

**TABLE OF CONTENTS FOR OCTOBER 31, 2018 RENEWAL FORMS FOR**

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**), Certified Peer Specialist (**CPS**), Certified Reciprocal Peer Recovery (**CRPR**), Certified Reciprocal Prevention Specialist (**CRPS**) and the Batterer Intervention Professional (**BIP**).

**NOTICE: Check the MCB Professional Search on the MCB web site at [www.missouricb.com](http://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.**

**PLEASE REFERENCE THE CHART BELOW IF THIS IS YOUR FIRST TIME RENEWING YOUR CREDENTIAL:**

- A. CADC – 20 total hours; 3 live ethics hours
- B. CRADC – 20 total hours; 3 live ethics hours
- C. CRAADC – 20 total hours; 3 live ethics hours
- D. CCJP –20 total hours; 3 live ethics hours
- E. MRSS –20 total hours; 6 live ethics hours
- F. CPS –20 total hours; 6 live ethics hours
- G. CRPR –20 total hours; 6 live recovery ethics hours
- H. CCDP – 20 total hours; 3 live ethics hours
- I. CCDP-D 20 total hours; 3 live ethics hours
- J. SQP, SQP-R, SQI, SQI-R – 20 total hours; 3 live ethics hours
- K. CGDC –14 total hours; 6 live ethics hours
- L. CRPS – 20 total hours; 6 live ethics hours
- M. BIP – 36 total hours; 6 live ethics hours
- N. MAADC II—20 hours total; 3 live ethics hours

**First time renewals are no longer required to send in all of 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.**

**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 October 2018 Renewal Audit. You can check the MCB website to see if your name was randomly selected for the audit.**

**PLEASE REFERENCE THE CHART BELOW IF YOU HAVE PREVIOUSLY RENEWED YOUR CREDENTIAL:**

- A. CADC – 40 total hours; 6 live ethics hours
- B. CRADC – 40 total hours; 6 live ethics hours
- C. CRAADC – 40 total hours; 6 live ethics hours
- D. CCJP –40 total hours; 6 live ethics hours
- E. MRSS –20 total hours; 6 live ethics hours
- F. CPS –20 total hours; 6 live ethics hours
- G. CRPR –20 total hours; 6 live recovery ethics hours
- H. CCDP – 40 total hours; 6 live ethics hours
- I. CCDP-D 40 total hours; 6 live ethics hours
- J. SQP, SQP-R, SQI, SQI-R – 40 total hours; 6 live ethics hours
- K. CGDC –14 total hours; 6 live ethics hours
- L. CRPS – 40 total hours; 6 live ethics hours
- M. MARS –6 total MARS hours
- N. BIP – 36 total hours; 6 live ethics hours
- O. MAADC II—20 hours; 3 live ethics hours

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

You hold the **Medication Assisted Recovery Specialist, (MARS)** certificate and need to renew it by October 31, 2018. Your renewal hours from MARS must come from pharmacology and/or medication assisted recovery education obtained after you obtained your MARS certificate or after October 31, 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.

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

If you have renewed before, all renewal hours must be since October 31, 2016. You must submit 20 contact hours of education that relates to the field of behavioral health. 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 education box). 6 of the 20 contact hours must be “LIVE” Ethics (not from online or home study).

## EDUCATION HOURS

### Outside Education Hours:

Outside education is any continuing education related to one or more of the performance domains such as workshops or seminars presented in a formal classroom setting, applicable college coursework, MCB self-study course, or MCB pre-approved home study or online courses provided by a MCB pre-approved home study or online provider and outside alcohol and drug trainings that you taught. Visit the MCB website at [www.missouricb.com](http://www.missouricb.com) then click on the Training button to view a list of preapproved providers of education. Review of videos/films, literature or the like may not be included unless the videos/films or literature were part of the training in a formal classroom setting.

### Agency In-Service Hours:

An in-service training is any training provided only for the staff in your agency/company. **If you are required to provide copies of outside training certificates, this renewal period, this In-service form MUST be signed by your supervisor OR you must attach copies of the sign-in sheets for each in-service training listed below.**

### RENEWAL TIME LINE AND FEES:

Renewal materials postmarked on or before October 31, 2018

- MARS \$30 (if only renewing MARS and no other credential)  
**(If you are renewing any credential along with your MARS; there is no charge for the MARS).**
- One MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP or the CCDP-D) - \$190.00
- Two MCB Credentials (Including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$215.00
- Three MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$240.00
- Four MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$265.00
- Five MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$290.00
- Six MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$315.00

### Inactive MCB Credential

- One Inactive MCB Credential (including the CADC, CRADC, CRAADC, CCJP, CCDP or the CCDP-D). -\$95.00
- Two Inactive MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$107.50
- Three Inactive MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$120.00
- Four Inactive MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$132.50
- Five Inactive MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP) - \$145.00
- Six Inactive MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS or the BIP)- \$157.50

