

Missouri Credentialing Board

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

www.missouricb.com
help@missouricb.com

428 East Capitol; 3rd Floor
Jefferson City, MO 65102-1250

December 13, 2021

Dear MCB Preapproved Provider,

Your status as a Continuing Education Agency endorsed by the MCB will expire on **December 31, 2021**. You will find a Continuing Education Agency Application with this letter. To continue your status as an endorsed Continuing Education Agency, please fill out the enclosed application and return it with the appropriate fee.

This endorsement allows your trainings to be listed on our website calendar, to promote your trainings as MCB approved and for us to inform and help promote your trainings.

Upon acceptance of your application, you will receive a provider approved letter along with a 2022 Training Approval Application Template to be used for 2022. Each time your agency offers a training you wish to be approved by the Board, a copy of the Training Approval Application must be sent to our office a minimum of **30 days** prior to the training date. **The MCB does not approve in-service trainings.** An agency may not advertise the training as endorsed by the MCB until the agency is notified of endorsement by the MCB Office. The agency may advertise they are seeking this endorsement.

Your agency must provide all those attending your training with a letter or certificate showing their name, date and title of the program, your agency name, and number of contact hours credited for the program.

The MCB reserves the right to send a representative to any pre-approved training free of charge. You will be notified in advance if the MCB is sending a representative. The MCB also reserves the right to contact attendees to inquire about the quality of the training provided.

The MCB has approximately 5,000 credentialed professionals. Should you wish to purchase mailing address labels or mailing lists for our professionals to advertise training events, the following fees apply.

Statewide List	List \$200.00	Labels \$250.00
Regional List	List \$ 75.00	Labels \$85.00
Credential Mailing or Email List	List \$20.00	Labels \$30.00
County List	List \$5.00	Labels \$7.50

Any purchased list is not to be sold or given to any other party.

In addition, we offer two additional services that your agency may be interested in.

1. Your agency can post an employment ad on our website. A 30 day ad can be purchased for \$50.00.

For more information on either of these items, please contact our office at 573-616-2300.

Sincerely,

Stacey Langendoerfer
MCB Executive Director

Enclosure: Application