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Certified Alcohol Drug Counselor (CADC), Certified Reciprocal Alcohol Drug Counselor (CRADC), Certified Reciprocal Advanced Alcohol Drug Counselor (CRAADC), Certified Criminal Justice Addictions Professional (CCJP), Reciprocal Alcohol Drug Counselor (RADC); 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 Awareness Recovery Specialist Certificate (MARS), Missouri Recovery Support Specialist (MRSS), Certified Peer Specialist (CPS), Family Support Provider (FSP), Youth Peer Specialist (YPS), Community Health Worker – Credentialed (CHW-C), Certified Reciprocal Peer Recovery (CRPR), Certified Reciprocal Peer Recovery-L (CRPR-L) Certified Reciprocal Prevention Specialist (CRPS), Missouri Advanced Prevention Specialist (MAPS), Batterer Intervention Professional (BIP) and the Missouri Prevention Specialist (MPS), Harm Reduction Specialist (HRS) and Pregnant and Parenting Families (PPF).

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 ARE DIFFERENT REQUIREMENTS FOR PROFESSIONALS RENEWING FOR THE FIRST TIME.

If this is the **FIRST** time renewing your credential and you have a 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 Ethics Training; however only send in all training certificates if your name was part of the April 2025 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 ethics hours
- B. CRADC – 40 total hours; 6 ethics hours
- C. CRAADC – 40 total hours; 6 ethics hours
- D. CCJP – 40 total hours; 6 ethics hours
- E. RADC – 40 total hours; 6 hours ethics

- F. MRSS –20 total hours; 6 ethics hours
- G. CPS –20 total hours; 6 ethics hours
- H. CRPR –20 total hours; 6 ethics hours
- I. CRPR-L – 20 total hours; 6 hours ethics
- J. CHW-C – 20 total hours; 6 hours ethics
- K. CCDP – 40 total hours; 6 ethics hours
- L. CCDP-D 40 total hours; 6 ethics hours
- M. SQP, SQP-R, SQI, SQI-R – 40 total hours; 6 ethics hours
- N. CGDC –14 total hours; 6 ethics hours
- O. CRPS – 40 total hours; 6 ethics hours
- P. MARS –6 total medication hours
- Q. BIP – 36 total hours; 6 ethics hours
- R. MAADC II—20 hours; 3 ethics hours
- S. MPS—5 hours; 3 ethics hours
- T. FSP—20 hours; 6 hours of ethics
- U. YPS—20 hours; 6 hours of ethics
- V. PPF—20 hours; 6 hours of ethics
- W. HRS—20 hours; 6 hours of ethics; 8 hours of harm reduction hours
- X. MAPS—40 hours; 6 hours of ethics

RENEWING: If you have renewed before, renewal hours must be completed after April 30, 2023, unless you are renewing an M-II or MPS, in which case the hours must be completed after April 30, 2024.

If this is your first time renewing, please refer to your initial certification letter from the MCB to determine the date after which your continuing education hours must have been completed.

RENEWAL OF YOUR MEDICATION AWARENESS RECOVERY SPECIALIST CERTIFICATE (MARS):

If you hold the **Medication Awareness Recovery Specialist, (MARS)** certificate and need to renew it by April 30, 2025. Your renewal hours from MARS must come from pharmacology and/or medication awareness recovery education obtained after you obtained your MARS certificate or after April 30, 2023 if you have renewed it before. 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.

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.

