2019 GUIDELINES
for
MENTAL HEALTH
REHABILITATION
TECHNICIAN/COMMUNITY
(MHRT/C)
Certification

Current as of December 20, 2019

Produced by the Maine Department of Health and Human Services, Office of Substance Abuse & Mental Health Services in collaboration with the University of Southern Maine, Edmund S. Muskie School of Public Service, Institute for Public Sector Innovation, Center for Learning.
Table of Contents:

I. Introduction ................................................................................................................................. 1
   A. What is the MHRT/C certificate? .............................................................................................. 1
   B. History of the Program ............................................................................................................ 1

II. MHRT/C Knowledge Competency Domains ........................................................................... 1

III. How to Become Certified ........................................................................................................ 7

IV. Options to Satisfy the Knowledge Competencies Requirements ........................................... 8
    1. Academic Coursework ............................................................................................................ 8
    2. Prior Learning Assessment ..................................................................................................... 8
    3. Non-Academic Training ......................................................................................................... 8
    4. Credit for Work Experience .................................................................................................. 9

V. Maine’s Mental Health System 101 course .............................................................................. 9

VI. Two Certification Levels ......................................................................................................... 10
    1. Provisional Certification ........................................................................................................ 10
    2. Full Certification .................................................................................................................. 11

VII. Certificate Renewal .............................................................................................................. 11
    1. Lapsed certificate .................................................................................................................. 11
    2. Continuing Education .......................................................................................................... 12
    3. Expired certificate ................................................................................................................. 13
    4. Recent Graduates ................................................................................................................ 14

VIII. Extensions .............................................................................................................................. 14

IX. Appeal Process ........................................................................................................................ 14

X. How to Apply ............................................................................................................................. 15

XI. CFL Contact Information ......................................................................................................... 17

XII. FAQ’s ....................................................................................................................................... 18

Appendices ..................................................................................................................................... i

Appendix A: Approved Academic Programs and Courses ........................................................... i
Appendix B: List of Related Degrees ............................................................................................. viii
Appendix C: Approved Non-Academic Trainers and the Course They Teach ............................ ix
Appendix D Application for MHRT/Community Certification .................................................. xi
Appendix E: Relevant Work Experience Documentation Form (for Pathways D, E, & F) .......... xiii
Appendix F: Credit for Work Experience ForCREDIT FOR WORK EXPERIENCE FORM FOR ... xv
Appendix G: MHRT/C Certification Renewal Application ............................................................ xxv
I. Introduction
A. What is the MHRT/C certificate?
The Mental Health Rehabilitation Technician/Community (MHRT/C) Certificate meets the MaineCare “other qualified mental health professional” requirement for providing specific services to adults. Those services include community integration, intensive case management, assertive community treatment, skills development, day support services and family psycho-education as outlined in Chapter II, Sections 17 and 65 of the MaineCare Benefits Manual.

B. History of the Program
The MHRT Certification was first established by the Department of Health & Human Services (DHSS) in 1992, so that individuals in DHHS-funded positions, who provided community support services to adults living with mental illness, would have the training they needed to provide quality services. The program has undergone many updates and revisions since the beginning.

The most recent initiative to update the MHRT/C certification program started in 2014. A group of stakeholders comprised of behavioral healthcare providers, academics, consumers, state and community partners, convened to review and assess the program’s relevance and effectiveness in the current behavioral health landscape. An advisory committee, along with sub-committees, were formed and tasked to redesign the program. They revised the MHRT/C knowledge competencies, improved access to certification and created a Code of Conduct. The Code of Conduct and the new knowledge competencies were approved by SAMHS in 2017.

The competencies were separated into broad subject area domains rather than courses and became effective September 1, 2019. SAMHS added the Code of Conduct into its contracts with agencies providing MHRT I and MHRT/C services in July 2018.

II. MHRT/C Knowledge Competency Domains
The MHRT/C certification program is a competency-based program with established educational standards for community based mental health workers. Much has changed over time in the behavioral health field including the complexity of this community-based position, as well as the qualifications of the individuals seeking to fill these roles.

The following eight domains encompass the essential knowledge competencies and skills for Maine’s adult behavioral health workforce. Each domain is comprised of a set of unique competencies that are grounded in, and guided by, the fundamental components of recovery and reflect the values of consumer choice and empowerment, integrated care, respect, advocacy, responsibility, and hope. Applicants of the MHRT/C certification will have various academic, non-academic, and work-related options to satisfy these competency requirements. Domains 1, 2 and 3 are priority domains.
The domains were developed with the recognition that recovery is non-linear and unique to each individual’s life stage and development. Each of these domains addresses the importance of a holistic, strengths-based and person-centered approach toward recovery across the lifespan and guides training and academic work toward the development of the following categories of knowledge:

**Domain 1: Behavioral, Psychological, and Rehabilitation Intervention Models***

*Establish rapport, communicate effectively and respectfully, and work collaboratively with consumers regarding their care to support recovery, with awareness of changing needs across the lifespan*

1. Describe common factors of effective helping strategies when working with consumers, e.g., therapeutic relationship, empowerment, consumer choice, and respect for the consumer.
2. Explain the concept of community inclusion and the use of natural supports to enhance recovery.
3. Relate human development theory, including the interaction of social, psychosocial development across the lifespan.
4. Demonstrate active listening skills, basic interviewing skills, and demonstrate respect for the consumer at all times.
5. Demonstrate a collaborative, person-centered, recovery-oriented, shared decision-making approach to working with consumers. Identify strengths and challenges and how to incorporate natural supports into individualized treatment plans.
6. Define the treatment complexities for co-occurring disorders and addictions within vulnerable populations.
7. Be aware of common strengths-based assessments, including instruments that identify or screen for co-occurring disorders and/or trauma history, and tools that evaluate the level of care needs.
8. Demonstrate general knowledge of the current diagnostic manual and be able to name basic diagnostic categories.
9. Give examples of evidence-based models and approaches that integrate treatment and rehabilitation.
10. Identify community resources to assist in the recovery process for individuals who have co-occurring mental health and substance use disorders.
11. Recognize the consumer’s development and life stage, and where they are in relation to the Stages of Change Model, in order to develop individualized treatment plans.
12. Illustrate an understanding of crisis planning, advance directives, crisis intervention strategies, and use of a warm line.

* Priority Domain
Domain 2: Community Integration and Inclusion*
Perform a thorough psychosocial assessment to inform a collaborative, person-centered and outcome-focused plan of care and use of systemic and natural supports to facilitate an individual’s progress toward their goals

1. Demonstrate an understanding of the role of the case manager within community settings and how the community mental health system in Maine supports community inclusion.
2. Describe community inclusion as a process of assisting an individual to move towards greater community inclusion and personal well-being.
3. Identify resources and options in mental health, substance abuse, behavioral health, employment services, crisis services, natural supports, law enforcement and mental health courts available to a consumer and demonstrate understanding of how to provide linkages to these services.
4. Describe how basic interviewing and assessment techniques such as Motivational Interviewing and psychosocial assessments, can support a consumer’s coping skills.
5. Illustrate the documentation process and each of its components, including the following: a) a person-centered treatment plan with specific goals/measures/target dates; b) written notes that track progress and inform the dynamic treatment process; and c) a treatment plan review to support progress in goal areas that help individuals live safe, healthy and independent lives.
6. Recall the history of peer support and consumer-directed services in Maine and nationally, including the Intentional Peer Support (IPS) Model.

Domain 3: Ethics and Professional Conduct*
Demonstrate a standard of professionalism and integrity in practice, and confront and resolve ethical challenges by seeking appropriate collaboration and consultation

1. Explain ethics and how to conduct practice within the context of a professional code of ethics. Give examples of inappropriate behavior. Define appropriate contexts for dual relationships and how to set and maintain clear, professional, and culturally sensitive boundaries.
2. Describe the evolution of HIPAA and what constitutes protected health information, including communication requirements within the context of health information technology.
3. Describe what it means to be an effective contributing member of an interdisciplinary team.
4. Model appropriate professional behavior at all times, apply ethical guidelines and demonstrate the effective use of supervision.
5. Explain how to secure informed consent from a consumer.
6. Explain a provider’s ethical responsibility to empower consumers.

* Priority Domain

Last Updated: December 20, 2019
7. Identify a number of strategies, consistent with professional practice, to empower consumers.
8. Summarize the importance of evaluating the effectiveness of personal practice.
10. Practice using a supervisory relationship to resolve ethical challenges.
11. Define confidentiality requirements and how to communicate these policies to staff, consumers, families, guardians, and others.
12. Maintain sound documentation that reflects an adherence to individualized, person-centered care.
13. Collaborate and interact effectively with community members and other professionals.
14. Relate the intersection of ethics with state and federal laws.

