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MISSOURI RECOVERY SUPPORT SPECIALIST (MRSS) MISSOURI RECOVERY
SUPPORT SPECIALIST-PEER (MRSS-P) CREDENTIAL and MEDICATION ASSISTED
RECOVERY SPECIALIST (MARS) CERTIFICATE**

NOTICE: If you need your new 5x7 Renewal Certificate on or before your credential(s) expires on April 30, 2017, mail your completed renewal forms early. 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).

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APRIL 30, 2017 – MRSS/MRSS-P/MARS RENEWAL FORMS

PLEASE READ THE RENEWAL INSTRUCTIONS IN THEIR ENTIRETY BEFORE COMPLETING RENEWAL FORMS

RENEWING YOUR MISSOURI RECOVERY SUPPORT SPECIALIST OR MISSOURI RECOVERY SUPPORT SPECIALIST-PEER CREDENTIAL:

If you are a **MRSS or MRSS-P** and you are renewing for the first time, all renewal hours must be since you were credentialed. If you have renewed before, all renewal hours must be since April 30, 2016. You must submit 10 contact hours of education that relates to one or more of the MRSS or MRSS-P education categories (see below). All 10 contact hours must be from outside training events (not agency in-service training). Outside education hours may be obtained from workshops, seminars, and online or home study courses from a MCB online or home study provider (see MCB web site under the Training button). **3 of the 10 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 TIME LINE AND FEES:

1. Renewal materials postmarked on or before April 30, 2017 - \$35.00
2. Renewal materials postmarked from May 1 to May 31, 2017 - \$55.00
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 check payable to **MCB**
 - The MCB also accepts Visa, MasterCard and Discover Card.
 - **Do Not Fax Completed Renewal Forms to the MCB**

MISSOURI RECOVERY SUPPORT SPECIALIST AND MISSOURI RECOVERY SUPPORT SPECIALIST-PEER EDUCATION CATEGORIES

1. Recovery Ethics
2. Recovery Oriented System of Care
3. Motivational Interviewing and/or Stages of Change
4. Recovery Communication
5. Culturally Informed
6. Medication Assisted Recovery
7. Mental Health First Aid
8. Recovery and Relationships
9. Spirituality and Recovery
10. Co-Occurring

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, 2017. 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.**

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 in your life within the last few months, and feel you cannot renew your credential at this time, **immediately call the MCB office (573) 616-2300.** We will make every reasonable effort to work with you to help you successfully complete the renewal process so your credential will not expire.

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.

The MRSS/MRSS-P Credentials have been updated to a 2 year renewal. Therefore, your next renewal will be April 30, 2019. At your April 30, 2019 Renewal you must submit 20 contact hours of education (including 6 hours of “live ethics”) that relates to one or more of the MRSS or MRSS-P education categories (P. 2). All 20 contact hours must be from outside training events (not agency in-service training). Outside education hours may be obtained from workshops, seminars, and online or home study courses from a MCB online or home study provider (see MCB web site under the Training button).

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

Provide Your Required Demographic Information Below
PLEASE TYPE OR PRINT VERY LEGIBLY

Name	First	Middle	Last	Sir Name
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 check 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 credential(s) and write the credential number(s) you are renewing at this time?

MRSS#_____ **MRSS-P #**_____ **MARS #**_____

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

- \$35.00 **MRSS** or **MRSS-P** Renewal fee
- \$55.00 **MRSS** or **MRSS-P** Renewal **with late fee**

Please complete and return pages 4, 5, and 6 to the MCB with payment.
Mail to MCB, 428 E. Capitol, 2nd Floor, Jefferson City, MO 65101

I have read and will abide by the current MCB MRSS or MRSS-P 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, 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 4).
- _____ 3.) Complete and return the Outside Training Page(s) of the renewal forms (page 5).
- _____ 4.) 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.
- _____ 5.) Sign and return the signature page of the Code of Ethics and Authorization and Release (page 6).
- _____ 6.) Send check, money order, or credit card information for the appropriate renewal fees (see page 4).
- _____ 7.) Mail renewal form, training certificates and fees to 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.
- _____ 8.) Check the Professional Look Up 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 training certificates if required
- Failure to sign, date and return the signature page of the Code of Ethics and Authorization and Release (see page 6 of renewal forms).
- 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 mailed to the MCB for your records.