Missouri
Credentialing Board

(573) 616-2300 www.missouricb.com 515 East High Street Suite 202
email: help@missouricb.com Jefferson City, MO 65101

Criteria for Pregnant and Parenting Families (PPF)

I. Criteria

- Minimum of HS Diploma/HSE
- Complete the MCB Pregnant and Parenting Families (PPF) Training Program

CHECK LIST FOR PPF APPLICATION

1. You have submitted a $110.00 check with this application or have provided your credit/debit card information on page 4 of this application packet if you did not pay the $110.00 fee when applying for the HRS training program. **Applications will not be reviewed until payment is received.**
2. You have completely filled out the application.
3. You have signed the Code of Ethics.
4. You have filled out the Family Care Safety Registry Worker Registration Form and included the form with your packet. If your agency has conducted a FCSR background check on you within the last 30 days, you may submit the results to help expedite the application process.
5. The appropriate certificate is included with the application to verify completion of the MCB PPF training.
6. The appropriate High School/HSE or College transcripts were included.

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Application Instructions:

1. Requirements to receive this credential are subject to change without notice. Please make sure you are submitting the most recent application packet. If you are unsure, contact the MCB office.
2. The application must be typed or neatly printed.
3. Please keep a copy of all materials submitted for your records.
4. FEES: The total PPF Fee is $110.00. You may pay by check, money order, or provide credit card information on page 4 of this application packet. **If you paid the $110.00 when you applied for the PPF training program, then no money is due with the application. Applications will not be reviewed until payment is received.**
5. Please be aware that should your application be reviewed and additional information is requested to complete the application, you will have 90 days to provide the requested information. Failure to do so will result in your application expiring without being approved.
6. All fees are non-refundable. If your application is denied or expires, fees will not be refunded.
7. If your application is denied, you may contact the MCB office staff for instructions on how to appeal the denial of your application.
8. All materials submitted to the MCB office become property of the MCB.
9. The applicant must currently reside and/or work/volunteer in the State of Missouri at least 51% of the time. The only exception to this is applicants living and working in a state that is not a member of the International Certification and Reciprocity Consortium.
10. If at any time during the credentialing process, a question arises about an applicant's moral character, reputation for honesty, integrity, or professionalism, the Board may either deny the application at that time or place the application on hold until an investigation has been completed and a decision made regarding the question brought up.
11. Please remember that it is your responsibility to keep the MCB office informed of any personal informational changes such as address and phone number changes. If you fail to notify us of changes, you will be responsible for any material that is mailed to the wrong address and will have to pay a fee to have the material sent again.
12. **Please <u>mail</u> your application to the MCB. Please do <u>not</u> fax or e-mail your application.**

Important Notice To Applicants

According to Missouri Credentialing Board (MCB) Policies and Procedures, the following rules apply to those seeking a MCB credential.

1. The following items disqualify an individual from obtaining the PPF with the MCB:
   A. Is listed on the Department of Mental Health disqualification registry
   B. Is listed on the employee disqualification list of the Dept. Health and Senior Services or Dept. of Social Services
   C. Any crime against a minor
   D. A person who has been convicted of, found guilty to, plead guilty to or nolo contendere to any of the Disqualifying Crime (s) Pursuant to Section 630.170, RSMo. The crime (s) will only disqualify an applicant if the crime (s) were a felony. Please view information about Section 630.170, RSMo on the MCB web site www.missouricb.com under the Disqualifying Crimes Link.
2. If an individual has applied for and been given an exception from the Department of Mental Health, the individual may apply for a MCB credential. Please send in proof of exception with your application.
3. If an individual will not be working in a Department of Mental Health certified agency and would still like to be credentialed, the individual may apply directly to the Missouri Credentialing Board exceptions committee.

APPLICATION

FOR

Pregnant and Parenting Families Credential (PPF)

Appropriate fee must be submitted with application if it was not paid when applicant applied for the PPF training program.

MISSOURI CREDENTIALING BOARD
515 East High Street Suite 202
JEFFERSON CITY, MISSOURI 65101

TELEPHONE: (573) 616-2300

WEB SITE: www.missouricb.com

EMAIL: help@missouricb.com

Please Mark Credit Card Type:
1. Visa _____
2. MC _____
3. Discover _____
CC Expiration Date: _____/_____
Credit Card #: _____-_____-_____-_____
Credit Card 3 Digit Verification Code: _____
Credit Card Zip Code: _____

If the $110.00 was paid when you applied for the PPF training program, do not send any money with this application.

THIS APPLICATION MUST BE TYPED OR PRINTED NEATLY

All Applications Become the Property of MCB

Applicant's Name: _____
First Middle Last Name Suffix (Jr., II)

_____
Maiden Other Names Used

Current Home Address: _____
Street/PO Box Apt. #

_____
City State Zip County

Home Telephone: _____/_____ SSN: _____-_____-_____

Work Telephone: _____/_____, Ext. _____ Cell Number: _____/_____

E-mail Address: _____

BIRTH DATE: _____/_____/_____

Are you currently or have you been credentialed or licensed as a Substance Use Disorder Professional by the MCB or any other state or organization? _____Yes _____No

If yes, which state/organization and when? _____

What is the type of credential/license held with the other state/organization?

