

Full MHRT/C Certification Continuing Education (CE)

A Guide to Meeting Your Requirement



Renewal forms and a complete list of the knowledge competencies can be found at www.cfl-muskie.org

- CE Requirements:**
- Must complete 18 hours every 2 years for certificate renewal
 - Minimum of 4 hours must be in Ethics
 - Maximum of 12 hours may be taken online
 - A CE hour is 60 minutes of actual instructional time

Helpful Hints:

1. Make sure the training applies to one or more of the MHRT/C knowledge competencies and addresses your personal training goals and needs
2. Complete your training during the two-year expiration period on your certificate
3. Direct supervision (individual or group) does not count toward CE
4. Retain certificates of completion with program title, date, # of hours, trainer signature if available
5. Submit your completed renewal form and documentation within 90 days before your certificate expires (no sooner). You may submit a program for CE one time only.

What Qualifies as CE:

- A face-to-face workshop, class, conference, or seminar presented by a qualified trainer with experience and knowledge of the particular MHRT/C competencies being presented
- An in-service training with an interactive component, presented and documented by a trainer of record (college degree, certification and/or license preferred). Pre-approval required.*
- An online course or webinar related to the MHRT/C competencies with a detailed certificate of completion
- A college course addressing a competency domain (1 academic credit = 10 CE hours). Must include a copy of the official transcript.
- A pre-approved MHRT/C non-academic course (a course may be used for CE one time only)
- Independent study, pre-recorded program, audio or video (maximum of 3 hours, and not applicable to the Ethics requirement). Document title, length, and hyperlinks when available.
- Preparation and presentation of a course, workshop or in-service that addresses the MHRT/C competencies, for the first time it is presented only (maximum of 9 hours). Pre-approval required.*

* For pre-approval, sponsors or trainers must submit a description of the program, an agenda, # of hours, description of the trainer's qualifications (brief bio), and a copy of the certificate of completion.

**Examples of Acceptable Training Topics for CE Credit
(in no particular order):**

- Active listening skills
- Advocacy
- Community inclusion
- Co-occurring disorders
- Crisis intervention/planning
- Cultural competence
- Ethics/confidentiality
- HIPAA
- Human development/sexuality
- Informed consent/legal issues
- Integrated care
- Interviewing skills
- Maine policies/Rights of Recipients
- Medications/side-effects
- Motivational interviewing
- Peer support
- Person centered planning
- Professional boundaries
- Self-care
- Stages of change model
- Substance use disorder
- Trauma/trauma informed care
- Treatment modalities
- Vocational rehabilitation
- Wellness and recovery

Ineligible Training Topics for CE Credit:

The topics below, while useful, do not address the knowledge competency domains identified for the MHRT/C certification. Instruction on the use of treatment modalities in opposition to a recovery-based philosophy may not be used to fulfill the 18-hour requirement (e.g., use of restraints, involuntary commitment, forced medication, etc.). Similarly, training used to qualify for the MHRT I may not be used.

- Agency-specific training (i.e. sexual harassment in the workplace), Staff Meetings or Retreats, or Routine Coaching, Training, or Supervision
- CPR/first aid, fire safety, disaster training
- CRMA
- Driver's Education (including for transport vehicles)
- Hazardous/Materials handling (MSDS)
- Infection/Bloodborne Pathogens
- MHSS (Mental Health Support Specialist)
- Training not in the scope of the MHRT/C practice
- Training on computer software

If you have any questions about the validity of a training program for continuing education credit, please do not hesitate to contact this office at cfl-muskie@maine.edu.