**Domain 4: Trauma and Resiliency**

*Interact with consumers from a trauma-informed perspective with knowledge of the appropriate and available community resources*

1. Describe the prevalence and impact of various types and contexts of trauma, e.g., domestic violence, physical and sexual abuse, sexual assault, exposure to combat, and other life-threatening events.
2. Recognize the impact of trauma on behavior, functioning, and other health-related conditions and symptoms. Please give examples.
3. Demonstrate a sensitivity to the behavioral health issues, including substance use disorders, affecting survivors of trauma and the stages of recovery they will experience.
4. Characterize the importance of working from a trauma-informed perspective and describe techniques of trauma-informed care, as well as the effects of vicarious traumatization.
5. Summarize the effects of trauma on survivors, including intergenerational trauma, inter-familial trauma, experience of trauma at various life stages, and experience of trauma specific to special populations and cultural contexts, e.g., veterans, refugees, immigrants.
6. Recall the Adverse Childhood Experiences (ACE) Study and its correlation with trauma.
7. Describe evidence-based treatment approaches for trauma-related conditions, e.g., Seeking Safety, TREM, EMDR, and DBT.
8. Identify and refer survivors of trauma to specialized support resources in the community to assist in the recovery process.

**Domain 5: Policy Knowledge**

*Awareness of relevant regulations and how to support a consumer in effective self-advocacy within the existing health and human services system*
1. Demonstrate familiarity with the AMHI Consent Decree requirements and their impact on adult mental health services in Maine.
2. Explain Maine's Rights of Recipients of Mental Health Services.
3. Demonstrate an understanding of federal and state disability laws, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and Maine statutes regarding accessibility for those who are deaf or hard of hearing.
4. Demonstrate an understanding of federal and state civil rights laws, including the Civil Rights Act of 1964, the Maine Human Rights Act, and communication access policies for non-English speaking consumers.
5. Demonstrate an understanding of the provider's role as a mandated reporter of abuse and neglect for both adults and children and delineate the procedure to report.
6. Assist the consumer to develop self-advocacy skills.
7. Identify advocacy organizations that address consumer rights, i.e. Disability Rights Maine.
8. Give examples of federal and state benefit and entitlement programs, needs-based social welfare and work incentive programs, including eligibility, reporting and review requirements, and ways in which consumers can access these programs.
9. Engage with the consumer and advocate on their behalf to ensure policies are appropriately followed. Refer the consumer to an appropriate advocacy organization when there are errors in policy application.

Domain 6: Mind-Body Connection
Assist consumers in accessing whole health, integrated care, which will address chronic health conditions, mental health and substance use disorders, medication needs, stress, and other factors affecting wellness

1. Describe the interdependent relationship between mental illness and physical health and give examples.
2. Describe the value and importance of integrated care.
3. Recognize the spectrum of substance use disorders, including the psychological signs and symptoms, as well as common behavioral addictions.
4. Explain the role of medication in symptom management, including the potential for psychiatric and physical side effects of any medication.
5. Explain the case manager's role in the person-centered planning process and how to identify and refer to appropriate wellness promotion programs and community, peer, and web-based healthcare resources.
6. Describe the benefits of shared care planning and ways to incorporate an individual's needs and preferences in goal-setting.
7. Relate the significant impact of smoking on individual health, particularly those with serious mental illness, and identify evidence-based cessation resources.
8. Have an understanding of the etiology, progression, and treatment of common comorbid conditions.
9. Define various social contexts and risk factors affecting consumers with comorbid conditions, and the impact on the consumer’s overall health and well-being.
10. Discuss a variety of treatment interventions and settings for common co-occurring conditions.
11. Identify strategies to assist consumers in developing personal-care skills such as managing stress, assessing triggers, and monitoring medications.
12. Give examples of community and web-based resources that support wellness and recovery.
13. Describe the Behavioral Health Homes (BHH) model and other models that promote the integration of physical and behavioral health services and the potential benefits of integrated care services and supports to consumers.

Domain 7: Cultural Competency

*Provide timely relevant services that are respectful of the culture of the consumer, their family and community*

1. Describe how various contexts of culture, group, and family membership impact an individual’s beliefs and behavior and their behavioral health care needs and interventions.
2. Describe the importance of being culturally sensitive and responsive with populations that originate from a culture different than your own.
3. Use respectful and effective communication with consumers from a variety of cultural and social backgrounds and life stages.
4. Develop culturally-sensitive treatment plans that are responsive to cultural contexts, family and group memberships, and the particular life stage of the consumer.
5. Demonstrate how to employ interpreter services for non-English speaking and hearing impaired consumers in a timely and appropriate manner.
6. Identify and refer consumer to pertinent support resources in the community that facilitate consumer access and recovery within the context of social, cultural, family, and other group memberships.
7. Demonstrate cultural humility and self-reflection, including acknowledgement of the limitations of one’s own cultural perspective.

Domain 8: Vocational Support

*Assist consumer to engage in goal-directed employment activity with the understanding of the relationship between meaningful work and overall well-being, and utilization of appropriate community resources*

1. Acknowledge the importance of work as part of self-concept/identity, and describe its role in mental health treatment and recovery.
2. Understand that the paths to mental health recovery and employment are both varied and non-linear, give examples of successful employment outcomes for consumers of behavioral healthcare.
3. Recognize and describe common myths and misconceptions regarding individuals with psychiatric disabilities and their ability to be successful in the workplace.
4. Understand the role of the MHRT/C in supporting a consumer to pursue a vocational goal, the importance of ongoing support in maintaining successful employment, and how it is reflected in the individual's plan of care.
5. Engage the consumer in meaningful, ongoing conversations about finding work and/or the possibility of work in the future, including job seeking/retention strategies.
6. Be able to practice engagement and motivation techniques to encourage and empower consumers to make progress along the employment continuum.
7. Identify and know how to access resources for consumer advocacy related to employment, including the use of natural supports to help individuals obtain and maintain a job.
8. Identify and refer consumers to support and employment advocacy services that will reduce or eliminate perceived barriers to continued successful employment.
9. Give examples of career development resources, including career exploration and labor market information available in the community.
10. Discover the diverse services and roles of people involved in the employment support system for consumers with psychiatric disabilities, and explain how the MHRT/C collaborates with others in the employment support system without duplicating the roles of these providers.
11. Identify online and local resources to access federal and state regulations and policy relating to employment.
12. Give examples of current and evolving research regarding evidence-based practices in employment of consumers with psychiatric disabilities, including Individual Placement Support.
13. Demonstrate awareness of reasonable accommodation and disclosure of disability in the context of mental health and employment.
14. Identify federal and state disability benefits, the availability of work incentives, and how to consult with Community Work Incentives Coordinators.
15. Describe the role of the Department of Labor, Division of Vocational Rehabilitation as partners, how to refer, and collaborate around work goals.

III. How to Become Certified

There are several ways an individual can earn the MHRT/C certificate. The more relevant education and/or experience an applicant has, the shorter their route to full certification. In order to qualify for a full or provisional MHRT/C under the 2019 Guidelines an applicant must complete one of the following requirements:

1. Hold a degree or certificate from an approved academic program that qualifies for Full MHRT/C certification. (For a list of approved programs, see Appendix A.)
Ways 2 through 4 below qualify for Provisional MHRT/C certification.

2. Hold a four-year related degree or higher and
   a) Complete Maine’s Mental Health System 101 online module
      (For a list of related degrees, please see Appendix B.)

3. Hold a two-year related degree, or have 30 related academic credits and
   a. Complete Maine’s Mental Health System 101 online module
   b. Satisfy at least 1 priority competency domain, plus 1 other domain

4. Hold an unrelated degree or high school diploma or its equivalent and
   a. Have a minimum of one-year full-time direct service work in the behavioral health field
   b. Complete Maine’s Mental Health System 101 online module
   c. Satisfy the 3 priority competency domains, plus 1 other domain

A Glossary of Terms can be found in Appendix D.

Information on the online Module, Maine’s Mental Health System 101: An Introduction to Our Services, Values and Roles can be found in Section 5.

Please see Section X on How to Apply. The Application can be found in Appendix D.

IV. Options to Satisfy the Knowledge Competencies Requirements

1. Academic Coursework
   Several colleges and universities across Maine have realigned their courses, certificates and degree programs to meet the MHRT/C requirements. For a list of approved courses, please see Appendix A.

2. Prior Learning Assessment
   Most colleges and universities offer Prior Learning Assessment credit, with their own process to review your prior learning and life experiences in order to award you college credit. Please see the CFL website (See Section XI for the link) for more information.

3. Non-Academic Training
   A domain requirement can be satisfied by completing non-academic training. The number of hours in the Domain subject area needed depends on your level of relevant education as follows:
   - Master, Bachelor, Associate degree, or 30 college credits in a related field: 24 hours of training
   - All others: 30 hours of training

   For a list of qualifying related fields, please see Appendix B.
The training must cover the knowledge competencies in the Domain. Please see Section II for a detailed list of the knowledge competencies under each Domain.

The Department is presently developing standard non-academic curriculum for the eight domains and will be made available upon completion.

4. **Credit for Work Experience**

An individual can use relevant adult mental health work experience to receive credit for a domain. This option can be used for up to four Domains. The three priority domains (Domains 1 - 3) cannot be waived. The length of consecutive work experience needed per Domain is as follows:

- Applicant has a related degree or has 30 credits in a related field: 6 months of related work experience
- All others: 1 year of related work experience

(For a list of related degrees, please see Appendix B.)

