

October 12, 2018



MHRT/C Certification Program Update

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Older MHRT II, III, IV & C certificates

All MHRT II, III, IV and Community certificates issued prior to January 1, 2018, must be reissued.

Please spread the word that these certificates are **no longer** valid for life. As part of the MHRT/C program redesign, full MHRT/C certificates must have an expiration date and continuing education requirement for renewal. All MHRT II, III, IV and Community certificates must be reissued as an MHRT/C with an expiration date. As of January 1, 2020, the only valid certification for these services is a current Full or Provisional MHRT/C **with** an expiration date.

THIS CHANGE APPLIES TO EVERYONE.

If you hold one of these older certificates and you have not updated your personal contact information with the Muskie School, please do so immediately. To update your contact information, please submit your current mailing and home email address to: updatemhrtccontactinfo@cfl-muskie.org

Has your name changed since your certificate was issued? If so, please also include documentation of your name change. We accept legible copies of the following:

- Marriage license
- Divorce settlement (We only need page 1 and the page listing your new name.)
- Court legal name change petition

Certificates are reissued based on the month your original certificate was issued. It is sent as a PDF to the email you provide us.

Have you already updated your contact information, and your month has come, but you haven't received your certificate? First, please check your spam trap. If it's not there, please contact us.

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MHRT Certificates are Going Paperless

Many of you probably practice a paper-free, or at least reduced-paper work and home environment, understanding the many benefits of using less paper. Here at Muskie School's Center for Learning, we too would like to move toward using less paper and postage. Since January 1st of this year, all *updated* Full MHRT/C certificates have been reissued electronically, as a PDF. The recipients have the option to print it or file it electronically, or both.

Beginning on November 1, 2018, all Full and Provisional MHRT/C certificates, and all Full and Provisional MHRT I's will be issued electronically as PDFs. MHRT/C's will be sent directly to the individual. Therefore, we must receive the appropriate email address at the time of the application. Agencies may continue to request MHRT I certificates for employees.

If there is an extenuating circumstance, whereby a certificate cannot be received electronically, please let us know and we can make an exception.

For the time being, the MHSS and MHRT/CSP certificates will continue to be issued by mail.

This effort will not only save resources, it will enable certificates to be issued more timely, putting it in the MHRTs' hands sooner. Thank you very much for your cooperation, and for your part in improving this process.

For more information, please contact us at cfl-muskie@maine.edu, or (207) 626-5280.

Please keep your questions and comments coming.

We'll continue to update the FAQs page on our website:

<http://cfl-muskie.org/index.php/mhrt-community-certification-program-updates> (scroll to near the bottom)

Why we want your personal email instead of your work email:

Your new certificate will be issued in the month your original certificate was issued. This could be several months from now. You might change jobs between now and then. Providing your personal email will ensure you receive your new certificate when issued. Submit your updated information to: updatemhrtcontactinfo@cfl-muskie.org

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