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Certified Alcohol Drug Counselor (CADC), Certified Reciprocal Alcohol Drug Counselor (CRADC), Certified Reciprocal Advanced Alcohol Drug Counselor (CRAADC), Certified Criminal Justice Addictions Professional (CCJP), Certified Co-Occurring Disorders Professional (CCDP), Certified Co-Occurring Disorders Professional-Diplomate (CCDP-D), Certified Gambling Disorders Counselor (CGDC) Missouri Associate Alcohol Drug Counselor II (MAADC II), SATOP Qualified Professional (SQP), SATOP Qualified Professional-REACT (SQP-R), SATOP Qualified Instructor (SQI), SATOP Qualified Instructor-REACT (SQI-R) Medication Assisted Recovery Specialist Certificate (MARS), Missouri Recovery Support Specialist (MRSS), Missouri Recovery Support Specialist-Peer (MRSS-P), and the Certified Reciprocal Peer Recovery (CRPR).

NOTICE: 1,335 credentials are scheduled to renew by October 31, 2017. Only one (1) MCB Staff review renewals. Please renew as early as possible. Check the MCB Professional Search on the MCB website at www.missouricb.com for your new expiration date(s) to determine if your renewal materials have been reviewed and are complete. The website will be updated prior to you receiving your new 5x7 Renewal Certificate(s) by e-mail. Please Note: If there is a problem with your renewal, it will be addressed to you by email to the email address you list on page 8 of these renewal forms. Renewal materials received in the MCB Office that do not include payment will not be reviewed until payment is made in full.

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**OCTOBER 31, 2017 RENEWAL FORMS and INSTRUCTIONS FOR
CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, CGDC, MAADC II,
SQP, SQP-R, SQI, SQI-R, MRSS, MRSS-P, CRPR and MARS**

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

IF THIS IS YOUR FIRST TIME RENEWING YOUR CERTIFIED LEVEL or SATOP CREDENTIAL:

If you hold the **CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, SQP, SQP-R, SQI or SQI-R** that you are renewing for the first time, you must submit 20 contact hours of education related to one or more of the performance domains for your credential(s) (see page 5 for a list of performance domains for your credential(s)). These continuing education hours must have been completed after you were issued your credential (see your 8½ x 11 certificate for your credentialing date). Three (3) of the 20 contact hours of continuing education must be “LIVE” Ethics education obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses). The remaining 17 contact hours of continuing education may be from workshops, seminars, MCB self-study courses, or courses from MCB approved online and home study providers (see providers list on MCB web site under Trainings), or agency in-service training, applicable college coursework or applicable training that you taught since you were credentialed. **First time renewals are no longer required to send in your certificates. Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

YOU HAVE RENEWED YOUR CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, SQP, SQP-R, SQI or SQI-R, CREDENTIAL AT LEAST ONCE BEFORE:

If you are a **CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, SQP, SQP-R, SQI or SQI-R** and you have renewed your credential(s) at least once since you were credentialed by the MCB, you must submit 40 contact hours of education completed after October 31, 2015, related to one or more of the performance domains for your credential(s) (see page 5 for a list of performance domains for your credential(s)). Six (6) of the 40 contact hours must be “LIVE” Ethics education obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses). The remaining 34 contact hours of continuing education may be from workshops, seminars, MCB self-study courses, or courses from MCB approved online and home study providers (see providers list on MCB web site under Trainings), agency in-service training or applicable college coursework or applicable training that you taught since you were credentialed. **Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

IF THIS IS YOUR FIRST TIME RENEWING YOUR CGDC CREDENTIAL:

If you hold the **CGDC** and you are renewing for the first time, you must submit 14 contact hours of education related to gambling. These continuing education hours must have been completed after you were issued your credential (see your 8½ x 11 certificate for your credentialing date). **Six (6) of the 14 contact hours of continuing education must be “LIVE” Ethics education** obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses). The remaining 8 contact hours of continuing education may be from workshops, seminars, MCB self-study courses, or courses from MCB approved online and home study providers (see providers list on MCB web site under Trainings), or agency in-service training, applicable college coursework or applicable training that you taught since you were credentialed. **First time renewals are no longer required to send in your certificates. Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

