00 (Four Credentials)

\$95.00 – Inactive Status for One CCJP, CCDP, CCDP-D, OR RADC Credential, Plus \$12.50 for Inactive Status for Each Additional Credential

\$25.00 – Inactive Status for One SATOP Credential or One CGDC Credential

(Continued on next page)

2. Renewal materials postmarked from May 1 to May 31, 2017
\$70.00 (Renewing Only Your SATOP Credential or Your CGDC Credential with late fee)
\$265.00 (One Credential with late fee – other than SATOP or CGDC)
\$290.00 (Two Credentials with late fee)
\$315.00 (Three Credentials with late fee)
\$340.00 (Four Credentials with late fee)
3. **Renewal materials postmarked after May 31, 2017 will not be accepted and your credential will be considered expired.** In cases of disputes on when the renewal materials were mailed, the MCB will accept only U.S. Postal Service marks as outlined in the MCB Policies and Procedures.
 - Please Do Not Staple Check To Renewal Forms. Make checks payable to **MCB**
 - The MCB accepts Visa, MasterCard and Discover Card.
 - **Do Not Fax Completed Renewal Forms to the MCB**

Please complete and return pages 6, 7, 8 if needed, 9 if needed, and 10 to the MCB
Mail to MCB, 428 E. Capitol, 2nd Floor, Jefferson City, MO 65101. DO NOT FAX.

UNABLE TO RENEW AT THIS TIME - MCB STAFF ASSISTANCE - If you have had a serious illness, or an extended period of unemployment, or other serious event recently in your life and feel you cannot renew your credential at this time, **immediately call the MCB office (573) 616-2300.** MCB Staff will make every reasonable effort to work with you to help you successfully complete the renewal process so your MCB credential(s) will not expire.

INACTIVE STATUS PROCEDURE:

1. Only Professionals who do NOT use their credential for employment purposes may request at the time of their renewal to place their credential on inactive status.
2. At the time of their renewal when they request inactive status, the counselor will only pay half of the current renewal fee, complete the demographic information on the renewal form and sign the Code of Ethical Practice and Professional Conduct and authorization and release.
3. At each renewal date to follow that the counselor wishes to remain on inactive status – they pay half of the current renewal fee and submit half the education hours required for that renewal period; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and Authorization and Release.
4. To return to active status at the counselor's April 30, 2019 renewal date, he/she will pay the full renewal fee and submit the total number of education hours as required; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and Authorization and Release.
5. **Should a counselor wish to return to active status at any point before their April 30, 2019 renewal they will pay the full renewal fee and submit the total number of continuing education hours required for their April 30, 2017 renewal. The April 30, 2019 renewal date will remain the same.**

REQUIREMENTS FOR RETIRED EMERITUS STATUS:

1. The Board may grant the classification, Retired Emeritus Status (RES) to credentialed professionals who are fifty-five (55) years old, provided a minimum of ten (10) years of meritorious service and are retired from employment.
2. Credentialed professionals who desire the emeritus status must send a letter of request to the Board office indicating this request and the effective date of retirement. The Board staff will review all requests for the emeritus status and if the applicant meets the requirements, the staff will approve the request and send a notice to the applicant. If an applicant does not meet the criteria, they will be notified in writing by Board staff.
3. No renewal fees will be paid for the retired emeritus status.
4. The retired emeritus status individual may identify himself or herself as a Professional Emeritus, and shall continue to receive Board communication.
5. The retired emeritus status individual will be ineligible for IC&RC reciprocity and agrees to remain retired with no intention of returning to employment.
6. With the Retired Emeritus Status designation, your MCB credential will expire.
7. If a retired emeritus status individual desires to reinstate their MCB credential, the individual must write a letter of request to the board. They will need 15 hours of continuing education completed in the past six months and they will be charged \$50.00 to reinstate their credential.

MCB CREDENTIAL REINSTATEMENT POLICY

If you do not renew during this renewal period and your credential expires, you may request that your credential(s) be reinstated and submit the renewal forms with education hours, pay the renewal fee(s) (not late fees) and also pay an additional reinstatement fee **before April 30, 2018.** Your next renewal date will not change; it will remain April 30, 2019. Education hours for your April 30, 2019 renewal must be obtained after your reinstatement date.

Contact MCB Staff at (573) 616-2300, or email: help@missouricb.com if you have additional questions.

Missouri Credentialing Board 428 E. Capitol, 2nd Floor, Jefferson City, MO 65101

Your Required Demographic Information Below

Please Type Or Print Very Legibly

Name First Middle Last Name Suffix

Current Home Address: Street/PO Box Apt. #

City State Zip County

Home Telephone: SSN:

Work Telephone: Ext. Cell Number:

Place of Employment:

E-mail Address:

Your email address listed above will be used by MCB staff to correspond with you if there is a problem with your renewal materials when they are reviewed. Check your SPAM folder for email from MCB staff.