The work experience must be documented by the individual’s clinical supervisor who provided direct supervision to the individual for the time period to be used for credit. The clinical supervisor completes the Credit for Work Experience form (found in Appendix F) for the Domain to be credited. The clinical supervisor must also provide a separate document with examples of how the applicant’s work experience has met the knowledge competencies for that Domain. Once completed, the form and document should be given to the applicant to submit as part of their application for certification. If the applicant changed clinical supervisors during the time period to be used, the form and documentation must be signed by both clinical supervisors.

Accepted clinical supervisor credentials are:

- CCS
- LCPC
- LCPC-CC
- LCSW
- LMFT
- LMSW-CC
- LMSW
- MD/DO Psychiatrist
- Psy.D/Ph.D
- Psychologist

In the rare case where an individual does not have a clinical supervisor, the administrative supervisor may complete the Credit for Work Experience Form and separate document with examples. In these cases, the form must also be signed by the employer’s HR office documenting that the individual does not have a clinical supervisor.

V. **Maine’s Mental Health System 101 course**

*Maine’s Mental Health System 101: An Introduction to Our History, Services, Values, and Roles* is a free, hour-long, web-based course to learn about the role of the MHRT/C. This training is designed for individuals who are interested in a case management position.
working with the adult mental health population in Maine. It will also be useful for those who may be relocating from another state and have not covered these foundational topics in their academic programs or training.

MHRT/C applicants who have not completed an approved program that leads to full MHRT/C certification are required to complete this one-hour training as part of their application for certification.

This introductory module includes:
• A history of Maine’s mental health system
• Information on Maine’s mental health services, resources, and roles
• An explanation about the importance of a trauma-informed practice
• Ethical issues and considerations in case management work
• The practice of consumer centered planning and choice

Those who do not take this training to qualify for MHRT/C certification may use this training one-time for 1 hour of continuing education credit.

To take this training go to http://mhrt.trainingserver5.org/. You will need to register and create a password.

VI. Two Certification Levels

1. Provisional Certification
   There is one Provisional MHRT/C Certification under the 2019 Guidelines. Those who have not taken an approved academic program that meets Full MHRT/C certification (See Appendix A) may qualify for Provisional MHRT/C certification. All applicants for Provisional MHRT/C certification must complete the online course Maine’s Mental Health System 101: An Introduction to Our History, Services, Values, and Roles prior to applying. For more information on this course, please see Section V.

   The requirements to obtain a Provisional certificate are dependent on your educational and/or work experience backgrounds. Please see Section III to determine your pathway or use the interactive process on the Center for Learning Website. The website address can be found in Section XI.

   The Provisional certificate is valid for two years from the effective date of issue. The Provisional certificate can be issued one time only. The Provisional certificate holder must complete the remaining knowledge competency domains to obtain Full MHRT/C certification within this two year time period. For ways to meet a domain, please see Section IV.
If the Provisional certificate expires, the individual may not reapply for a second Provisional certificate. At that point, the individual must complete the remaining knowledge competency domains and before applying for Full MHRT/C certification.

2. Full Certification
Once all the knowledge competency domains have been met or the individual has completed an approved academic program leading to Full MHRT/C certification, they may apply for a Full MHRT/C certificate. The Full MHRT/C certificate is valid for two years from the effective date of issue. In order to keep a Full MHRT/C certificate valid, the certificate holder must complete 18 hours of continuing education, including four hours of Ethics. Please see Section VII for more details and the consequences for failing to complete the required continuing education.

The effective date of the Provisional or Full MHRT/C is the date CFL receives all necessary documentation.

VII. Certificate Renewal
1. Lapsed certificate
   During 2020
Anyone with a Full MHRT/C (or II, III or IV) certificate without an expiration date, who contacts CFL between 1/1/20 and 12/31/20 to update their information, will be issued a new certificate effective the date CFL receives their updated contact information. The expiration date will be one year later. The certificate will not be backdated under any circumstance. Between January 1, 2020 and the date the lapsed certificate holder updates their information, the MHRT/C certificate is invalid and their agency CANNOT be reimbursed for MHRT/C services the individual has performed. Once issued, the individual must complete the normal continuing education requirements within this one year period in order to renew their certificate.

   Beginning January 1, 2021:
For those who earned their certificate under the 2008 Guidelines (certificate effective date is on or after 1/1/09) and fail to update their contact information by 12/31/20, must demonstrate that they meet the Domain 2 knowledge competencies and complete Maine’s Mental Health System 101 online training in order to be reinstated.

For those who earned their certificate prior to the 2008 Guidelines (MHRT II, MHRT III, MHRT IV or an MHRT/C with an effective date prior to 1/1/09) and fail to update their contact information by 12/31/20, that individual must reapply anew and meet the current MHRT/C requirements.
2. **Continuing Education**

Continuing education (CE) is required to renew a Full MHRT/C certificate every two years. The CE must address one or more of the MHRT/C knowledge competencies. **Eighteen hours of continuing education is required, with a minimum of four hours in Domain 3: Ethics and Professional Conduct.** Please see Section II for a detailed list of the knowledge competencies.

A CE hour is 60 minutes of actual instructional time.

The CE must take place during the time period listed between the Effective and Expiration dates on the Full MHRT/C certificate. Training completed prior to this time period does not apply.

This educational training can be met through an academic course, a non-academic training, workshop, conference; it can be face-to-face or online*, or an agency-sponsored in-service learning session.

*—Maximum 12 hours online

**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 (developed and delivered internally) with an interactive component, presented and documented by a trainer of record (college degree, certification and/or license preferred). Pre-approval is required.*

✓ An online course or webinar related to the MHRT/C competencies with a detailed certificate of completion. A maximum of 12 hours (of the 18) may be taken online.

✓ A college course addressing a competency domain (1 academic credit = 10 CE hours). Applicant 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. A maximum of 3 hours (of the 18) may be completed this way. This option is *not* applicable to the Ethics requirement. Please submit: 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. Pre-approval is required.*

*—For pre-approval, sponsors or trainers must submit the following to CFL for review: a description of the program, an agenda, description of the trainer’s qualifications (brief bio), and a sample copy of the certificate of completion.
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

How to submit continuing education training for recertification:
No sooner than 90 days prior to the expiration date on their MHRT/C certificate, the certificate holder will complete and submit a Renewal Application (See Appendix G) with documentation of the CE. Documentation should include a copy of the certificate of completion with the program title, trainer’s name, date of training, and number of hours. For online courses you may need to request a certificate of completion. CFL will not maintain copies of CE documentation.

Please see the Center for Learning Website (link is in Section XI) for helpful hints and CE resources.

3. Expired certificate
A current certificate with an expiration date is required to provide MHRT/C-related services. If a certificate holder lets their certificate expire, they can no longer perform MHRT/C-related services. Once their certificate expires, their agency cannot be reimbursed for MHRT/C-related services provided by that certificate holder.

In these cases, once the individual submits documentation of 18 hours of continuing education completed in the two years prior to renewal application date, they will receive a new certificate effective the date the paperwork is received. It will be valid for two years from this new date. There will be no backdating of these certificates.

Example: The applicant’s certificate expired on 1/31/20. They submit their CE documentation late on 4/1/20. Any training completed prior to 4/1/18 will not be accepted as it is not within the two year period prior to submitting the documentation. Once approved, the new certificate is effective for the period 4/1/20 to 3/31/22.
4. Recent Graduates

Individuals who graduated from a program that met Full MHRT/C certification under the previous 2008 Guidelines who have not yet applied for MHRT/C certification have until December 31, 2020 to apply and receive Full MHRT/C certification. Applications received after this date must meet the current 2019 MHRT/C requirements.

VIII. Extensions

In extenuating circumstances, an applicant may apply to the CFL for an extension to the Provisional MHRT/C Certification. Extensions will be considered on a case-by-case basis. The extension will be granted only if the applicant has experienced a hardship or extraordinary circumstance that prevented the completion of requirements. Examples of extraordinary circumstances or hardships include: a death or serious illness in the family, active military duty deployment, or a personal circumstance that necessitated a leave of absence from employment. The applicant must submit evidence of good faith efforts to complete the outstanding MHRT/C knowledge competency domain requirements such as transcripts, workshop certificates, proof of course enrollment for the upcoming semester, and/or Credit for Work Experience form(s) for some of the uncompleted knowledge competency domains. They must also provide a plan on how and when they will meet the remaining knowledge competency domains.

Individuals requesting extensions must submit their request in writing at least one month prior to the expiration date on their Provisional MHRT/C certificate and must provide the information requested above. Individuals can only submit a request for one extension. Requests submitted after a Provisional MHRT/C certificate has expired will not be considered.

Individuals holding a Full MHRT/C certificate are ineligible for an extension. Individuals holding a Full MHRT/C must meet the CE requirements to renew their certificate. Extensions will not be considered for failure to meet these requirements. Please see Section VII-2 for the consequences for failing to complete the required CE in the two year period.

