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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), Recovery and Public Safety Specialist (RPSS) (Previously Named Harm Reduction Specialist (HRS) Pregnant and Parenting Families (PPF) and Crisis Responsive Peer (CRP).

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 OCTOBER 31, 2026 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. RPSS-(Previously HRS)- 20 hours; 6 hours of ethics; 8 hours of harm reduction hours
- X. MAPS—40 hours; 6 hours of ethics
- Y. CRP (Crisis Responsive Peer) -20 hours; 6 hours of ethics

MAADC I ONLY: The Missouri Associate Alcohol Drug Counselor I (MAADC I) is a **non-renewable** credential. You must complete the full credentialing application process again to reapply.

RENEWING: If you have renewed before, renewal hours must be completed after October 31, 2024, unless you are renewing an MAADC II or MPS, in which case the hours must be completed after October 31, 2025.

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 October 31, 2026, your renewal hours for MARS must come from pharmacology and/or medication awareness recovery education obtained after you obtained your MARS certificate or after October 31, 2024 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 during 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 TIMELINE AND FEES:

Renewal Fees: Renewal materials postmarked on or before July 2026 – September 30, 2026

- 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, CGDC, CRPS, MAPS, BIP, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$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, CGDC, CRPS, MAPS, BIP, MPS, YPS, RPSS (Previously HRS) , PPF, MARS or Crisis Responsive Peer (CRP) - \$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, CGDC, CRPS, MAPS, BIP, MPS YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP)- \$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, CGDC, CRPS, MAPS, BIP, MPS YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$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, CGDC, CRPS, MAPS, BIP, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$346.50
- **Seven** 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, CGDC, CRPS, MAPS, BIP, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$374.00

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, CGDC, CRPS, MAPS, BIP, MPS, YPS, RPSS(Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$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, CGDC, CRPS, MAPS, BIP MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) -\$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, CGDC, CRPS, MAPS, BIP MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$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, CGDC, CRPS, MAPS, BIP MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$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, CGDC, CRPS, MAPS, BIP MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP)- \$173.25
- **Seven 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, CGDC, CRPS,

MAPS, BIP MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$187.00

CRPS or MAPS Renewal & Inactive Fees

- **CRPS/MAPS Renewal Fee** - \$110.00 (if only renewing CRPS or MAPS and no other credential)
- **CRPS/MAPS plus one** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, HRS, PPF, MARS or Crisis Responsive Peer(CRP) - \$137.50
- **CRPS/MAPS plus two** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) \$165.00
- **CRPS/MAPS plus three** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$192.50
- **CRPS/MAPS plus four** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$220.00
- **CRPS/MAPS plus five** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$247.50
- **CRPS/MAPS plus six** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$275.00
- **CRPS/MAPS plus seven** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$302.50

Inactive CRPS or MAPS Fees

- **Inactive CRPS/MAPS Renewal Fee** - \$55.00 (if only renewing inactive CRPS or MAPS and no other credential)
- **Inactive CRPS/MAPS plus one** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP)- \$68.75
- **Inactive CRPS/MAPS plus two** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$82.50
- **Inactive CRPS/MAPS plus three** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$96.25
- **Inactive CRPS/MAPS plus four** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$110.00
- **Inactive CRPS/MAPS plus five** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$123.75
- **Inactive CRPS/MAPS plus six** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$137.50

- Inactive CRPS/MAPS **plus seven** of the following MAADC II, SATOP (SQP, SQP-R, SQI, SQI-R), BIP, MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer (CRP) - \$151.25

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) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$132.00
- MAADC II **plus two** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$159.50
- MAADC II **plus three** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$187.00
- MAADC II **plus four** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$214.50
- MAADC II **plus five** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$242.00
- MAADC II **plus six** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, MRSS, CPS, FSP, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$269.50
- MAADC II **plus seven** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, MRSS, CPS, FSP, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$297.00

Inactive MAADC II Fees

- MAADC II -\$52.25 (if only renewing inactive MAADC II and no other credential)
- MAADC II **plus one** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$66.00
- MAADC II **plus two** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$79.75
- MAADC II **plus three** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$93.50
- MAADC II **plus four** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$107.25
- MAADC II **plus five** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$121.00

- MAADC II **plus six** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$134.75
- MAADC II **plus seven** of the following CRPR, CRPR-L, SATOP (SQP, SQP-R, SQI, SQI-R) BIP, CPS, FSP, MRSS, CPS, CHW-C, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) – \$148.50

BIP Renewals & Inactive Fees

- BIP Renewal Fee - \$77.00
- BIP **plus one** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$104.50
- BIP **plus two** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$132.00
- BIP **plus three** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$159.50
- BIP **plus four** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$187.00
- BIP **plus five** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$214.50
- BIP **plus six** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$242.00
- BIP **plus seven** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$269.50

Inactive BIP Fees

- Inactive BIP ONLY - \$38.50
- Inactive BIP **plus one** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$52.25
- Inactive BIP **plus two** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$66.00
- Inactive BIP **plus three** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$79.75
- Inactive BIP **plus four** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$93.50
- Inactive BIP **plus five** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$107.25

- Inactive BIP **plus six** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$121.00
- Inactive BIP **plus seven** of the following SATOP (SQP, SQP-R, SQI, SQI-R) MRSS, CPS, FSP, CHW-C, CRPR, CRPR-L, CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$134.75

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), CGDC, MPS, YPS, RPSS (Previously HRS) , PPF, MARS or Crisis Responsive Peer(CRP) - \$104.50
- CRPR or CRPR-L **plus two** of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$132.00
- CRPR or CRPR-L **plus three** of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$159.50
- CRPR or CRPR-L **plus four** of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$187.00