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, the 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.**

RENEWAL TIME LINE AND FEES:

Early Bird Fees: Renewal materials postmarked on or before January 1- March 30, 2025

- MARS \$33 (if only renewing MARS and no other credential)
- One MCB Credential (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP or the CCDP-D) - \$209.00
- Two MCB Credentials (Including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP, MPS, YPS, HRS, PPF or MARS) - \$236.50
- Three MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP, MPS, YPS, HRS, PPF or MARS) -\$264.00
- Four MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, CCDP, RADAC, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP, MPS YPS, HRS, PPF or MARS) - \$291.50
- Five MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP, MPS YPS, HRS, PPF or MARS) - \$319.00
- Six MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP, MPS, YPS, HRS, PPF or MARS) - \$346.50

Inactive MCB Credential

- One Inactive MCB Credential (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP or the CCDP-D). -\$104.50
- Two Inactive MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP, MPS, YPS, HRS, PPF or MARS) - \$118.25
- Three Inactive MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP MPS, YPS, HRS, PPF or MARS) -\$132.00
- Four Inactive MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP MPS, YPS, HRS, PPF or MARS) - \$145.75
- Five Inactive MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP MPS, YPS, HRS, PPF or MARS) - \$159.50
- Six Inactive MCB Credentials (including the CADAC, CRADC, CRAADC, CCJP, RADAC, CCDP, CCDP-D, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, SQP, SQP-R, SQI, SQI-R, SR, CGDC, CRPS, MAPS, BIP MPS, YPS, HRS, PPF or MARS)- \$173.25

CRPS or MAPS Renewal & Inactive Fees

- CRPS/MAPS Renewal Fee - \$110.00
- CRPS/MAPS plus one of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS - \$137.50
- CRPS/MAPS plus two of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS \$165.00
- CRPS/MAPS plus three of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS - \$192.50

- CRPS/MAPS plus four of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS - \$220.00
- CRPS/MAPS plus five of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS - \$247.50
- CRPS/MAPS plus six of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS - \$275.00
- Inactive CRPS/MAPS Renewal Fee - \$55.00
- Inactive CRPS/MAPS plus one of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS - \$68.75
- Inactive CRPS/MAPS plus two of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) \$82.50
- Inactive CRPS/MAPS plus three of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$96.25
- Inactive CRPS/MAPS plus four of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$110.00
- Inactive CRPS/MAPS plus five of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$123.75
- Inactive CRPS/MAPS plus six of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R, SR), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$137.50

MAADC II Renewals & Inactive Fees

- MAADC II -\$104.50 (if only renewing MAADC II and no other credential)
- MAADC II plus one of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$132.00
- MAADC II plus two of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$159.50
- MAADC II plus three of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$187.00
- MAADC II plus four of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$214.50
- MAADC II plus five of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$242.00
- MAADC II plus six of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, MRSS, CPS, FSP, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$269.50

Inactive Fees

- MAADC II -\$52.25 (if only renewing MAADC II and no other credential)
- MAADC II plus one of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$66.00

- MAADC II plus two of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$79.75
- MAADC II plus three of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$93.50
- MAADC II plus four of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$107.25
- MAADC II plus five of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$121.00
- MAADC II plus six of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R, SR) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, HRS, PPF or MARS) – \$134.75

BIP Renewals & Inactive Fees

- BIP Renewal Fee - \$77.00
- BIP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$104.50
- BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$132.00
- BIP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$159.50
- BIP plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$187.00
- Inactive BIP ONLY - \$38.50
- Inactive BIP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$52.25
- Inactive BIP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$66.00
- Inactive BIP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$79.75
- Inactive BIP plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF or MARS) - \$93.50

CRPR & CRPR-L, Renewals & Inactive Fees

CRPR or CRPR-L Renewal Fee - \$77.00

- CRPR or CRPR-L plus one of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$104.50
- CRPR or CRPR-L plus two of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$132.00
- CRPR or CRPR-L plus three of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$159.50
- CRPR or CRPR-L plus four of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$187.00
- Inactive CRPR or CRPR-L ONLY - \$38.50
- Inactive CRPR or CRPR-L plus one of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$52.25

- Inactive CRPR or CRPR-L plus two of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$66.00
- Inactive CRPR or CRPR-L plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$79.75
- Inactive CRPR or CRPR-L plus four of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$93.50

MRSS Renewals & Inactive Fees

- MRSS Renewal Fee - \$77.00
- MRSS plus one of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$104.50
- MRSS plus two of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$132.00
- MRSS plus three of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$159.50
- MRSS plus four of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$187.00