YOU HAVE RENEWED YOUR CGDC CREDENTIAL AT LEAST ONCE BEFORE:

If you hold a **CGDC** and you have renewed your credential(s) at least once since you were credentialed by the MCB, you must submit 14 contact hours of education completed after October 31, 2015, related to gambling. Six (6) of the 14 contact hours must be "LIVE" Ethics education obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses). The remaining **8 Gambling related contact hours of education** 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 counseling credentials you hold. **If the CGDC is the ONLY MCB credential you have, your renewal fee is \$50.00. Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

IMPORTANT NOTICE FOR ALL MAADC II COUNSELORS: At every renewal of your MAADC II credential you and your MCB Qualified Supervisor must sign, and date the enclosed Mentoring and Clinical Supervision Agreement and Professional Development Contract and return with your completed renewal forms and documentation of your continuing education hours and renewal fee. **Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

YOUR FIRST TIME RENEWING YOUR MAADC II CREDENTIAL:

If you are a **MAADC II** and you became a MAADC II after October 31, 2015 and this is the first time renewing your MAADC II credential, you must submit 20 contact hours of education completed after your credentialing date (see your 8½ x 11 certificate for credentialing date) that related to one or more of the performance domains for your credential(s) (see page 4 for a list of performance domains for your credential.) **Three (3) of the 20 contact hours** of continuing education must be "LIVE" Ethics education obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses). The remaining **17 contact hours of related continuing education** may be from workshops, seminars, MCB self-study courses, or courses from MCB approved online and home study providers (see providers list on MCB web site under Trainings), or agency in-service training, applicable college coursework or applicable training that you taught since you were credentialed.

YOU HAVE RENEWED YOUR MAADC II AT LEAST ONCE BEFORE:

If you are a **MAADC II** and you have renewed your MAADC II credential at least once since you became credentialed, **you must submit 20 contact hours of education completed after October 31, 2016** that relate to one or more of the performance domains for your credential (see page 5 for a list of performance domains for your credential.) **Three (3) of the 20 contact hours** of continuing education must be "LIVE" Ethics education obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses) The remaining **17 contact hours of related continuing education** may be from workshops, seminars, MCB self-study courses, or courses from MCB approved online and home study providers (see providers list on MCB web site under Trainings), or agency in-service training, applicable college coursework or alcohol and applicable training that you taught since you were credentialed.

VERY IMPORTANT NOTICE REGARDING UPGRADING AND RENEWING YOUR CURRENT CREDENTIAL:

- ❖ If you are a **MAADC II** upgrading to a certified level MCB credential, your MAADC II credential could expire while you are waiting to take the examination. You need to be mindful of this, when scheduling your test date.
- ❖ If you are upgrading from any certified level credential to a higher-level certified credential (i.e. CADC to CRADC) you must renew at this time, because your renewal date will NOT change when you complete the upgrade process.

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

If you are a **MRSS or MRSS-P**, and you were issued your credential **after October 31, 2015**, (see your 8½ x 11 **MRSS or MRSS-P** certificate for your credentialing date) this is the first renewal for your MRSS or MRSS-P credential. You must submit 10 contact hours of education that relates to one or more of the MRSS or MRSS-P education categories or live ethics. 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 website under the Training button). **3 of the 10 contact hours must be “LIVE” Ethics (not from online or home study). MRSS/MRSS-P are no longer required to send in copies of their training certificates at each renewal period. However, if you are being audited your renewal materials will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

YOU HAVE RENEWED YOUR MISSOURI RECOVERY SUPPORT SPECIALIST OR MISSOURI RECOVERY SUPPORT SPECIALIST-PEER CREDENTIAL AT LEAST ONCE BEFORE:

If you are a **MRSS or MRSS-P**, you must submit 20 contact hours of continuing education that relates to one or more of the **MRSS or MRSS-P** education categories or live ethics. All contact hours of continuing education must be from outside training events (not agency in-service training). Outside continuing education hours may be obtained from workshops, seminars, MCB self-study courses, and online or home study courses from a MCB online or home study provider (see MCB website under the Training button). **You are required to submit 20 hours: 6 of the 20 contact hours must be “LIVE” Ethics (not from online or home study).**

FIRST TIME RENEWING YOUR CERTIFIED RECIPROCAL PEER RECOVERY (CRPR):

If you hold the **CRPR** that you are renewing for the first time, you must submit 20 contact hours of education related to one or more of the performance domains for your credential(s) (see page 5 for a list of performance domains for your credential(s)). These continuing education hours must have been completed after you were issued your credential (see your 8½ x 11 certificate for your credentialing date). Three (3) of the 20 contact hours of continuing education must be “LIVE” Ethics education obtained from workshops, seminars, agency in-service trainings or college Ethics course (not from online or home study courses). The remaining 17 contact hours of continuing education may be from workshops, seminars, MCB self-study courses, or courses from MCB approved online and home study providers (see providers list on MCB web site under Trainings), or agency in-service training, applicable college coursework or applicable training that you taught since you were credentialed. **First time renewals are no longer required to send in your certificates. Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

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

If you hold the **Medication Assisted Recovery Specialist Certificate (MARS)** you must submit six (6) contact hours of medication assisted specific education obtained after you completed the MARS training. There is not a renewal fee to renew your MARS certificate if you are also renewing another MCB credential. The 6 contact hours of **medication assisted specific education** required to renew your MARS certificate may also be used as part of the education requirement to renew your other MCB credential(s).

CADC, CRADC, CRAADC, RASAC II, SQP, SQP-R, SQI or SQI-R PERFORMANCE DOMAINS

1. Screening, Assessment and Engagement
2. Counseling
3. Treatment Planning, Collaboration and Referral
4. Professional & Ethical Responsibility

CCJP PERFORMANCE DOMAINS

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

CCDP and CCDP-D PERFORMANCE DOMAINS

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

CERTIFIED GAMBLING DISORDER CREDENTIAL (CGDC) EDUCATION

1. Gambling Related

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

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

CERTIFIED RECIPROCAL PEER RECOVERY

1. Advocacy
2. Mentoring/Education
3. Recovery/Wellness Support
4. Ethical Responsibility

MEDICATION ASSISTED RECOVERY SPECIALIST (MARS) EDUCATION

1. Medication Assisted Recovery Specific

RENEWAL TIME LINE AND FEES:

1. Renewal materials submitted on or before October 31, 2017
\$50.00 Renewing Only your CGDC or SATOP Credential (You must also be either State licensed or MCB certified to hold the CGDC or SATOP SQP or SQP-R credentials. You must also be at least a MAADC II to hold the SQI or SQI-R credentials)
\$70.00 Renewing Only your MRSS or MRSS-P Credential
\$70.00 Renewing Only your CRPR Credential
\$190.00 (One MCB CADC, CRADC, CRAADC, CCJP, CCDP OR CCDP-D Credential)
\$215.00 (Two MCB Credentials)
\$240.00 (Three MCB Credentials)
\$265.00 (Four MCB Credentials)

\$95.00 – Inactive Status for One CADC, CRADC, CRAADC, CCJP, CCDP OR CCDP-D Credential,
Plus \$12.50 for Inactive Status for Each Additional Credential
\$25.00 – Inactive Status for One CGDC Credential or One SATOP Credential
\$35.00 – Inactive Status for Either MRSS or MRSS-P Credential
\$35.00 – Inactive Status for One CRPR Credential

\$95.00 MAADC II Renewal Fee
\$120.00 MAADC II and SATOP Renewal Fee
\$47.50 – Inactive Status for MAADC II Credential