IX. Appeal Process

In the event that an applicant has applied to CFL for MHRT/C Certification and is not satisfied with the results of the assessment of their credentials, the applicant may appeal in writing to the Manager of CFL for a review of the initial decision. The CFL Manager will review the decision and respond to the applicant in writing within 30 days.

If the applicant is not satisfied with the decision of the Manager of CFL, they may appeal to the DHHS-SAMHS Employment and Workforce Development Manager. The SAMHS Employment and Workforce Development Manager will consult with a panel consisting of
representatives of the SAMHS team and will respond in writing within 30 days. This decision will be final.

X. How to Apply
Visit www.cfl-muskie.org to determine the documentation you need to upload with your online application. Or, submit the application form found in Appendix D with supporting documentation to the CFL by email or mail. Please see the application form for the required documentation which depends on your educational and work experience background. Submit your complete paperwork (application and supporting documentation) only once by one method. Whenever an individual submits paperwork towards MHRT/C certification to CFL, they must also include an application form even if the applicant’s contact information remains unchanged since their last submission.

Applications for MHRT/C Certifications are reviewed by CFL in the order they are received. Applicants will receive a written response from CFL within three weeks after the complete application is received. Please note that material sent to CFL becomes the property of CFL and may not be returned to the applicant. Do not submit original documents if you want to keep them. Submit legible copies instead.

Supporting Documentation
Academic Courses: In order to earn credit for academic courses or completed degree, the applicant must submit an original or legible copy of an original official transcript from the college or university where the course or degree was completed. Official transcripts typically bear the seal and/or Registrar’s signature. Only courses with a passing grade will be considered. Course descriptions may be requested by CFL in some cases. Please note that the following items are not considered acceptable forms of documentation for academic MHRT/C credit: Grade printouts or course registrations, unofficial transcripts, and letters from professors.

Internships: Individuals who have earned at least three academic credits for human-services-related internships or practicums may be eligible for MHRT/C Domain credit. Internships and practicums must be directly related to the MHRT/C Domain that the applicant wants approved. In addition to the official transcript, the applicant must submit written documentation from the academic or field advisor describing the academic experience and how it relates to the knowledge competencies in the Domain to be credited.

Non-Academic Training: Applicants completing non-academic training must submit legible copies of their training certificates showing the name of the training, the trainer, date completed and number of hours completed. If the applicant did not complete a non-academic training that used DHHS’ standard curriculum for that Domain, they may be required to submit a copy of the training description in order for CFL to determine how the training relates to the Domain to be credited.
Credit for Work Experience: Applicants seeking to use Credit for Work Experience (see Section I-V3), should submit the necessary Credit for Work Experience form with documentation from their clinical supervisor. If they do not have a clinical supervisor, it may be completed by their administrative supervisor. In these cases, it must also be signed by their HR office attesting that the individual does not have a clinical supervisor.

Change in Applicant’s Name: If the applicant’s name has changed and some documents have their old name, please include documentation of the applicant’s name change. Accepted documentation is a legible copy of one of the following: Marriage License, Divorce Settlement or Court Legal Name Change Petition.

Certificates will be issued as a PDF document sent to the email address listed on the application form. If the applicant does not have an email address, a paper copy will be mailed to the mailing address on the application.

The effective date of the Provisional or Full MHRT/C is the date CFL receives all necessary documentation.

Please allow up to three weeks for an application to be reviewed and a response sent.
## XI. CFL Contact Information

| Mailing Address:          | USM Muskie School  
The Center for Learning  
Re: MHRT/Community Certification  
12 East Chestnut St.  
Augusta, ME 04330 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Guideline Clarification:</strong></td>
<td>207-626-5280 or 207-626-5086 or email below</td>
</tr>
<tr>
<td><strong>For Status Information on Application:</strong></td>
<td>207-626-5280 or email below</td>
</tr>
<tr>
<td>CFL Fax Number:</td>
<td>207-626-5022</td>
</tr>
<tr>
<td>CFL TTY (Deaf Teletype Phone):</td>
<td>207-626-5282</td>
</tr>
<tr>
<td><strong>CFL E-mail Address</strong></td>
<td><a href="mailto:cfl-muskie@maine.edu">cfl-muskie@maine.edu</a></td>
</tr>
<tr>
<td><strong>For All Questions:</strong></td>
<td>This email forwards to all CFL staff.</td>
</tr>
</tbody>
</table>

**Appeals:**

Manager of CFL  
Muskie School of Public Service  
Att: Manager, Center for Learning  
Re: MHRT/Community Certification  
12 East Chestnut St.  
Augusta, ME 04330

DHHS-Office of Substance Abuse and Mental Health Services’ Employment and Workforce Development Manager  
DHHS Office of Adult Mental Health Services  
Att: Employment and Workforce Development Manager  
41 Anthony Avenue  
SHS 11  
Augusta, ME 04333-0011

**CFL Website**  
[http://www.cfl-muskie.org](http://www.cfl-muskie.org)
XII. FAQ’s

New Certification Requirements

Q: Existing MHRT/C holders must contact CFL before a new certificate will be issued, correct? Meaning certificates are not automatically issued?
A: That is correct, certificates are not automatically reissued. An individual must update their contact information with the CFL prior to the end of 2019 in order for a certificate to be reissued without a lapse in their certification. In the past, certificate holders were under no obligation to keep their contact information current. As such, CFL has no way to send out a new certificate until the individual updates their contact information. Certificate holders should send their updated personal (home) contact information to: updatemhrtcontactinfo@cfl-muskie.org. Please remember that as of 1/1/20, only a current Provisional or Full MHRT/C with an expiration date is valid for these services.

Q: What if an individual with an existing MHRT/C certificate without an expiration date fails to update their contact information prior to 1/1/20?
A: The certificate holder no longer holds a valid certificate. Only a current Provisional or Full MHRT/C with an expiration date will be valid for these services as of January 1, 2020. Please see Section VII-3 Lapsed certificate for what you must complete to get your certificate reinstated. The older your original lapsed certificate, the more work you will need to do to get your certificate reinstated.

Q: I have a current Provisional MHRT/C Level A (or B) certificate. Do I continue under the 2008 requirements, or may I move over to the new requirements?
A: Depending on an individual’s qualifications, it may be easier to complete the 2008 or 2019 requirements. There is also the possibility that the necessary 2008 courses are no longer available in your area, in which case, CFL will work with you on a blended pathway between the 2008 and 2019 requirements.

Q: I graduated from a program approved for Full MHRT/C under the 2008 Guidelines, but I failed to apply prior to these new guidelines going into effect. May I still apply?
A: Individuals who graduated prior to 9/1/19 in a program that met Full MHRT/C under the 2008 Guidelines have until 12/31/20 to apply under the previous guidelines. As of 1/1/21, all new applicants must meet the current 2019 requirements.

Q: I have an MHRT/CSP. Am I affected by the changes in the MHRT/C requirements?
A: No, these changes only affect the MHRT/C

Q: If a domain is met through a number of different courses at an academic institution, does that mean that in order for someone to meet a domain that they may need multiple courses?
A: In cases where an institution spreads the knowledge competencies for a single domain over multiple courses, yes. See Appendix A for approved programs and courses.
Continuing Education Requirements

Q. I completed 18 hours of continuing education in the past. May I use that to meet the new recertification requirements?
A. No, continuing education must take place during the two-year period on your Full MHRT/C certificate for it to be accepted.

Q. When can I start working on continuing education?
A. As soon as you have a Full MHRT/C certificate with an expiration date.

Q. May I use a college course towards the continuing education requirement?
A. Yes, as long as the course is relevant to the new knowledge competencies and is completed during the two-year period on your certificate. 1 college course credit is equivalent to 10 hours of continuing education training. Please remember, you still need to meet four (4) hours of ethics as part of the 18 hours of continuing education.

Q. I'm in the middle of completing an MSW (or other relevant) degree. If I complete it during my recertification period, may I use that in substitution for the continuing education requirement?
A. We will accept one or more of the courses you complete in that time period towards your relevant degree (See Appendix B for a list of relevant degrees) for continuing education as long as the course is relevant to the new knowledge competencies. Please remember, you still need to meet four (4) hours of ethics as part of the 18 hours of continuing education.

Q. Do we need prior approval for a training to ensure that it falls within one of the domains and will count toward the continuing education requirement?
A. No, but if you have any question about a training’s applicability, please feel free to contact us.

Q. I have a license that requires continuing education. May I count that training towards the MHRT/C?
A. Yes, you may count the continuing education towards both your license and the MHRT/C, aka “double-dip,” provided the training is related to one or more of the MHRT/C knowledge competencies.

Q. I failed to complete the required continuing education in the two year period on my certificate. Now what do I do?
A. Please see Section VII-2 Expired certificate for the consequences of failing to complete the required continuing education and what to do to get your certificate reinstated.

For Additional FAQs please see the Center for Learning Website. The link is in Section XI.
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Appendix A: Approved Academic Programs and Courses

Appendices

The Center for Learning reviews programs and courses on a continuous basis. As programs and courses are approved, they will be added to this Appendix.