- Inactive Status for MRSS ONLY- \$38.50
- Inactive MRSS plus one of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$52.25
- Inactive MRSS plus two of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$66.00
- Inactive MRSS plus three of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$79.75
- Inactive MRSS plus four of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$93.50

CPS Renewals & Inactive Fees

- CPS Renewal Fee - \$77.00
- CPS plus one of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$104.50
- CPS plus two of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$132.00
- CPS plus three of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$159.50

- Inactive Status for CPS ONLY- \$38.50
- Inactive CPS plus one of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$52.25
- Inactive CPS plus two of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$66.00

CHW-C Renewals & Inactive Fees

- CHW-C Renewal Fee - \$77.00
- CHW-C plus one of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$104.50

- CHW-C plus two of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$132.00
- CHW-C plus three of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$159.50
- Inactive Status for CHW-C ONLY- \$38.50
- Inactive CHW-C plus one of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$52.25
- Inactive CHW-C plus two of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$66.00

FSP Renewals & Inactive Fees

- FSP Renewal Fee - \$77.00
- FSP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$104.50
- FSP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$132.00
- FSP plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$159.50
- Inactive Status for FSP ONLY- \$38.50
- Inactive FSP plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$52.25
- Inactive FSP plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, YPS, HRS, PPF or MARS) - \$66.00

YPS Renewals & Inactive Fees

In order to maintain a Youth Peer Support (YPS) certification, you must first renew your Certified Peer Specialist (CPS) certification. Please note that the YPS is not a standalone certification. The cost for the YPS certification is an additional \$27.50.

If the YPS certification is inactive, the renewal fee will be \$38.00, plus any fees associated with other certifications you choose to keep active or inactive. Additional fees will apply based on the total number of certifications you renew.

If your YPS certification renewal date does not align with your CPS renewal date, please contact the Missouri Credentialing Board (MCB) office, and we will assist you with syncing your certifications.

HRS Renewals & Inactive Fees

- HRS Renewal Fee - \$77.00
- HRS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, PPF or MARS) - \$104.50
- HRS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, PPF or MARS) - \$132.00
- HRS plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, PPF or MARS) - \$159.50
- Inactive Status for HRS ONLY- \$38.50

- Inactive HRS plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, PPF or MARS) - \$52.25
- Inactive HRS plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS, PPF or MARS) - \$66.00

PPF Renewals & Inactive Fees

- PPF Renewal Fee - \$77.00
- PPF plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS or MARS) - \$104.50
- PPF plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS or MARS) - \$132.00
- PPF plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS or MARS) - \$159.50

- Inactive Status for PPF ONLY- \$38.50
- Inactive PPF plus one of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS or MARS) - \$52.25
- Inactive PPF plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R, SR), CGDC, MPS or MARS) - \$66.00

SATOP (SQP, SQP-R, SQI, SQI-R, SR) Renewals & Inactive Fees

- SATOP (SQP, SQP-R, SQI, SQI-R, SR) Renewal Fee - \$55.00
- SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus one of the following CGDC, MPS or MARS) - \$82.50
- SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus two of the following CGDC, MPS or MARS - \$110.00

- Inactive Status for SATOP (SQP, SQP-R, SQI, SQI-R, SR) - \$27.50
- Inactive SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus one of the following CGDC, MPS or MARS - \$41.25
- Inactive SATOP (SQP, SQP-R, SQI, SQI-R, SR) plus two of the following CGDC, MPS or MARS - \$55.00

CGDC Renewals & Inactive Fees

- CGDC ONLY Renewal Fee - \$55.00
CGDC plus the following MPS or MARS - \$82.50

- Inactive Status for CGDC - \$27.50
- Inactive CGDC plus the following MPS or MARS - \$41.25

MARS Renewals & Inactive Fees

- MARS ONLY Renewal Fee - \$33.00
MARS plus the following MPS- \$60.50

- Inactive Status for MARS - \$16.50
- Inactive MARS plus the following MPS - \$30.25

MPS Renewal & Inactive Fees

- MPS ONLY Renewal Fee - \$27.50
- Inactive Status for MPS - \$13.75

Renewal materials postmarked from April 1 – April 30, 2025 will be charged a processing fee. Please note:

Renewals submitted during this period may not be processed by the expiration date of April 30, 2025. We strongly encourage all credential holders to renew early to avoid processing delays or the need for reinstatement. Thank you for your attention to these important updates.