2. Renewal materials postmarked from November 1 to November 30, 2017
 - \$70.00 (Renewing only your CGDC or SATOP Credential with late fee)
 - \$110.00 (Renewing only your MRSS/MRSS-P Credential with late fee)
 - \$110.00 (Renewing only your CRPR Credential with late fee)
 - \$265.00 (One MCB CADC, CRADC, CRAADC, CCJP, CCDP OR CCDP-D Credential with late fee)
 - \$290.00 (Two Credentials with late fee)
 - \$315.00 (Three Credentials with late fee)
 - \$340.00 (Four Credentials with late fee)
 - \$170.00 (MAADC II Renewal with late fee)
 - \$195.00 (MAADC II and SATOP with late fee)
3. **Renewal materials postmarked after November 30, 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 Checks To Renewal Forms.
 - The MCB accepts Visa, Master Card and Discover Card.
 - **Do Not Fax Your Renewal Forms to the MCB (must have original signatures)**

Please complete and **mail** pages 8, 9, 10, 11 (if needed), 10 (if needed), (also 13 & 14 if you are a MAADC II) and 15 to the MCB

Mail to MCB, 428 East Capitol-2nd Floor, Jefferson City, MO 65101 with payment. DO NOT FAX.

UNABLE TO RENEW BY DUE DATE - 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 by the due date, **immediately call the MCB office (573) 616-2300 or email us at help@missouricb.com.** 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 FOR CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, CGDC, SQP, SQP-R, SQI, SQI-R, MAADC II, MRSS, MRSS-P and CRPR.

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 (including 3 contact hours of “live” Ethics education 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 October 31, 2019 (October 31, 2018 for MAADC IIs) 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 October 31, 2019 (October 31, 2018 for MAADC II) renewal they will pay the full renewal fee and submit the total required hours of continuing education including the “live Ethics” hours required for their October 31, 2019 (October 31, 2018 for MAADC II) renewal.** They must complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and authorization and release. Your next renewal date will remain the same October 31, 2019 (October 31, 2018 for MAADC II). At that time, you will be required to submit the full renewal fee, and 40 hours of continuing education (20 hours for MAADC II counselors).

REQUIREMENTS FOR RETIRED EMERITUS STATUS FOR CERTIFIED COUNSELORS:

1. The Board may grant the classification, Retired Emeritus Status (RES) to certified level and SATOP credentialed professionals who are fifty-five (55) years old, provided a minimum of ten (10) years of meritorious service and are retired from employment in the alcohol and other drug addiction field.
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 enrollment or renewal fees will be requested for the retired emeritus status.
4. The retired emeritus status individual may identify himself or herself as a Substance Abuse Professional Emeritus.
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 in the alcohol and other drug addiction field.
6. With the Retired Emeritus Status designation, your MCB credential will expire.
7. If a retired emeritus status individual desires to regain an active MCB credential, the individual must write a letter of request to the board. They will need 15 hours of continuous 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 MCB credential expires, you may request that your credential(s) be reinstated and submit the reinstatement renewal forms, education hours required for this renewal, pay the renewal fee(s) (not late fees) and also pay an additional reinstatement fee **before** October 31, 2018. After you reinstate, your next renewal date will not change; it will remain October 31, 2019 (October 31, 2018 for MAADC IIs). **Education hours for your October 31, 2019 (October 31, 2018 for MAADC IIs) 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.

- ✓ Receive the latest MCB news and training information by joining the MCB email mailing list. You may join our email mailing list on the MCB home page at www.missouricb.com.

DEMOGRAPHIC AND FEE PAGE

Missouri Credentialing Board 428 East 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:

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?