_____

Have you ever been **CONVICTED** of and/or **PLEAD GUILTY** to a felony (including SIS or SES)? ____Yes ____No

If yes, please go to the www.missouricb.com website, print off the "Felony Offense Form", fill out the form and submit with your application. If you were convicted of and/or plead guilty to a felony (including SIS or SES) listed in Section 630.170 RSMo (view www.missouricb.com; Disqualifying Crimes link), you will not be issued this credential without an exception from the Department of Mental Health or MCB Exceptions Committee. **(If you have already completed the Department of Mental Health Exceptions Committee process, you do not need to complete the Felony Offense Form. Please attach a copy of the Department of Mental Health letter granting the exception.)**

Have you ever knowingly been contacted by a Children's Division employee regarding a **CHILD ABUSE** and/or **CHILD NEGLECT** incident involving you? _____Yes _____No

If yes, please go to the www.missouricb.com website, print off the "Child Abuse/Neglect Statement", fill out the form and submit with your application.

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: _____

Education/Degree Information

Please mark your highest level of education completed:

1. High School Diploma/HSE: _____
2. Addiction Certificate Program: _____
3. Associate Degree: _____ Degree Program: _____
4. Bachelor Degree: _____ Degree Program: _____
5. Master Degree/Higher: _____ Degree Program: _____

An applicant may document High School Diploma or HSE or College/University degree by:

1. ***Submitting copy of High School Diploma/HSE***
2. ***Submitting official or unofficial College/University transcripts. Please ensure the transcript shows the applicable degree being conferred.***

Where Does the Applicant Currently Work?

Name of Employer:
Mailing Address of Employer Street City State Zip Code County
Name & Title of Immediate Supervisor:
Your Business Phone: Area Code/Telephone Number Extension Fax # Area Code/Telephone Number

Training Requirements

All applicants must submit proof of having completed the MCB PPF Training Program.

Applicant's Agreement to the Code of Ethical Practice and Professional Conduct

I have read the Current PPF Ethics Code as listed on the MCB web site www.missouricb.com, MCB Ethics Code Link and agree to abide by this code:

Print Name Date

Signature Date

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

Print Name Date

Signature Date

Be sure to print, sign and date in all places on this page!

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
FAMILY CARE SAFETY REGISTRY
WORKER REGISTRATION

PLEASE TYPE OR PRINT CLEARLY

SECTION A: WORKER TYPE (CHECK ONE BOX ONLY)

☐ CHILD CARE WORKER ($9.☐) ☐ PERSONAL CARE WORKER ($9.00) ☐ XX VOLUNTARY REGISTRANT

☐ ELDER CARE WORKER ($9.☐) ☐ RECIPIENT OF STATE OR FEDERAL FUNDS (☐.00) ☐ FOSTER PARENT (NO FEE)

SECTION B: IDENTIFYING DATA FOR BACKGROUND SCREENING

LAST NAME	FIRST NAME	MIDDLE NAME

MAIDEN AND PRIOR NAMES USED

SOCIAL SECURITY NUMBER *(ATTACH COPY OF SOCIAL SECURITY CARD)*	DATE OF BIRTH	GENDER	TELEPHONE NO. (OPTIONAL)
- -	/ /	☐ MALE ☐ FEMALE	( )

MAILING ADDRESS

STREET ADDRESS OR POST OFFICE BOX	CITY	STATE	ZIP CODE	COUNTY

HOME ADDRESS (if different than mailing address)

STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTY

SECTION C: CURRENT EMPLOYER INFORMATION (IF APPLICABLE)

EMPLOYER NAME	CONTACT PERSON		PHONE NUMBER
			( )
ADDRESS	**CITY**	**STATE**	**ZIP CODE**

SECTION D: AUTHORIZATION TO RELEASE BACKGROUND SCREENING INFORMATION

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant my permission for the Missouri Department of Health and Senior Services (DHSS) to obtain any and all background information authorized by law to process this request. Futhermore, I authorized the Missouri Department of Health and Senior Services to release the fact that I am a registrant in the Family Care Safety Registry (FCSR) and any related background information to the requestor of the FCSR for employment purposes only, as provided in 210.921, subsection 1 subdivision (1) and (2), RSMo. For purposes of the FCSR, "employment purposes" includes direct employer/employee relationships, prospective employer/employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child care, elder care or personal care setting. I understand that if I dispute the information contained in the FCSR I have the right to appeal the accuracy in the transfer of information to the FCSR within thirty (30) days of receiving the results of the background screening determination.

NOTICE: The FCSR may choose to deposit the check enclosed electronically as an ACH debit entry to your designated bank account. I understand that my signature below authorized my Financial Institution to deduct this payment from my account. In the event that DHSS or its subcontractor, is unable to secure funds from your account or you provide insufficient or inaccurate information regarding your account, your obligation to the DHSS will remain unpaid and further collection action may be taken by the DHSS or its subcontractor, including, but not limited to, returned check fees.

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
	/ /

I

Submit this form with your application and a copy of your SS card. If your agency has ran a FCSR check within the last 30 days, you can submit the results with this form which may speed up the application process. By doing so, you give permission for your agency to share their FCSR results.

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