### **CRPS Renewal & Inactive Fees**

- CRPS Renewal Fee - \$100.00
- CRPS plus one of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$125.00
- CRPS plus two of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC \$150.00
- CRPS plus three of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$175.00
- CRPS plus four of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$200.00
- CRPS plus five of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$225.00
- CRPS plus five of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$250.00
- Inactive CRPS Renewal Fee - \$50.00
- Inactive CRPS plus one of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$62.50
- Inactive CRPS plus two of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC \$75.00
- Inactive CRPS plus three of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$87.50
- Inactive CRPS plus four of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$100.00
- Inactive CRPS plus five of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$112.50
- Inactive CRPS plus five of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, CRPR, CGDC - \$125.00

### **MAADC II Renewals & Inactive Fees**

- MAADC II -\$95.00 (if only renewing MAADC II and no other credential)
- MAADC II plus one of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$120.00
- MAADC II plus two of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$145.00
- MAADC II plus three of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$170.00
- MAADC II plus four of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$195.00
- MAADC II plus five of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$220.00
- MAADC II plus six of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$245.00

## Inactive Fees

- MAADC II -\$47.50 (if only renewing MAADC II and no other credential)
- MAADC II plus one of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$60.00
- MAADC II plus two of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$72.50
- MAADC II plus three of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$85.00
- MAADC II plus four of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$97.50
- MAADC II plus five of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$110.00
- MAADC II plus six of the following CRPR, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, CGDC – \$122.50

## BIP Renewals & Inactive Fees

- BIP Renewal Fee - \$70.00
- BIP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC- \$95
- BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC \$120
- BIP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC - \$145
- BIP plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC - \$170
  
- Inactive BIP ONLY - \$35.00
- Inactive BIP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC - \$47.50
- Inactive BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC - \$60.00
- Inactive BIP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC - \$72.50
- Inactive BIP plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC - \$85.00

## CRPR Renewals & Inactive Fees—**If you are renewing a CRPR there is no additional fee for renewing the CPS or the MRSS**

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

- Inactive CRPR plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$72.50
- Inactive CRPR plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$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 - \$95.00
- MRSS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$120.00
- MRSS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$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, - \$47.50
- Inactive MRSS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$60

#### **CPS Renewals & Inactive Fees**

- CPS Renewal Fee - \$70.00
- CPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$95.00
- CPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$120.00
- CPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$145.00
- Inactive Status for CPS ONLY- \$35.00
- Inactive CPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$47.50
- Inactive CPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC - \$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 the CGDC - \$75
- Inactive Status for SATOP (SQP, SQP-R, SQI, SQI-R, SR) - \$25
- Inactive SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus the CGDC - \$37.50

#### **CGDC Renewals & Inactive Fees**

- CGDC ONLY Renewal Fee - \$50.00
- Inactive Status for CGDC - \$25

#### **Renewal materials postmarked from November 1<sup>st</sup> to November 30, 2018 will be charged a late fee.**

- CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D Late Fee is an additional \$75.00
- MAADC II Late fee is an additional \$75.00
- CRPS Late fee is an additional \$75.00
- CRPR Late Fee is an additional \$40.00
- MRSS/CPS Late Fee is an additional \$40.00
- BIP 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 November 30, 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. **(If you want to reactive your credentials, you will have to complete the reinstatement process).**

- 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.**
2. 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.
3. 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.
4. 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 October 31, 2018 renewal. Their 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 October 31, 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](mailto:help@missouricb.com) if you have additional questions.



**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, CPS CRPR, BIP or Prevention Ethics Code listed on the website ([www.missouricb.com](http://www.missouricb.com)) under the MCB Ethics Code Link.

**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 with connection with any investigation concerning allegations that could lead to disciplinary action against me.

_____	_____
Date	Printed Name
_____	_____
Date	Signature

*Missouri Credentialing Board*

---

(573) 616-2300

www.missouricb.com

428 E. Capitol, 2<sup>nd</sup> Floor

(573) 616-2303 (FAX)

email: help@missouricb.com

Jefferson City, MO 65101

## Renewal Application—Attestation Statement

I, \_\_\_\_\_, attest I have completed all the necessary hours to renew my MCB credentials for the October 31, 2018 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 understand that if my renewal is being audited, I must submit a copy of all my training certificates for review. I further understand that even if I am not being audited, I still must submit a copy of my “live” ethics certificate in order to renew my credentials.**

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

**This page for MAADC II renewals only**

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

## **MENTORING AND CLINICAL SUPERVISION AGREEMENT AND PROFESSIONAL DEVELOPMENT CONTRACT**

### **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. (This form covers both the Mentoring and Clinical Supervision Agreement and Professional Development Contract).

#### **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

# Professional Development Contract

## 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. Signing this form covers both the Mentoring and Clinical Supervision Agreement and the Professional Development Contract.

MAADC II Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

MAADC II Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Supervision Training Certificate Number (not credential number): \_\_\_\_\_