Inactive CRPR or CRPR-L Fees

- 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), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$52.25
- Inactive CRPR or CRPR-L **plus two** of the following CHW-C, CPS, FSP, MRSS, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$66.00
- Inactive CRPR or CRPR-L **plus three** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$79.75
- Inactive CRPR or CRPR-L **plus four** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$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), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$104.50
- MRSS **plus two** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$132.00
- MRSS **plus three** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$159.50
- MRSS **plus four** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$187.00

Inactive MRSS Fees

- Inactive Status for MRSS ONLY- \$38.50

- Inactive MRSS **plus one** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$52.25
- Inactive MRSS **plus two** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$66.00
- Inactive MRSS **plus three** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$79.75
- Inactive MRSS **plus four** of the following CPS, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS) , PPF, MARS or Crisis Responsive Peer(CRP) - \$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), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$104.50
- CPS **plus two** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$132.00
- CPS **plus three** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$159.50
- CPS **plus four** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$187.00
- CPS **plus five** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$214.50

Inactive CPS Fees

- Inactive Status for CPS ONLY- \$38.50
- Inactive CPS **plus one** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$52.25
- Inactive CPS **plus two** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$66.00
- Inactive CPS **plus three** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$79.75
- Inactive CPS **plus four** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$93.50
- Inactive CPS **plus five** of the following CHW-C, FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$107.25

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), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$104.50
- CHW-C **plus two** of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS) PPF, MARS or Crisis Responsive Peer(CRP) - \$132.00
- CHW-C **plus three** of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$159.50
- CHW-C **plus four** of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$187
- CHW-C **plus five** of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$214.50

Inactive CHW-C fees

- Inactive Status for CHW-C ONLY- \$38.50
- Inactive CHW-C **plus one** of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$52.25
- Inactive CHW-C **plus two** of the following FSP, SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$66.00

FSP Renewals & Inactive Fees

- FSP Renewal Fee - \$77.00
- FSP **plus one** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS(Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$104.50
- FSP **plus two** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$132.00
- FSP **plus three** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$159.50

Inactive FSP Fees

- Inactive Status for FSP ONLY- \$38.50
- Inactive FSP **plus one** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$52.25
- Inactive FSP **plus two** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, YPS, RPSS (Previously HRS), PPF, MARS or Crisis Responsive Peer(CRP) - \$66.00

YPS Renewals & Inactive Fees: 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.

Crisis Responsive Peer (CRP) Renewals & Inactive Fees: To maintain a Crisis Responsive Peer (CRP) certification, you must first renew your Certified Peer Specialist (CPS) and/or Family Support Provider (FSP) certification. Please note that the CRP is not a standalone certification. The cost for the CRP certification is an additional \$27.50.

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

RPSS (Previously HRS) Renewals & Inactive Fees

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

Inactive RPSS Fees

- Inactive Status for RPSS ONLY- \$38.50
- Inactive RPSS **plus one** of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS, PPF or MARS) - \$52.25
- Inactive RPSS **plus two** of the following SATOP (SQP, SQP-R, SQI, SQI-R), 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), CGDC, MPS or MARS) - \$104.50
- PPF plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS or MARS) - \$132.00
- PPF plus three of the following SATOP (SQP, SQP-R, SQI, SQI-R), 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), CGDC, MPS or MARS) - \$52.25
- Inactive PPF plus two of the following SATOP (SQP, SQP-R, SQI, SQI-R), CGDC, MPS or MARS) - \$66.00

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

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

Inactive SATOP Fees

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

- 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 October 1, 2026 – October 31, 2026 will be charged a processing fee to offset the additional administrative time and system resources required during peak renewal periods. Credential holders are strongly encouraged to renew early to avoid delays, additional fees, or a lapse in credential status.

Due to the high volume of renewal applications submitted at the end of each renewal period, the Board cannot guarantee that credentials submitted on or after October 1, 2026, will be renewed before the end of the month.

- 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, RPSS, PPF, Crisis Responsive Peer(CRP) 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, and SQI-R 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 ON or AFTER November 1, 2026 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 reactivate 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, American Express, 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 October 31, 2026 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.

Missouri
Credentialing Board

(573) 616-2300

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

515 East High Street, Suite 202
Jefferson City, MO 65101

DEMOGRAPHIC AND FEE PAGE

MISSOURI CREDENTIALING BOARD-515 East High Street, Suite 202, 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:

____ CADC ____ CRADC ____ CRAADC ____ CCDP ____ CCDP-D ____ CCJP ____ CRPS
____ MAADC II ____ CGDC ____ MARS ____ SQP ____ SQP-R ____ SQI ____ MPS
____ SQI-R ____ MRSS ____ CPS ____ BIP ____ CRPR ____ CRPR-L ____ CHW-C
____ YPS ____ HRS ____ PPF ____ FSP ____ MAPS ____ RADC

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

Missouri
Credentialing Board

(573) 616-2300

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

515 East High Street, Suite 202
Jefferson City, MO 65101

DEMOGRAPHIC AND FEE PAGE (Page 2)

MISSOURI CREDENTIALING BOARD- 515 East High Street, Suite 202, 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

515 East High, Suite 202
Jefferson City, MO 65101

Renewal Application—Attestation Statement

I, _____, attest I have completed all the necessary hours to renew my MCB credentials for the October 31, 2026 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, RPSS, PPF, CHW-C, CRPR, CRPR-L, MARS, CRPS, CRP, 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
515 East High Street, Suite 202, 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, RADDC, RADDC-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 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 October 31, 2026 Audit.

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