This Appendix was last added to on: November 22, 2019

Section 1: Approved Academic Programs for Full MHRT/C certification

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Maine Community College</td>
<td>AAS/Human Services</td>
</tr>
<tr>
<td>Husson University</td>
<td>BS/Psychology – MHRT Track</td>
</tr>
<tr>
<td>Eastern Maine Community College</td>
<td>AAS/Human Services</td>
</tr>
<tr>
<td>University of Maine</td>
<td>BASW – MHRT Track</td>
</tr>
<tr>
<td>University of Maine at Augusta</td>
<td>BS/Mental Health &amp; Human Services – MHRT Track</td>
</tr>
<tr>
<td>University of Maine at Farmington</td>
<td>BS/Psychology – MHRT Track</td>
</tr>
<tr>
<td></td>
<td>BS/Rehabilitation Services – MHRT Track</td>
</tr>
<tr>
<td>University of Maine at Fort Kent</td>
<td>BS/Behavioral Sciences</td>
</tr>
<tr>
<td>University of Maine at Machias</td>
<td>7 Course Counseling Minor Stand-alone MHRT certification program</td>
</tr>
<tr>
<td>University of Maine at Presque Isle</td>
<td>Bachelor of Social Work Stand-alone MHRT Minor Track</td>
</tr>
<tr>
<td>University of New England</td>
<td>Mental Health Rehabilitation (MHR) Minor</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Social Work</td>
</tr>
<tr>
<td>University of Southern Maine</td>
<td>MS/Rehabilitation Counseling – MHRT Track</td>
</tr>
<tr>
<td>University of Southern Maine, Lewiston-Auburn College</td>
<td>BA/Social &amp; Behavioral Sciences – MHRT Track</td>
</tr>
<tr>
<td>Washington County Community College</td>
<td>AAS/Human Services – MHRT Track</td>
</tr>
<tr>
<td>York County Community College</td>
<td>AAS/Behavioral Health Studies Community Mental Health Certificate (Stand-alone certificate program)</td>
</tr>
</tbody>
</table>
Appendix A: Approved Academic Programs and Courses

Section 2: Approved Courses

You must take the course or course combination listed at the specific institution for it to meet the domain. Courses with an asterisk (*) are offered online.

### Domain 1: Behavioral, Psychological, and Rehabilitation Intervention Models

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husson</td>
<td>PY 335</td>
<td>Behavioral, Psychological &amp; Rehabilitation Intervention Models</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 218, HUS 335, &amp; Either HUS 232 or HUS 209</td>
<td>Three course combo-must complete the first two and your choice of one of the last two: Community Mental Health, Addiction: Diversity and Rehabilitation AND EITHER Crisis Intervention OR Counseling in Human Services</td>
</tr>
<tr>
<td>YCCC</td>
<td>HUS 101, PSY 244, &amp; Either PSY 230 or PSY 234</td>
<td>Three course combo-must complete the first two and your choice of one of the last two: Introduction to Human Services, Psychosocial Rehabilitation AND EITHER Abnormal Psychology OR Trauma &amp; Recovery</td>
</tr>
</tbody>
</table>

### Domain 2: Community Integration and Inclusion

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCC</td>
<td>HUS 155 &amp; PSY 151</td>
<td>Two course combo-must complete both: Case Management* AND Interviewing and Counseling*</td>
</tr>
<tr>
<td>EMCC</td>
<td>HUS 101, HUS 110, &amp; HUS 240</td>
<td>Three course combo-must complete all three: Community Mental Health, Interviewing &amp; Counseling, AND Case Management</td>
</tr>
<tr>
<td>Husson</td>
<td>MH 200</td>
<td>Community Integration and Inclusion</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 212</td>
<td>Case Management</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 218</td>
<td>Community Mental Health</td>
</tr>
<tr>
<td>UMF</td>
<td>PSY 235, PSY 305/377, &amp; PSY 455</td>
<td>Three course combo-must complete all three: Introduction to Counseling, Ethics and Professional Responsibilities, AND Crisis Intervention and Stabilization</td>
</tr>
<tr>
<td>UMF</td>
<td>REH 310 &amp; Either REH 110 or REH 395</td>
<td>Two course combo-must complete first course and your choice of either of the other two: Casework, AND EITHER Introduction to Disability Studies OR Practicum in Rehabilitation and Human Services</td>
</tr>
<tr>
<td>UMFK</td>
<td>PSY 221 &amp; PSY 270</td>
<td>Two course combo-must complete both: Psychosocial Rehabilitation AND Case Management</td>
</tr>
</tbody>
</table>
## Appendix A: Approved Academic Programs and Courses

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCCC</td>
<td>HUS 212</td>
<td>Case Management</td>
</tr>
<tr>
<td>YCCC</td>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
</tr>
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</table>

### Domain 3: Ethics and Professional Conduct

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCC</td>
<td>HUS 112 &amp; HUS 155</td>
<td>Two course combo-must complete both: Introduction to Community Mental Health* AND Case Management*</td>
</tr>
<tr>
<td>EMCC</td>
<td>HUS 201 &amp; HUS 240</td>
<td>Two course combo-must complete both: Community Mental Health AND Case Management</td>
</tr>
<tr>
<td>Husson</td>
<td>PY 113</td>
<td>Ethics and Professional Conduct</td>
</tr>
<tr>
<td>KVCC</td>
<td>MHT 230</td>
<td>Ethics and Professional Conduct*</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 218 &amp; HUS 232</td>
<td>Two course combo-must complete both: Community Mental Health AND Crisis Intervention</td>
</tr>
<tr>
<td>UMF</td>
<td>PSY 305/377</td>
<td>Ethics and Professional Responsibilities</td>
</tr>
<tr>
<td>UMF</td>
<td>REH 310 &amp; REH 395</td>
<td>Two course combo-must complete both: Casework AND Practicum in Rehabilitation and Human Services</td>
</tr>
<tr>
<td>UMFK</td>
<td>SOC 110</td>
<td>Intro. to Human Services &amp; Community Mental Health</td>
</tr>
<tr>
<td>UMM</td>
<td>PSY 328</td>
<td>Case Management</td>
</tr>
<tr>
<td>UMPI</td>
<td>SWK 202</td>
<td>Ethics in the Helping Professions</td>
</tr>
<tr>
<td>UNE</td>
<td>PSY 236</td>
<td>Mental Health and Society</td>
</tr>
<tr>
<td>WCCC</td>
<td>HUS 101 &amp; HUS 212</td>
<td>Two course combo-must complete both: Introduction to Human Services AND Case Management</td>
</tr>
<tr>
<td>YCCC</td>
<td>HUS 101 &amp; either HUS 232 or HUS 244</td>
<td>Two course combo-take first and your choice of one of the other two: Introduction to Human Services AND EITHER Introduction to Counseling OR Psychosocial Rehabilitation</td>
</tr>
</tbody>
</table>

### Domain 4: Trauma and Resiliency

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCC</td>
<td>PSY 212</td>
<td>Abuse, Trauma, and Recovery*</td>
</tr>
<tr>
<td>EMCC</td>
<td>HUS 210</td>
<td>Sexual Abuse, Trauma, and Recovery</td>
</tr>
<tr>
<td>Husson</td>
<td>PY 447</td>
<td>Trauma and Resiliency</td>
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</tbody>
</table>
## Appendix A: Approved Academic Programs and Courses

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UMA</strong></td>
<td>HUS 232 &amp; Choice of 1: HUS 218, HUS 230, HUS 233, or HUS 309</td>
<td>Two course combo-must complete first course and your choice of one other: Crisis Intervention AND choice of: Community Mental Health, Interviewing Skills for Human Services, Trauma: Recognition and Intervention, OR Counseling in Human Services</td>
</tr>
<tr>
<td><strong>UMA</strong></td>
<td>HUS 233 &amp; Choice of 1: HUS 134, HUS 230, HUS 232, or HUS 335</td>
<td>Two course combo-must complete first course and your choice of one other: Trauma: Recognition &amp; Intervention AND choice of: Cultural Competency for Helping Profession, Interviewing Skills for Human Services, Crisis Intervention OR Addiction: Diversity and Rehabilitation</td>
</tr>
<tr>
<td><strong>UMF</strong></td>
<td>PSY 209, &amp; PSY 455</td>
<td>Two course combo-must complete both: Abnormal Psychology, AND Crisis Intervention and Stabilization</td>
</tr>
<tr>
<td><strong>UMF</strong></td>
<td>REH 420</td>
<td>Trauma and Resiliency</td>
</tr>
<tr>
<td><strong>UMFK</strong></td>
<td>PSY 232</td>
<td>Trauma and Resiliency</td>
</tr>
<tr>
<td><strong>UMM</strong></td>
<td>PSY 336</td>
<td>Trauma, Crisis, &amp; Recovery</td>
</tr>
<tr>
<td><strong>UNE</strong></td>
<td>PSY 375</td>
<td>Trauma and Health</td>
</tr>
<tr>
<td><strong>WCCC</strong></td>
<td>HUS 235</td>
<td>Trauma &amp; Recovery</td>
</tr>
<tr>
<td><strong>YCCC</strong></td>
<td>PSY 234 &amp; PSY 244</td>
<td>Two course combo-must complete both: Trauma &amp; Recovery AND Psychosocial Rehabilitation</td>
</tr>
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</table>

