

**2022/2023 Reinstatement Forms for
BIP, CADC, CCDP, CCDP-D, CCJP, CGDC, CHW-C, CPS, CRAADC, CRADC, CRPR,
CRPR-L, CRPS, M-II, MAPS, MARS, MPS, MRSS, RADC, SQI, SQI-R, SQP and SQP-R
Eligible dates for reinstatement August 1, 2017-August 1, 2023**

NOTICE: Check the MCB Professional Search on the MCB web site at www.missouricb.com to determine if your reinstatement materials have been reviewed and are complete. If there is a problem with your reinstatement, it will be addressed to you at the email address you listed on your reinstatement forms.

PLEASE READ THE REINSTATEMENT INSTRUCTIONS IN THEIR ENTIRETY BEFORE COMPLETING YOUR REINSTATEMENT FORMS.

All Reinstatements MUST submit a copy of ALL their required training certificates in order to reinstate your credentials. Your required hours for each credential is listed within this packet.

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 an 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 reinstatement period, you must provide an attendance sheet showing you attended the training.**

PLEASE REFERENCE THE CHART BELOW FOR SPECIFIC CREDENTIAL HOURS NEEDED TO REINSTATE: Please note: Due to COVID-19 the “Live” ethics requirement has been waived at this time-you may now obtain your ethics hours in either in a “live”, webinar or online setting. (Please make sure the certificate says “Ethics” in the title of the course or the certificate specifically states how many “ethics” hours were covered in the training).

1. CADC – 40 total hours; 6 ethics hours
2. CCDP – 40 total hours; 6 ethics hours
3. CCDP-D 40 total hours; 6 ethics hours
4. CCJP –40 total hours; 6 ethics hours
5. CRAADC – 40 total hours; 6 ethics hours
6. CRADC – 40 total hours; 6 ethics hours
7. RADC—40 total hours; 6 ethics hours
8. SQP, SQP-R, SQI, SQI-R – 40 total hours; 6 ethics hours
9. MAPS—40 total hours; 6 ethics hours
10. BIP – 36 total hours; 6 ethics hours
11. MRSS –20 total hours; 6 ethics hours
12. CPS –20 total hours; 6 ethics hours
13. CRPR –20 total hours; 6 ethics hours
14. CRPR-L—20 total hours; 6 ethics hours
15. CRPS – 40 total hours; 6 ethics hours
16. CGDC-14 total hours; 6 ethics, 8 gambling specific
17. MARS –6 total; 6 hours need to be medication specific hours
18. MPS—5 total hours; 3 hours ethics
19. CHW-C—20 total hours; 6 ethics hours
20. MAADC II – 20 hours total; 3 hours ethics

REINSTATEMENT TIME LINE AND FEES:

Reinstatement materials must be postmarked on or before August 1, 2023

MARS (\$70 if only reinstating MARS and no other credential)— (If you are reinstating any credential along with your MARS; there is no charge for the MARS).

CADC/CRADC/CRAADC/CCJP, CCDP, CCDP-D, RADC Reinstatement Fees

- One MCB Credential Reinstatement Fee (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC) - \$340.00
- Two MCB Credentials (Including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, MAPS, CRPS, SQI, SQI-R, SQP, SQP-R, CHW-C, CPS, CRPR, CRPR-L, MRSS, MAADC II, MPS) - \$365.00
- Three MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, MAPS, CRPS, SQI, SQI-R, SQP, SQP-R, CHW-C, CPS, CRPR, CRPR-L, MRSS, MAADC II, MPS) - \$390.00
- Four MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, MAPS, CRPS, SQI, SQI-R, SQP, SQP-R, CHW-C, CPS, CRPR, CRPR-L, MRSS, MAADC II, MPS) - \$415.00
- Five MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, MAPS, CRPS, SQI, SQI-R, SQP, SQP-R, CHW-C, CPS, CRPR, CRPR-L, MRSS, MAADC II, MPS) - \$440.00
- Six MCB Credentials (including the CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, MAPS, CRPS, SQI, SQI-R, SQP, SQP-R, CHW-C, CPS, CRPR, CRPR-L, MRSS, MAADC II, MPS) - \$465.00

CRPS/MAPS Reinstatement Fees

- CRPS/MAPS Reinstatement Fee - \$250.00
- CRPS/MAPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R), MRSS, CPS, CRPR, CRPR-L, CGDC, MPS, BIP, CHW-C, MAADC II) - \$275.00
- CRPS/MAPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R), MRSS, CPS, CRPR, CRPR-L, CGDC, MPS, BIP, CHW-C, MAADC II) - \$300.00
- CRPS/MAPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R), MRSS, CPS, CRPR, CRPR-L, CGDC, MPS, BIP, CHW-C, MAADC II) - \$325.00
- CRPS/MAPS plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R), MRSS, CPS, CRPR, CRPR-L, CGDC, MPS, BIP, CHW-C, MAADC II) - \$350.00

MAADC II Reinstatement Fees

- MAADC II Reinstatement Fee plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS - \$245.00
- MAADC II plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS - \$270.00
- MAADC II plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS - \$295.00
- MAADC II plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS - \$320.00