- CADC# CRADC # CRAADC # RADC #
- CCJP # CCDP # CCDP-D # CGDC #
- MAADC II # SQP # SQP-R # MARS #
- SQI # SQI-R # SR # CRPR #
- MRSS # MRSS-P #

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 CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, OR RSAP CREDENTIAL, PLUS \$12.50 FOR INACTIVE STATUS FOR EACH ADDITIONAL CREDENTIAL
- \$95.00 MAADC II Renewal Fee \$170.00 (MAADC II Renewal **with late fee**)
- \$120.00 MAADC II AND SATOP Renewal Fee \$195.00 (MAADC II AND SATOP Renewal **with late fee**)
- \$47.50 – INACTIVE STATUS FOR MAADC II
- \$50.00 YOU ONLY HOLD A CGDC, SQI, SQI-R, SQP, SQP-R, OR SR SATOP CREDENTIAL RENEWAL
- \$70.00 YOU ONLY HOLD A CGDC, or any SATOP CREDENTIAL RENEWAL **WITH LATE FEE**
- \$25.00 – INACTIVE STATUS FOR CGDC, SQI, SQI-R, SQP, SQP-R, OR SR CREDENTIALS

- \$70.00 YOU **ONLY** HOLD MRSS, MRSS-P or CRPR Credential
- \$110.00 YOU **ONLY** HOLD A MRSS, MRSS-P or CRPR **WITH LATE FEE**
- \$35.00 – INACTIVE STATUS MRSS, MRSS-P or CRPR

This page for MAADC II renewal only

Missouri Credentialing Board
428 East Capitol-2nd Floor, Jefferson City, MO 65101
(573) 616-2300

MENTORING AND CLINICAL SUPERVISION AGREEMENT

Adapted from Stiehl, R. and Bessey, B. (1994)

THIS FORM MUST BE SIGNED BY A MCB QUALIFIED SUPERVISOR

MCB Qualified Supervisor includes an individual who holds a CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, RADC-P, LPC, LCSW, or Licensed Psychologist and has completed the MCB Clinical Supervision Training. This cannot be an immediate family member.

Step 1: Agree to work together

- Agree on working together toward improving the supervisee's counseling skills

Step 2: Define and agree on learning goals

- The learning goals must be clearly defined, and there needs to be agreement to work together to help the supervisee attain proficiency in the skills chosen

Step 3: Understand the value of the goals

- The supervisee needs to understand the value of achieving the agreed upon goals

Step 4: Break goals into manageable parts

- The overall goals need to be broken down into parts such as: a) the knowledge, b) the skills, c) the attitudes necessary to attain proficiency

Step 5: Pick styles and methods of learning

- The supervisor needs to elicit from and negotiate with the supervisee his or her preferred styles and methods of learning

Step 6: Observe and evaluate

- How progress will be observed and evaluated needs to be discussed and agreed upon

Step 7: Provide feedback

- The supervisor needs to know how to give feedback which guides, corrects, and at the same time encourages

Step 8: Demonstrate competency and celebrate

- An outcome demonstration of the newly acquired skill which confirms success needs to be designed, followed by a celebration of the accomplishment

We agree, to the best of our ability to uphold the agreement outlined above and to manage the supervisory relationship process according to the ethical principles and code of conduct of the MCB.

MAADC II Printed Name: _____ **Date:** _____

MAADC II Signature: _____ **Date:** _____

Supervisor Printed Name: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Clinical Supervision Training Certificate Number (not credential number): _____

This page for MAADC II renewal only

Missouri Credentialing Board

(573) 616-2300

428 East Capitol-2nd Floor, Jefferson City, MO 65101

PROFESSIONAL DEVELOPMENT CONTRACT

THIS FORM MUST BE SIGNED BY A MCB QUALIFIED SUPERVISOR

MCB Qualified Supervisor includes an individual who holds a CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, RADC-P, LPC, LCSW, or Licensed Psychologist and has completed the MCB Clinical Supervision Training. This cannot be an immediate family member.