### Domain 5: Policy Knowledge

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCC</td>
<td>PSY 202</td>
<td>Developmental Disabilities &amp; Psychosocial Rehabilitation*</td>
</tr>
<tr>
<td>Husson</td>
<td>MH 200</td>
<td>Policy Knowledge</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 218</td>
<td>Community Mental Health</td>
</tr>
<tr>
<td><strong>UMF</strong></td>
<td>PSY 235, PSY 305/377, &amp; PSY 455</td>
<td>Three course combo-must complete all three: Introduction to Counseling &amp; Personality, Ethics and Professional Responsibilities, AND Crisis Intervention and Stabilization</td>
</tr>
<tr>
<td>UMM</td>
<td>PSY 211</td>
<td>Behavioral &amp; Community Mental Health Services</td>
</tr>
<tr>
<td>UMPI</td>
<td>SWK 300</td>
<td>Social Welfare and Policy Issues</td>
</tr>
<tr>
<td>WCCC</td>
<td>HUS 212 &amp; HUS 218</td>
<td>Two course combo-must complete both: Case Management AND Community Mental Health</td>
</tr>
</tbody>
</table>

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Last Updated: December 20, 2019
## Appendix A: Approved Academic Programs and Courses

### Domain 6: Mind-Body Connection

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husson</td>
<td>MH 202</td>
<td>Mind-Body Connection</td>
</tr>
<tr>
<td>KVCC</td>
<td>MHT 105</td>
<td>Mind-Body Connection</td>
</tr>
<tr>
<td>UMaine</td>
<td>SWK 361 &amp; SWK 380</td>
<td>Two course combo-must complete both: Generalist Social Work Practice I AND Biological Person &amp; the Environment</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 218</td>
<td>Community Mental Health</td>
</tr>
<tr>
<td>UMF</td>
<td>PSY 209, PSY 235, &amp; PSY 455</td>
<td>Three course combo-must complete all three: Abnormal Psychology, Introduction to Counseling &amp; Personality, AND Crisis Intervention and Stabilization</td>
</tr>
<tr>
<td>UMF</td>
<td>REH 249, REH 310 &amp; Either: REH 200 or REH 380</td>
<td>Three course combo-Must complete first two and your choice of one of the remaining two: Psychosocial Rehabilitation, Casework AND EITHER: Counseling and the Helping Relationship OR Seminar in Professional Practice</td>
</tr>
<tr>
<td>UMM</td>
<td>PSY 238</td>
<td>Case Management</td>
</tr>
<tr>
<td>WCCC</td>
<td>HUS 125, HUS 212, &amp; HUS 218</td>
<td>Three course combo-Must complete all three: Introduction to Human Services, Case Management, AND Community Mental Health</td>
</tr>
</tbody>
</table>

### Domain 7: Cultural Competency

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCC</td>
<td>SOC 200</td>
<td>Issues in Diversity*</td>
</tr>
<tr>
<td>EMCC</td>
<td>HUS 140</td>
<td>Understanding Diversity in Human Services</td>
</tr>
<tr>
<td>Husson</td>
<td>PY 322</td>
<td>Cultural Competency</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 232 &amp; Either: HUS 218 or HUS 335</td>
<td>Two course combo-take first and your choice of one of the other two: Crisis Intervention AND EITHER Community Mental Health OR Addiction: Diversity and Rehabilitation</td>
</tr>
</tbody>
</table>

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Last Updated: December 20, 2019
Appendix A: Approved Academic Programs and Courses

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course ID</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMF</td>
<td>PSY 235, PSY 305/377, &amp; PSY 455</td>
<td>Three course combo-must complete all three: Introduction to Counseling &amp; Personality, Ethics and Professional Responsibilities, AND Crisis Intervention and Stabilization</td>
</tr>
<tr>
<td>UMF</td>
<td>REH 110, REH 120 &amp; Choice of 1: REH 249, REH 305, or REH 310</td>
<td>Three course combo-Must complete first two and your choice of one of the remaining three: Introduction to Disability Studies, Introduction to Social Services, AND one of the following 3: Psychosocial Rehabilitation, Group Process in Human Services OR Casework</td>
</tr>
<tr>
<td>UMFK</td>
<td>SOC 100, PSY 270 &amp; Either: SOC 110 or PSY 344</td>
<td>Three course combo-Must complete first two and your choice of one of the remaining two: Introduction to Sociology, Case Management AND EITHER: Intro to Human Services and Community Mental Health OR Crisis Identification and Intervention</td>
</tr>
<tr>
<td>UMM</td>
<td>PSY 313</td>
<td>Counseling Diverse Populations</td>
</tr>
<tr>
<td>UMPI</td>
<td>SWK 305</td>
<td>Ethnicity and Multiculturalism</td>
</tr>
<tr>
<td>WCCC</td>
<td>HUS 212 &amp; Either HUS 101 or HUS 102</td>
<td>Must Complete the first course and either of the other two: Case Management AND EITHER Introduction to Human Services OR Topics in Health &amp; Aging</td>
</tr>
<tr>
<td>YCCC</td>
<td>PSY 232</td>
<td>Introduction to Counseling</td>
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Domain 8: Vocational Support

<table>
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<th>Course ID</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>CMCC</td>
<td>PSY 204</td>
<td>Vocational Aspects of Disability and Counseling*</td>
</tr>
<tr>
<td>EMCC</td>
<td>HUS 250</td>
<td>Vocational Aspects of Disabilities</td>
</tr>
<tr>
<td>Husson</td>
<td>MH 203</td>
<td>Vocational Support</td>
</tr>
<tr>
<td>UMaine</td>
<td>SWK 497</td>
<td>Mental Health and Work</td>
</tr>
<tr>
<td>UMA</td>
<td>HUS 236 &amp; Either: HUS 212 or HUS 218</td>
<td>Two course combo-take first and your choice of one of the other two: Foundations of Vocational Rehabilitation AND EITHER Case Management OR Community Mental Health</td>
</tr>
<tr>
<td>UMF</td>
<td>PSY 237</td>
<td>Career Counseling</td>
</tr>
<tr>
<td>UMF</td>
<td>REH 270</td>
<td>Vocational Counseling &amp; Placement</td>
</tr>
<tr>
<td>UMFK</td>
<td>PSY 246</td>
<td>Vocational Aspects of Disability</td>
</tr>
<tr>
<td>UMM</td>
<td>PSY 316</td>
<td>Vocational Aspects of Disability &amp; Psychiatric Rehabilitation</td>
</tr>
<tr>
<td>UMPI</td>
<td>PSY 374</td>
<td>Vocational Aspects of Disability*</td>
</tr>
<tr>
<td>USM-LAC</td>
<td>SBS 315</td>
<td>Social Psychology of Disability</td>
</tr>
<tr>
<td>WCCC</td>
<td>HUS 120</td>
<td>Vocational Aspects of Disability</td>
</tr>
</tbody>
</table>
## Appendix A: Approved Academic Programs and Courses

<table>
<thead>
<tr>
<th>YCCC</th>
<th>PSY 244 &amp; Either HUS 101 or SOC 210</th>
<th>Must Complete the first course and either of the other two: Psychosocial Rehabilitation AND EITHER Introduction to Human Services OR Social Problems</th>
</tr>
</thead>
</table>
Appendix B: List of Related Degrees

Below is the list of related degree majors. The associate, bachelor, or master degree must have been earned at a regionally accredited institution of higher learning (see further below).

<table>
<thead>
<tr>
<th>Related Degree Majors</th>
<th>Related Degree Majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Therapy</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>Behavioral Health</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>Behavioral Health &amp; Human Services</td>
<td>Psychiatric Rehabilitation</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>Psychology</td>
</tr>
<tr>
<td>Communication Science &amp; Disorders</td>
<td>Psychosocial Rehabilitation</td>
</tr>
<tr>
<td>Community Health</td>
<td>Public Health</td>
</tr>
<tr>
<td>Community Health Education</td>
<td>Rehabilitation Sciences</td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>Rehabilitation Services</td>
</tr>
<tr>
<td>Counseling</td>
<td>Special Education</td>
</tr>
<tr>
<td>Criminology</td>
<td>Speech/Hearing Sciences</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Speech-Language Pathology</td>
</tr>
<tr>
<td>Human Development</td>
<td>Social &amp; Behavioral Science</td>
</tr>
<tr>
<td>Human Development &amp; Family Studies</td>
<td>Social Rehabilitation</td>
</tr>
<tr>
<td>Human Services</td>
<td>Social Science</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Social Services</td>
</tr>
<tr>
<td>Mental Health &amp; Human Services</td>
<td>Social Work</td>
</tr>
<tr>
<td>Movement Therapy</td>
<td>Sociology</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>Therapeutic Recreation</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
</tr>
</tbody>
</table>

The Regional Accreditation boards are:

New England Association of Schools & Colleges: [https://cihe.neasc.org/](https://cihe.neasc.org/)
Middle States Commission on Higher Education: [http://www.msche.org/](http://www.msche.org/)
(North Central) Higher Learning Commission: [https://www.hlcommission.org/](https://www.hlcommission.org/)
Western Association of Schools and Colleges:
   Senior (Bachelor & above programs): [https://www.wascsenior.org/](https://www.wascsenior.org/)
Council of Social Work Education: [https://www.cswe.org/](https://www.cswe.org/)
Appendix C: Approved Non-Academic Trainers and the Courses They Teach

This Appendix was last added to on: November 22, 2019

Individuals interested in taking a non-academic course must apply directly through the trainer.