Within the last renewal period have you been charged, found guilty, or entered a pleas of nolo contendere, in a criminal prosecution under the laws of any state or the United States for any offense, whether or not sentence was imposed or executed? If yes, please attach a written explanation. YES NO

List Other Professional Counseling Credentials You Hold

RENEWAL FEE PAYMENT METHOD: MAKE CHECKS PAYABLE TO MCB

Check One: Check Money Order Agency Paying Visa Master Card Discover Card

Credit Card Account Number 3 Digit Verification Code Credit Card Expiration Date (mm/yy)

Credit Card Authorized Signature:

Please mark all credentials and write the credential numbers you are renewing at this time?

- RADC # CCJP # CCDP # CCDP-D # CGDC # SQP # SQP-R # MARS # SQR # SQR-R # SR #

There is not a renewal fee for the MARS certificate if also renewing another MCB credential.

- \$190.00 (One Credential not MARS) \$265.00 (One Credential not MARS with late fee) \$215.00 (Two Credentials not MARS) \$290.00 (Two Credentials not MARS with late fee) \$240.00 (Three Credentials not MARS) \$315.00 (Three Credentials not MARS with late fee) \$265.00 (Four Credentials not MARS) \$340.00 (Four Credentials not MARS with late fee) \$95.00 - INACTIVE STATUS FOR ONE CCJP, CCDP, CCDP-D, OR RADC CREDENTIAL, PLUS \$12.50 FOR INACTIVE STATUS FOR EACH ADDITIONAL CREDENTIAL \$50.00 - I F YOU ONLY HOLD A SQI, SQI-R, SQP, SQP-R, SR OR CGDC CREDENTIAL \$70.00 YOU ONLY HOLD A MCB SATOP OR CGDC CREDENTIAL RENEWAL WITH LATE FEE \$25.00 - INACTIVE STATUS FOR SQI, SQI-R, SQP, SQP-R, SR OR CGDC CREDENTIAL

SIGNATURE PAGE FOR CODE OF CONDUCT AND AUTHORIZATION AND RELEASE

I have read and will abide by the current MCB Treatment Ethics Code listed on the web site www.missouricb.com under the MCB Ethics Codes link.

Date Printed Name

Date Signature

AUTHORIZATION AND RELEASE

I hereby certify all of the information given herein is true and complete to the best of my knowledge and belief. I also authorize any relevant investigations, or the release of personal information to the Missouri Credentialing Board, its agents, or contractors pursuant to this application/renewal procedure. I understand falsification of any portion of this application/renewal will result in my being denied credentialing, or revocation of same upon discovery.

I further agree to hold the Missouri Credentialing Board and its Board Members, officers, agents, staff, peer evaluators and examiners, free from any civil liability for damages or complaints by reason of any action that is within the scope and arise out of the performance of their duties which they, or any of them, may take in connection with this application/renewal, the examination, the grades with respect to any examination, and/or the failure of the MCB to issue me said credential or renewal.

This Authorization and Release shall also apply to personal information requested by the Board at any time following credentialing in connection with any investigation concerning allegations that could lead to disciplinary action against me.

Date Printed Name

Date Signature

Sign, date, and MAIL this page

Renewal Check List

- _____ 1.) If you need your new 5x7 Renewal Certificate on or before your credential(s) expires on April 30, 2017, mail your renewal forms early.
- _____ 2.) Complete and return the Demographic Page of the renewal forms (page 6).
- _____ 3.) Complete and return the Outside Training Page(s) of the renewal forms (page 7 and 8).
- _____ 4.) Complete and have your Supervisor sign the In-service Page and return to MCB if these agency in-service hours are needed (page 9).
- _____ 5.) Send copies of your training certificates if your last name begins with the letters **Y, Z, A or B** and you are renewing your CCDP, CCDP-D, CCJP, RADC, CGDC, SQP, SQP-R, SQI, SQI-R, SR or MARS credential.
- _____ 6.) Sign and return the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release (page 10).
- _____ 7.) Send check, money order, or credit card information for the appropriate renewal fees based on credential level and number of credentials being renewed (see page 6).
- _____ 8.) Mail renewal materials and fees to the MCB so they are postmarked by April 30, 2017. If your renewal materials are postmarked after April 30, 2017, you must also pay a late fee in addition to renewal fees.
- _____ 9.) Check the MCB Professional Search on the MCB web site at www.missouricb.com home page for your new expiration date(s) to determine if your renewal materials have been reviewed and are complete. The web site will be updated prior to you receiving your new 5x7 Renewal Certificate(s).

Frequently Made Renewal Mistakes

- Failure to send copies of your outside training certificates when required to do so (see #5 above)
- Failure to sign, date and return the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release (see page 10 of renewal forms).
- Forgetting to also renew your SATOP and CGDC credential or MARS certificate when renewing other MCB credentials.
- Faxing renewal forms and certificates to the MCB (**DO NOT FAX OR SEND PHOTOCOPIES OF RENEWAL FORMS TO THE MCB**).
- Failure to mail renewal materials before the April 30, 2017 deadline.
- Failure to check your email to see if MCB Staff has emailed you regarding a problem with your renewal materials (check your spam/junk folder).
- Failure to keep a copy of everything you mail to the MCB.