
**APRIL 30, 2018 RENEWAL FORMS FOR
CCJP, CCDP, CCDP-D, RADC, CGDC, SQP, SQP-R, SQI, SQI-R, SR, MARS, CRPS,
MAPS, MPS, CRPR, MRSS and MRSS-P**

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. If there is a problem with your renewal, it will be addressed to you at the email address you listed on your renewal forms.

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 CCJP, CCDP, CCDP-D, SQP, SQP-R, SQI, SQI-R, or SR CREDENTIAL:

You must submit 20 contact hours of education related to the field of behavioral health, 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). **All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

FIRST TIME RENEWING YOUR CRPS OR MAPS CREDENTIAL:

If you are a **CRPS or MAPS** and this is the first renewal for your prevention credential, you must submit 20 contact hours of education related to the field of behavioral health, 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). **All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

FIRST TIME RENEWING YOUR MISSOURI RECOVERY SUPPORT SPECIALIST OR MISSOURI RECOVERY SUPPORT SPECIALIST-PEER or CERTIFIED RECIPROCAL PEER RECOVERY CREDENTIAL

If you are a MRSS, MRSS-P or CRPR and you are renewing for the first time, all renewal hours must be since you were credentialed. You must submit 10 contact hours of education that relates to the field of behavioral health. 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). **All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

CGDC CREDENTIAL RENEWAL:

You must submit 14 contact hours of continuing education completed after your initial credential date or after April 30, 2016 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. All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

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, 2016, that relates to the field of behavioral health. 6 contact hours must be “LIVE” Ethics (not from online or home study). **All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

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, 2018. 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, 2016 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.

YOU HAVE RENEWED YOUR CRPS OR MAPS CREDENTIAL AT LEAST ONCE BEFORE OR YOU WERE CREDENTIALLED BY THE MCB BY MEANS OF RECIPROCITY:

If you are a **CRPS, or MAPS** 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 April 30, 2016, that relates to the field of behavioral health. 6 contact hours must be “LIVE” Ethics (not from online or home study). **All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

MPS CREDENTIAL RENEWAL:

If you are a **MPS** and this will be the first time to renew your MPS credential, you must submit 5 contact hours of continuing education completed after you received your MPS credential that relates to the field of behavioral health. If you have renewed your MPS before, you must submit 5 contact hours of continuing education completed after April 30, 2017. **All 5 contact hours must be from outside training events (not in-service training), and 3 of the 5 contact hours must be “LIVE” Ethics (not from online or home study).** **All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.**

RENEWING YOUR MISSOURI RECOVERY SUPPORT SPECIALIST, MISSOURI RECOVERY SUPPORT SPECIALIST-PEER CREDENTIAL or CERTIFIED RECIPROCAL PEER RECOVERY (CRPR)

If you have renewed before, all renewal hours must be since April 30, 2016. You must submit 20 contact hours of education that relates to the field of behavioral health. 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). 6 of the 20 contact hours must be “LIVE” Ethics (not from online or home study). All renewals MUST submit a copy of their “Live” Ethics Training; however only send in all training certificates if your name was part of the April 2018 Renewal Audit.

RENEWAL TIME LINE AND FEES:

Renewal materials postmarked on or before April 30, 2018

- MARS (\$30 if only renewing MARS and no other credential)
- One MCB Credentials (including the CCJP, CCDP or the CCDP-D, RADC) - \$190.00
- Two MCB Credentials (Including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$215.00
- Three MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$240.00
- Four MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$265.00
- Five MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$290.00
- Six MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$315.00

Inactive MCB Credential (CCJP, CCDP, CCDP-D, RADC)

- One Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC). -\$95.00
- Two Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$107.50
- Three Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$120.00
- Four Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$132.50
- Five Inactive MCB Credentials (including the CCDP, CCDP-D, RADC, MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS) - \$145.00
- Six Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC MRSS, MRSS-P, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS)- \$157.50

CRPS/MAPS Renewals & Inactive Fees

- CRPS/MAPS Renewal Fee - \$100.00
- CRPS/MAPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR - \$125
- CRPS/MAPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR - \$150

