

March 14, 2019



# MHRT/C Certification Program Update

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## Continuing Education Checklist

As we have had many inquiries for assistance on what is and is not accepted for continuing education (CE), we've created a checklist to help you. You can find the full checklist on our website at [this link](#).

**Remember:** You need to complete 18 hours of continuing education in the 2-year expiration period. At least 4 of those 18 hours must be in Ethics.

A continuing education hour is 60 minutes of actual instructional time

### What qualifies as Continuing Education:

- ✓ 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 (maximum of 12 hours)
- ✓ 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 what does not qualify:

- 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
- 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

## Please Update Your Contact Information

Please spread the word that Full MHRT/C certificates without an expiration date are **no longer** valid for life. As part of the program redesign, full certificates must have an expiration date and continuing education requirement for renewal. All older MHRT II, III, IV and Community certificates without an expiration date 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 as soon as possible. To update your contact information, please submit your current mailing and home email address to the following email address: [updatemhrtcontactinfo@cfl-muskie.org](mailto:updatemhrtcontactinfo@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. Have you already updated your contact information, and your month has come, but you haven't received your certificate? First, please check your spam folder. If it's not there, please contact us

### Can I check to see if my employees have updated their contact information?

Yes, you may check to see if your employees have updated their contact information with our office. Email a list of names to Scott Bernier at [sbernier@maine.edu](mailto:sbernier@maine.edu) requesting he check them in the database and he'll let you know if they've updated their personal contact information and when they will receive their new certificate.

### 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](mailto:updatemhrtcontactinfo@cfl-muskie.org)

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