Purpose, Goals and Objectives of Supervision:

- Monitor and promote welfare of clients seen by Supervisee
- Promote development of Supervisee’s professional identity and competence by using the tools learned in the Clinical Supervision: Building Chemical Dependency Counselor Skills Training
- Oversee Supervisee’s entrance and advancement in the credentialing process
- Ensure ethical standards are maintained

Supervision Methods:

- Face to face sessions
- Supervisee attending trainings (both in-service/outside)
- File and documentation review
- Use of forms learned during clinical supervision training (Rubrics, Competency Rating Form, PDP, etc...)
- Preparing the case presentation when applying for certification

Evaluation of Supervisee:

- Feedback will be provided during each face to face session
- A formal evaluation will be conducted every 90 days using the Competency Rating Forms and Professional Development Plan to identify improvement areas

Supervisee Responsibilities:

- Maintain ethical guidelines and professional standards
- Improve personal knowledge, skills and attitude by following the Professional Development Plan and advice of supervisor
- Attend trainings to stay current in the field
- Perform all duties while keeping the client’s best interest in mind

We agree, to the best of our ability to uphold the guidelines specified in the supervision contract and to manage the supervisory relationship process according to the ethical principles and code of conduct of the MCB.

MAADC II Printed Name: _____ **Date:** _____

MAADC II Signature: _____ **Date:** _____

Supervisor Printed Name: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Clinical Supervision Training Certificate Number (not credential number): _____

SIGNATURE PAGE FOR CODE OF CONDUCT AND AUTHORIZATION AND RELEASE

I have read and will abide by the current MCB Treatment Ethics Code and/or the current MCB MRSS, MRSS-P or CRPR 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 October 31, 2017, renew as early as possible.
- _____ 2.) Complete and return the Demographic Page of the renewal forms (page 8).
- _____ 3.) Complete and return the Outside Training Page(s) of the renewal forms (page 10 and 11).
- _____ 4.) Complete and have your Supervisor sign the In-service Page of the renewal and return to MCB if these agency in-service hours are needed (page 12). Not required to be signed by supervisor if you are not required to send outside training certificates.
- _____ 5.) Send copies of your training certificates if you are being audited by MCB. First time renewals are no longer required to send in your certificates. Certificates only need to be submitted if you are being audited by the MCB. If you are being audited your renewal will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.
- _____ 6.) Sign and return the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release (page 13).
- _____ 7.) Send the Mentoring and Clinical Supervision Agreement and Professional Development Contract signed by you and your MCB Qualified Supervisor if you hold a MAADC II credential.
- _____ 8.) 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 8).
- _____ 9.) Mail renewal materials and fees to the MCB so they are postmarked by October 31, 2017. If your renewal materials are postmarked after October 31, 2017, you must also pay a late fee in addition to renewal fees.
- _____ 10.) 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 send signed Mentoring and Clinical Supervision Agreement and Professional Development Contract
- Failure to sign, date and return the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release (see page 15 of renewal forms).
- Forgetting to also renew your SATOP, CGDC credential or MARS certificate when renewing other MCB credentials (see page 7 of renewal forms).
- Faxing renewal forms and certificates to the MCB (**DO NOT FAX OR SEND PHOTOCOPIES OF RENEWAL FORMS TO THE MCB**). The MCB must have an original signature on the Code of Ethical Practice and Professional Conduct and the Authorization and Release (see page 13 of renewal forms), the Mentoring and Clinical Supervision Agreement, and the Professional Development Contract.
- Failure to mail renewal materials before the October 31, 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 for your records.
- Renewing at the last minute just before your October 31, 2017 renewal deadline and then not understanding why it is taking so long to get our new 5 x 7 renewal certificate (1,335 credentials are scheduled to renew on October 31, 2017).

Missouri Credentialing Board

(573) 616-2300

www.missouricb.com

428 E. Capitol, 2nd Floor

(573) 616-2303 (FAX)

email: help@missouricb.com

Jefferson City, MO 65101

Renewal Application—Attestation Statement and Ethics Certificate Submission

I, _____, attest I have completed all the necessary hours to renew my MCB credentials for the October 31, 2017 Renewal including all required “live” Ethics hours.

I understand that Missouri Credentialing Board (MCB) has the authority to request my certificates/documentation at any time and it is my responsibility to maintain my training certificates.

I further understand that I must submit a copy of my “live” ethics certificate along with my paper renewal paperwork.

Signed By: _____

Date: _____