- CADC, CRADC, CRAADC, CCJP, RADC, CCDP, CCDP-D Processing Fee is an additional \$82.50
- MAADC II Processing Fee is an additional \$82.50
- CRPS, MAPS Processing Fee is an additional \$82.50
- CRPR or CRPR-L Processing Fee is an additional \$44.00
- MRSS, CPS, FSP, YPS, HRS, PPF Processing Fee is an additional \$44.00
- CHW-C Processing Fee is an additional \$44.00
- BIP Processing Fee is an additional \$44.00
- SQP, SQP-R, SQI, SQI-R and SR Processing Fee is an additional \$22.00
- CGDC Processing Fee is an additional \$22.00
- MARS Processing Fee is an additional \$22.00
- MPS Processing Fee is an additional \$22.00

Renewal materials postmarked after May 1, 2025 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. Reinstatement packets can be found on the MCB website at www.missouricb.com).

To reinstate your certification, you must:

- Submit all required certificates;
 - Pay the full reinstatement fee;
 - Submit a reinstatement packet—not a renewal packet.
- Please Do Not Staple Check to Renewal Forms. Make checks payable to MCB
- The MCB accepts Visa, MasterCard and Discover Card.
- **Do Not Fax or Email Completed Renewal Forms or Reinstatement Packets 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. The MCB staff will make an effort to work with you to adjust the timeline in order to avoid reinstatement process/fees.**

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, 2025 renewal. Their renewal date will remain the same AND THEY MUST SUBMIT ALL CERTIFICATES—NOT JUST ETHICS HOURS.

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 \$55.00 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, 2030.** 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 3rd 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:

- | | | | | | | |
|-----------------------------------|--------------------------------|---------------------------------|-------------------------------|---------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> CADC | <input type="checkbox"/> CRADC | <input type="checkbox"/> CRAADC | <input type="checkbox"/> CCDP | <input type="checkbox"/> CCDP-D | <input type="checkbox"/> CCJP | <input type="checkbox"/> CRPS |
| <input type="checkbox"/> MAADC II | <input type="checkbox"/> CGDC | <input type="checkbox"/> MARS | <input type="checkbox"/> SQP | <input type="checkbox"/> SQP-R | <input type="checkbox"/> SQI | <input type="checkbox"/> MPS |
| <input type="checkbox"/> SQI-R | <input type="checkbox"/> MRSS | <input type="checkbox"/> CPS | <input type="checkbox"/> BIP | <input type="checkbox"/> CRPR | <input type="checkbox"/> CRPR-L | <input type="checkbox"/> CHW-C |
| <input type="checkbox"/> YPS | <input type="checkbox"/> HRS | <input type="checkbox"/> PPF | <input type="checkbox"/> FSP | <input type="checkbox"/> MAPS | <input type="checkbox"/> RADC | |

For Payment Amounts—Please see renewal instructions on MCB Website (www.missouricb.com)

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

Renewal Application—Attestation Statement

I, _____, attest I have completed all the necessary hours to renew my MCB credentials for the April 30, 2025 Renewal 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.

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 ethics certificate in order to renew my credentials.

Signed By: _____
Date: _____

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, FSP, YPS, HRS, PPF, CHW-C, CRPR, CRPR-L, MARS, CRPS, 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

This page is for MAADC II renewals 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 renewals 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): _____

Reminder:

All Renewals MUST submit a copy of their ethics certificate.

Please check the website at www.missouricb.com to see if you are part of the April 30, 2025 Audit.

If you are audited, you must submit a copy of all of your required educational certificates for review.