Domain 1: Behavioral, Psychological, and Rehabilitation Intervention Models:

Domain 1 instructors are approved to train the standard Non-Academic Curriculum through January 1, 2023

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Agency</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Pamela J. Boivin</td>
<td>Riverside Training &amp; Education Center</td>
<td><a href="mailto:RiversideTec@gmail.com">RiversideTec@gmail.com</a></td>
</tr>
<tr>
<td>Kristin Caffier</td>
<td>SequelCare of Maine</td>
<td><a href="mailto:kjc428@yahoo.com">kjc428@yahoo.com</a></td>
</tr>
<tr>
<td>Catherine Chichester</td>
<td>Co-Occurring Collaborative Serving Maine</td>
<td><a href="mailto:cchichester@ccsme.org">cchichester@ccsme.org</a></td>
</tr>
<tr>
<td>Cathleen Dunlap</td>
<td>Paramount Behavioral Services</td>
<td><a href="mailto:cathleen.dunlap@paramountbehavioral.com">cathleen.dunlap@paramountbehavioral.com</a></td>
</tr>
<tr>
<td>Amber Elliott</td>
<td>Alternative Wellness Services &amp; The Opportunity Alliance</td>
<td><a href="mailto:amberelliott@awsmaine.com">amberelliott@awsmaine.com</a> or <a href="mailto:Amber.Elliott@opportunityalliance.org">Amber.Elliott@opportunityalliance.org</a></td>
</tr>
<tr>
<td>Vickie Fisher</td>
<td>Maine Behavioral Health Organization</td>
<td><a href="mailto:vfisher@mainebehavioralhealth.org">vfisher@mainebehavioralhealth.org</a></td>
</tr>
<tr>
<td>Aaron Fortin</td>
<td>Graham Behavioral Services</td>
<td><a href="mailto:afortin@gbsmaine.com">afortin@gbsmaine.com</a></td>
</tr>
<tr>
<td>Mary Gagnon</td>
<td>Health Affiliates Maine</td>
<td><a href="mailto:mary.gagnon@healthaffiliatesmaine.com">mary.gagnon@healthaffiliatesmaine.com</a></td>
</tr>
<tr>
<td>Melissa Gattine</td>
<td>Maine Behavioral Healthcare</td>
<td><a href="mailto:gattim@mainebehavioralhealthcare.org">gattim@mainebehavioralhealthcare.org</a></td>
</tr>
<tr>
<td>Kristianna Hall</td>
<td>Gateway Community Services</td>
<td><a href="mailto:krista.hall@gatewaycommunityservice.org">krista.hall@gatewaycommunityservice.org</a></td>
</tr>
<tr>
<td>Linnea Hofmeister</td>
<td>Maine Behavioral Health Organization</td>
<td>lhofmeister@maine behavioralhealth.org</td>
</tr>
<tr>
<td>Mark Kavanaugh</td>
<td>Kennebec Valley Community College</td>
<td><a href="mailto:mkavanaugh@kvcc.me.edu">mkavanaugh@kvcc.me.edu</a></td>
</tr>
<tr>
<td>Jessica Lachance</td>
<td>Tri-County Mental Health Services</td>
<td><a href="mailto:jlachance@tcms.org">jlachance@tcms.org</a></td>
</tr>
<tr>
<td>Debra McIntyre</td>
<td>Eastern Maine Community College</td>
<td>dm <a href="mailto:McIntyre@emcc.edu">McIntyre@emcc.edu</a></td>
</tr>
<tr>
<td>Christopher Morse</td>
<td>The Northern Lighthouse</td>
<td><a href="mailto:csmorse77@gmail.com">csmorse77@gmail.com</a></td>
</tr>
<tr>
<td>Deanne Ochoa-Durrell</td>
<td>Assistance Plus</td>
<td><a href="mailto:dochoa-durrell@assistanceplus.com">dochoa-durrell@assistanceplus.com</a></td>
</tr>
<tr>
<td>Georgana Prudhomme</td>
<td>Kennebec Behavioral Health</td>
<td><a href="mailto:gprudhomme@kbhmaine.org">gprudhomme@kbhmaine.org</a></td>
</tr>
<tr>
<td>Chad White</td>
<td>Maine Behavioral Healthcare</td>
<td><a href="mailto:cwhite@mainebehavioralhealth.org">cwhite@mainebehavioralhealth.org</a></td>
</tr>
</tbody>
</table>

Domains 2 through 8: To be announced in the future.
## Appendix C: Approved Non-Academic Trainers and the Courses They Teach

### Other Approved Non-Academic Trainings:

**Domain 8: Vocational Support**

<table>
<thead>
<tr>
<th>Agency/Company:</th>
<th>Course(s) approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Commonwealth University <a href="https://vcurrtc.org/training/courses.cfm">https://vcurrtc.org/training/courses.cfm</a></td>
<td>Supported Competitive Employment for Individuals with Mental Illness</td>
</tr>
<tr>
<td>Virginia Commonwealth University <a href="https://vcurrtc.org/training/courses.cfm">https://vcurrtc.org/training/courses.cfm</a></td>
<td>Supported Employment Web-based Certificate Series</td>
</tr>
</tbody>
</table>
Appendix D: Application Form

APPLICATION FOR MHRT/COMMUNITY CERTIFICATION

This form may be copied. To apply online go to www.cfl-muskie.org

Please complete the form below. A Glossary of Terms is on the next page.

I. Personal Information

Today’s Date: ______________________________________

First Name: ______________________________________ Last Name: ______________________________________

Home Address: ____________________________________________________________

City: __________________________ State: ____ Zip: Code: __________________

Email Address: __________________________________________ Daytime Phone: (___)____________________

II. Employment Information (ONLY if employed in the Behavioral Health field)

Current Work Place: __________________________ Work Telephone: (___)____________________

Position/Title: ____________________________________________________________

III. Check the box below that matches your educational background and follow the instructions for Next Steps.

1. ☐ Full MHRT/C
2. ☐ Provisional MHRT/C
3. ☐ Materials Review Only (I do not want a certificate issued at this time.)

*A Glossary of Terms can be found on the next page.

VI. This is the only page of the application form that you need to submit with the rest of your documentation.

Upload, email or send all information in one packet to:

MHRT/Community Request Phone: (207) 626-5280
The Center for Learning Fax: (207) 626-5022
12 East Chestnut St. TTY: (207) 626-5282
Augusta, ME 04330 CFL E-Mail: cfl-muskie@maine.edu
Appendix D: Application Form

Glossary of Terms for MHRT/C Pathways:

Competency domain: One of the eight domains that encompass the essential knowledge competencies and skills for Maine’s adult behavioral health workforce. Each competency domain is comprised of a set of unique competencies that are grounded in, and guided by, the fundamental components of recovery and reflect the values of consumer choice and empowerment, integrated care, respect, advocacy, responsibility, and hope.

Continuing education: The required training and professional development to renew full MHRT/C certification every two years. Eighteen hours of continuing education must be completed to satisfy the renewal requirement, including a minimum of four hours in Ethics.

Credit based on work experience: Supervised and documented work experience that demonstrates knowledge and skill in a particular domain. Must be written by a clinical supervisor (or administrative supervisor with documentation), cover consecutive months of employment, and can be used to satisfy only one domain.

Full MHRT/C certification: Valid for two years; renewable with 18 hours continuing education; four of the 18 hours must be in ethics

Maine’s Mental Health System 101 (MH 101): An approximately one-hour web-based training course that provides an overview of the history, resources, roles, and values of Maine’s mental health system; optional for certification applicants in Pathway A, mandatory for all other applicants

Other Certifications: May include Certified Professional Rehabilitation Practitioner (CPRP), Certified Intentional Peer Support Specialist (CIPPS), MHRT 1, Certified Alcohol & Drug Counselor (CADC), or other, reviewed on a case by case basis

PLA (Prior Learning Assessment): Offered by many colleges and universities, a PLA can translate knowledge gained from experience into academic credit

Pre-approved program: Certain colleges and universities in Maine offer degree and certificate programs which are pre-approved by the CFL to qualify for full MHRT/C certification upon completion. For a complete listing, please see Appendix A of the MHRT/C Guidelines.

