
**APRIL 30, 2019 RENEWAL FORMS FOR
BIP, CCDP, CCDP-D, CCJP, CGDC, CPS, CRPR, CRPS, MAPS, MARS, MPS, MRSS,
RADC, SQI, SQI-R, SQP and SQP-R**

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 MAY BE DIFFERENT REQUIREMENTS FOR PROFESSIONALS RENEWING FOR THE FIRST TIME.

If this is the **FIRST** time renewing your credential and you have question on how many contact hours you need to renew, please do the following:

1. Refer to the letter the MCB sent you when you received your initial credential.

First time renewal hours are individualized based on the time of year in which you initially received your credential and other credentials held and therefore will vary between credentialed professionals.

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 2019 Renewal Audit. You can check the MCB website to see if your name was randomly selected for the audit.

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 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 then click on the Education Box/Online Home study link 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, you must provide an attendance sheet showing you attended the training.**

If you obtained any online hours from an agency not preapproved by the MCB—the hours will not be accepted and you will need to obtain additional hours—No exceptions will be granted! A listing of the MCB preapproved online providers can be found at www.missouricb.com

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

1. CCDP – 40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
2. CCDP-D 40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
3. CCJP –40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
4. RADC—40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
5. SQP, SQP-R, SQI, SQI-R – 40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
6. CRPS – 40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
7. MAPS—40 total hours; 6 live ethics hours (Obtained after April 30, 2017)
8. BIP – 36 total hours; 6 live ethics hours (Obtained after April 30, 2017)
9. MRSS –20 total hours; 6 live ethics hours (Obtained after April 30, 2017)
10. CPS –20 total hours; 6 live ethics hours (Obtained after April 30, 2017)
11. CRPR –20 total hours; 6 live ethics hours (Obtained after April 30, 2017)
12. CGDC-14 total hours; 6 live ethics, 8 gambling specific (Obtained after April 30, 2017)
13. MARS –6 total MARS hours; 6 hours need to be medication specific (Obtained after April 30, 2017)
14. MPS—5 total hours; 3 hours live ethics (Obtained after April 30, 2018)

RENEWAL TIME LINE AND FEES:

Renewal materials postmarked on or before April 30, 2019

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 Credential (including the CCJP, CCDP or the CCDP-D, RADC) - \$190.00
- Two MCB Credentials (Including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$215.00
- Three MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) -\$240.00
- Four MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$265.00
- Five MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$290.00
- Six MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$315.00

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

- One Inactive MCB Credential (including the CCJP, CCDP, CCDP-D, RADC). -\$95.00
- Two Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$107.50
- Three Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) -\$120.00

- Four Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$132.50
- Five Inactive MCB Credentials (including the CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP) - \$145.00
- Six Inactive MCB Credentials (including the CCJP, CCDP, CCDP-D, RADC, MRSS, CPS, CRPR, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, MPS, BIP)- \$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, CPS, CGDC, CRPR, CGDC, MPS, BIP) - \$125
- CRPS/MAPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, CPS, CGDC, CRPR, CGDC, MPS, BIP) - \$150
- CRPS/MAPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, CPS, CGDC, CRPR, CGDC, MPS, BIP) - \$175
- CRPS/MAPS plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), MRSS, CPS, CGDC, CRPR, CGDC, MPS, BIP) - \$200

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

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, MPS- \$95
- BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC, MPS- \$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, MPS - \$47.50
- Inactive BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC, MPS - \$60.00
- Inactive BIP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC, MPS - \$72.50
- Inactive BIP plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, CRPR, CGDC, MPS - \$85.00

CRPR Renewals & Inactive Fees

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

CPS Renewals & Inactive Fees

- CPS Renewal Fee - \$70.00
- CPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$95.00
- CPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$120.00
- CPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS - \$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, MPS - \$47.50
- Inactive CPS 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, 2019 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 \$20.00
- CRPR Late Fee is an additional \$40.00
- MRSS/CPS 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, 2019 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.**
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 April 30, 2019 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 April 30, 2020.** 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.

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

Current Home Address (Street/Apt/City/State/Zip)

Phone Number: _____ Work Phone Number: _____

Place of Employment: _____

Email 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

Card Number: _____ 3 Digit Verification Code _____

Credit Card Expiration Date (mm/yy) _____

Credit Card Authorization Signature: _____

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

- BIP CCDP CCDP-D CCJP CGDC CPS
 CRPR CRPS MAPS MARS MPS MRSS
 RADC SQI SQI-R SQP SQP-R

Missouri Credentialing Board

(573) 616-2300
(573) 616-2303 (FAX)

www.missouricb.com
email: help@missouricb.com

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

Renewal Application—Attestation Statement

I, _____, attest I have completed all the necessary hours to renew my MCB credentials for the April 30, 2019 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.

Signed By: _____

Date: _____

Missouri Credentialing Board

(573) 616-2300
(573) 616-2303 (FAX)

www.missouricb.com
email: help@missouricb.com

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

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) 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

Please remember to check to see if you were audited in April 2019

And

EVERYONE

must send in a copy of their

“LIVE” Ethics Certificate:

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 2019 Renewal Audit. You can check the MCB website to see if your name was randomly selected for the audit.

www.missouricb.com