- CRPS/MAPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR - \$175
- CRPS/MAPS plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR - \$200
- Inactive CRPS/MAPS ONLY - \$50
- Inactive CRPS/MAPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR- \$62.50
- Inactive CRPR/MAPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR, MPS - \$75
- Inactive CRPR/MAPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR, MPS - \$87.50
- Inactive CRPR/MAPS plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, CRPR, MPS - \$100

CRPR Renewals & Inactive Fees

- CRPR Renewal Fee - \$70.00
- CRPR plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$95
- CRPR plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$120
- CRPR plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$145
- Inactive CRPR ONLY - \$35
- Inactive CRPR plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$47.50
- Inactive CRPR plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$60
- Inactive CRPR plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$72.50
- Inactive CRPR plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, MRSS-P, CGDC, MPS - \$85

MRSS Renewals & Inactive Fees

- MRSS Renewal Fee - \$70.00
- MRSS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$95.00
- MRSS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$120.00
- MRSS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$145.00
- Inactive Status for MRSS ONLY- \$35.00
- Inactive MRSS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$47.50
- Inactive MRSS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$60

MRSS-P Renewals & Inactive Fees

- MRSS-P Renewal Fee - \$70.00
- MRSS-P plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$95.00

- MRSS-P plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$120.00
- MRSS-P plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$145.00
- Inactive Status for MRSS-P ONLY- \$35.00
- Inactive MRSS-P plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$47.50
- Inactive MRSS-P plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$60

SATOP (SQP, SQP-R, SQI, SQI-R, SR) Renewals & Inactive Fees

- SATOP (SQP, SQP-R, SQI, SQI-R, SR) Renewal Fee - \$50.00
- SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus one of the following CGDC or MPS - \$75
- SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus two of the following CGDC and MPS - \$100
- Inactive Status for SATOP (SQP, SQP-R, SQI, SQI-R, SR) - \$25
- Inactive SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus one of the following CGDC or MPS - \$37.50
- SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus two of the following CGDC and MPS - \$50

CGDC Renewals & Inactive Fees

- CGDC ONLY Renewal Fee - \$50.00
- CGDC Renewal Fee plus MPS - \$75.00
- Inactive Status for CGDC - \$25
- Inactive Status for CGDC plus MPS - \$37.50

MPS Renewals & Inactive Fees

- MPS ONLY Renewal Fee - \$25.00
- Inactive Status for MPS-\$12.50

Renewal materials postmarked from May 1 to May 31, 2018 will be charged a late fee.

- CCDP, CCDP-D, CCJP, RADC Late Fee is an additional \$75.00
- CRPS/MAPS Late Fee is an additional \$75.00
- MPS Late Fee is an additional \$25.00
- CRPR Late Fee is an additional \$40.00
- MRSS/MRSS-P Late Fee is an additional \$40.00
- SQP, SQP-R, SQI, SQI-R and SR Late Fee is an additional \$20.00
- CGDC Late Fee is an additional \$20.00
- MARS Late Fee is an additional \$20.00

Renewal materials postmarked after May 31, 2018 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 or email date stamps if you submitted online.

- 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—THEY WILL NOT BE ACCEPTED!**

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.**
- At the time of their renewal when they request inactive status, the professional 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.
- At each renewal date to follow that the professional 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.
- To return to active status at the professional’s 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 professional wish to return to active status at any point before their next renewal date they will pay the full renewal fee and submit the total number of continuing education hours required for their April 30, 2018 renewal. Their renewal date will remain the same.**

REQUIREMENTS FOR RETIRED EMERITUS STATUS:

- 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.
- 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.
- No renewal fees will be paid for the retired emeritus status.
- The retired emeritus status individual may identify himself or herself as a Professional Emeritus, and shall continue to receive Board communication.
- The retired emeritus status individual will be ineligible for IC&RC reciprocity and agrees to remain retired with no intention of returning to employment.
- With the Retired Emeritus Status designation, your MCB credential will expire.
- 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, 2019**. Your next renewal date will not change. Education hours for your 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.