BIP Reinstatement Fees

- BIP Reinstatement Fee - \$150.00
- BIP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS) - \$175.00
- BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS) - \$200.00
- BIP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS) - \$225.00
- BIP plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, CRPR, CRPR-L, MPS, MRSS) - \$250.00

CRPR & CRPR-L Reinstatement Fees

- CRPR/CRPR-L Reinstatement Fee - \$150.00
- CRPR/CRPR-L plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, MPS, MRSS - \$175.00
- CRPR/CRPR-L plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, MPS, MRSS - \$200.00
- CRPR/CRPR-L plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, MPS, MRSS - \$225.00
- CRPR/CRPR-L plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R) CGDC, CHW-C, CPS, MPS, MRSS - \$250.00

MRSS Reinstatement Fees

- MRSS Reinstatement Fee - \$150.00
- MRSS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, CPS, MPS - \$175.00
- MRSS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, CPS, MPS - \$200.00
- MRSS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, CPS, MPS - \$225.00
- MRSS plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, CPS, MPS - \$250.00

CPS Reinstatement Fees

- CPS Reinstatement Fee - \$150.00
- CPS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, MPS - \$175.00
- CPS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, MPS - \$200.00
- CPS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, CHW-C, MPS - \$225.00

CHW-C Reinstatement Fees

- CHW-C Reinstatement Fee - \$150.00
- CHW-C plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS - \$175.00
- CHW-C plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS - \$200.00
- CHW-C plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS - \$225.00

SATOP (SQP, SQP-R, SQI, SQI-R, SR) Reinstatement Fees

- SATOP (SQP, SQP-R, SQI, SQI-R) Reinstatement Fee - \$150.00
- SATOP (SQP, SQP-R, SQI, SQI-R) plus one of the following CGDC or MPS - \$175.00
- SATOP (SQP, SQP-R, SQI, SQI-R) plus two of the following CGDC and MPS - \$200.00

CGDC Reinstatement Fees

- CGDC ONLY Reinstatement Fee - \$90.00
- CGDC Reinstatement Fee plus MPS - \$115.00

MPS Reinstatement Fees

- MPS ONLY Reinstatement Fee - \$65.00

Reinstatement materials postmarked after August 1, 2023 will not be accepted. In cases of disputes on when the reinstatement 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 Reinstatement Forms. Make checks payable to **MCB**
- The MCB accepts Visa, MasterCard and Discover Card.
- **Do Not Fax the Completed Reinstatement Forms to the MCB—THEY WILL NOT BE ACCEPTED! You can either mail your reinstatement packets to the MCB Office or upload your packet at www.missouricb.com.**

Contact MCB Staff at (573) 616-2300, or email: help@missouricb.com if you have additional questions.

DEMOGRAPHIC AND FEE PAGE (Page 2)

MISSOURI CREDENTIALING BOARD-428 EAST CAPITOL 3rd Floor; Jefferson City, MO 65101

Your Required Demographic Information Below (Please Type or Print Very Legibly)

Gender: Female; Male; Decline to State; Other: _____

Ethnicity: American Indian/Native Alaskan/Native American;
 Asian;
 Black/African American;
 Decline to State;
 Hispanic/Latino;
 Multi-Racial/Ethnic;
 Native Hawaiian/Pacific Islander;
 White;
 Other: _____

Salary: \$0-\$14,999; \$15,000-\$24,999; \$25,000-\$34,999; \$35,000-\$44,999;
 \$45,000-\$54,999; \$55,000-Over; Decline to State

Military Service:

Never served in the military;
 Active duty for training in the Reserves or National Guard;
 On Active duty in the past, but not now for the Reserves or National Guard;
 Now on active duty;
 On active duty in the past, but not now;
 Veteran

Primary Language: English; Spanish; Chinese; Tagalog; Vietnamese;
 Arabic; French; Korean; Russian; German; Other: _____

Secondary Language: N/A; English; Spanish; Chinese; Tagalog; Vietnamese;
 Arabic; French; Korean; Russian; German; Other: _____

Highest Level of Education Completed: Associates Arts/Science Degree; Bachelor Arts/Science Degree;
 Doctorate; High School Diploma or HiSET; Some College Credit;
 No High School Diploma or HiSET; Vocational Certificate; Other: _____

Missouri Credentialing Board

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

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

428 E. Capitol, 3rd Floor
Jefferson City, MO 65101

Reinstatement Application—Attestation Statement

I, _____, attest I have completed all the necessary hours to reinstate my MCB credentials for the 2022/2023 Reinstatement including all required 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, 3rd 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 Credentials, MRSS, MARS, CPS CRPR, CRPR-L BIP, CHW-C 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/reinstatement procedure. I understand falsification of any portion of this application/reinstatement 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/reinstatement, the examination, the grades with respect to any examination, and/or the failure of the MCB to issue me said credential or reinstatement.

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

This page is for MAADC II Reinstatements only

Missouri Credentialing Board
428 East Capitol-3rd 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, SQP/SQP-r, LPC, LCSW, LMFT 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

This Page is for MAADC II Reinstatements only

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): _____