Priority Domains: Competency domains that must be completed to earn Provisional MHRT/C certification. They include the first three domains: 1) Behavioral, Psychological, and Rehabilitation Intervention Models; 2) Community Integration and Inclusion; and 3) Ethics and Professional Conduct

Provisional MHRT/C certification: Valid for two years; applicant must satisfy all eight competency domains in order to earn full certification

Related degree: Degrees in allied areas such as criminology, special education, health & human services, human development, mental health, nursing, occupational/physical therapy, psychology, rehabilitation, social work, sociology, other therapies, and more

Related field: Direct service experience in the behavioral health field working with adults or transition-age youth with mental illness and/or substance use disorders. Applicants may substitute the requirement for direct service experience as a case manager.
Appendix E: Relevant Work Experience Verification Form (for those without a Relevant Degree)

Please submit this form to your HR Office for verification of your relevant work experience.

Name of Applicant: _________________________________________________________________

Agency & Address: _________________________________________________________________

Directions for HR Office:
The above individual is applying for MHRT/Community certification. As part of the application process, they must provide documentation of at least one year of full time relevant direct service work experience. Relevant direct service work experience should be in the behavioral health field working with individuals with mental illness and/or substance use disorders. Applicants may substitute the requirement for direct service experience with 12 months of full-time experience as a case manager.

Please verify that the individual has met this work experience requirement. If the individual has less than one year of full time experience, you may also list this as the individual may combine experience from multiple jobs to meet this requirement for MHRT/C certification.

Applicant’s Current Job Title: _______________________________________________________

Dates of Employment: _____________________________________________________________

(Check one)  Full Time: _____   Part Time: _____   Hours per week if PT: _______

HR Contact (Print): ____________________________ Phone: ____________________________

Email: ________________________________________________________________

HR Signature: ____________________________ Date: __________________

Notes:

This form is to be returned to the applicant, who will submit it with their MHRT/C application.

Last Updated: December 20, 2019
Appendix E: Relevant Work Experience Verification Form (for those without a Relevant Degree)

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Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 4: TRAUMA AND RESILIENCY

Name of Applicant: __________________________________________________________

Name of Clinical Supervisor*: ________________________________________________

The Clinical Supervisor must have provided direct clinical supervision to the applicant during the time frame referenced in this waiver request and must be a Master’s level clinician*. Acceptable credentials include LCPC, LCSW, APRN, Psychologist, MD/DO, and Psychiatrist. For a complete listing of acceptable credentials, please refer to the Guidelines for MHRT/C Certification.

Dates of Supervision (start & end): ____________________________________________

Please note that each waiver request must have its own specified and distinct time frame. No overlapping of dates and domains is permitted.

By initialing each knowledge competency for this MHRT/C requirement below the Clinical Supervisor* attests that the applicant has a high level of competence in them. Please attach a document summarizing the work the applicant has performed under supervision that relates directly to these competencies for this course. Please give specific examples of how the applicant has demonstrated these competencies in their work. Clinical supervisor must sign each additional page.

___ Describe the prevalence and impact of various types and contexts of trauma, e.g., domestic violence, physical and sexual abuse, sexual assault, exposure to combat, and other life-threatening events.

___ Recognize the impact of trauma on behavior, functioning, and other health-related conditions and symptoms. Please give examples.

___ Demonstrate a sensitivity to the behavioral health issues, including substance use disorders, affecting survivors of trauma and the stages of recovery they will experience.

___ Characterize the importance of working from a trauma-informed perspective and describe techniques of trauma-informed care, as well as the effects of vicarious traumatization.

___ Summarize the effects of trauma on survivors, including intergenerational trauma, inter-familial trauma, experience of trauma at various life stages, and experience of trauma specific to special populations and cultural contexts, e.g., veterans, refugees, immigrants.

___ Recall the Adverse Childhood Experiences (ACE) Study and its correlation with trauma.

Continued Next Page

*—or administrative supervisor if applicant does not have clinical supervision

Last Updated: December 20, 2019
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 4: TRAUMA AND RESILIENCY

___ Describe evidence-based treatment approaches for trauma-related conditions, e.g., Seeking Safety, TREM, EMDR, and DBT.

___ Identify and refer survivors of trauma to specialized support resources in the community to assist in the recovery process.

☐ I have enclosed a document summarizing how the applicant has met these knowledge competencies in their work. (Please check when completed.)

I confirm that I provided direct clinical supervision to the applicant during the time referenced in this waiver request. I have discussed these elements with this individual and attest that this individual has acquired the competencies for the course to be waived as listed in the Procedural Guidelines for MHRT/C.

Signature of Clinical Supervisor*   License Type & Number   Date

Signature of Administrative Supervisor   Date

Signature of HR Office Confirming No Clinical Supervision   Date

If no Clinical Supervisor, this form must be signed by BOTH the Administrative Supervisor and the HR Office to attest that there is no clinical supervision.

Please sign, date, and return to applicant. Applicant must submit this form as part of their application. For complete requirements regarding waiver requests, please refer to the Guidelines for MHRT/C Certification.

*—or administrative supervisor if applicant does not have clinical supervision
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 5: POLICY KNOWLEDGE

Name of Applicant: __________________________________________________________

Name of Clinical Supervisor*: __________________________________________________

The Clinical Supervisor must have provided direct clinical supervision to the applicant during the time
frame referenced in this waiver request and must be a Master’s level clinician*. Acceptable credentials
include LCPC, LCSW, APRN, Psychologist, MD/DO, and Psychiatrist. For a complete listing of acceptable
credentials, please refer to the Guidelines for MHRT/C Certification.

Dates of Supervision (start & end): ____________________________________________

Please note that each waiver request must have its own specified and distinct time frame. No overlapping
dates and domains is permitted.

By initialing each knowledge competency for this MHRT/C requirement below the Clinical Supervisor*
attests that the applicant has a high level of competence in them. Please attach a document summarizing
the work the applicant has performed under supervision that relates directly to these competencies for
this course. Please give specific examples of how the applicant has demonstrated these competencies
in their work. Clinical supervisor must sign each additional page.

_____ Demonstrate familiarity with the AMHI Consent Decree requirements and their impact on adult
mental health services in Maine.

_____ Explain Maine's Rights of Recipients of Mental Health Services.

_____ Demonstrate an understanding of federal and state disability laws, including the Americans with
Disabilities Act, Section 504 of the Rehabilitation Act, and Maine statutes regarding accessibility for
those who are deaf or hard of hearing.

_____ Demonstrate an understanding of federal and state civil rights laws, including the Civil Rights Act of
1964, the Maine Human Rights Act, and communication access policies for non-English speaking
consumers.

_____ Demonstrate an understanding of the provider's role as a mandated reporter of abuse and neglect
for both adults and children and delineate the procedure to report.

_____ Assist the consumer to develop self-advocacy skills.

Continued Next Page

*—or administrative supervisor if applicant does not have clinical supervision
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 5: POLICY KNOWLEDGE

_____ Identify advocacy organizations that address consumer rights, i.e. Disability Rights Maine.

_____ Give examples of federal and state benefit and entitlement programs, needs-based social welfare and work incentive programs, including eligibility, reporting and review requirements, and ways in which consumers can access these programs.

_____ Engage with the consumer and advocate on their behalf to ensure policies are appropriately followed. Refer the consumer to an appropriate advocacy organization when there are errors in policy application.

I have enclosed a document summarizing how the applicant has met these knowledge competencies in their work. (Please check when completed.)

I confirm that I provided direct clinical supervision to the applicant during the time referenced in this waiver request. I have discussed these elements with this individual and attest that this individual has acquired the competencies for the course to be waived as listed in the Procedural Guidelines for MHRT/C.

Signature of Clinical Supervisor* License Type & Number Date

Signature of Administrative Supervisor Date

Signature of HR Office Confirming No Clinical Supervision Date

If no Clinical Supervisor, this form must be signed by both the Administrative Supervisor and the HR Office to attest that there is no clinical supervision.

Please sign, date, and return to applicant. Applicant must submit this form as part of their application. For complete requirements regarding waiver requests, please refer to the Guidelines for MHRT/C Certification.

*—or administrative supervisor if applicant does not have clinical supervision.
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 6: MIND-BODY CONNECTION

Name of Applicant: ________________________________________________________________

Name of Clinical Supervisor*: _________________________________________________________

The Clinical Supervisor must have provided direct clinical supervision to the applicant during the time frame referenced in this waiver request and must be a Master’s level clinician*. Acceptable credentials include LCPC, LCSW, APRN, Psychologist, MD/DO, and Psychiatrist. For a complete listing of acceptable credentials, please refer to the Guidelines for MHRT/C Certification.

Dates of Supervision (start & end): _____________________________________________________

Please note that each waiver request must have its own specified and distinct time frame. No overlapping of dates and domains is permitted.

By initialing each knowledge competency for this MHRT/C requirement below the Clinical Supervisor* attests that the applicant has a high level of competence in them. Please attach a document summarizing the work the applicant has performed under supervision that relates directly to these competencies for this course. Please give specific examples of how the applicant has demonstrated these competencies in their work. Clinical supervisor must sign each additional page.

____ Describe the interdependent relationship between mental illness and physical health and give examples.

____ Describe the value and importance of integrated care.

____ Recognize the spectrum of substance use disorders, including the psychological signs and symptoms, as well as common behavioral addictions.

____ Explain the role of medication in symptom management, including the potential for psychiatric and physical side effects of any medication.

____ Explain the case manager’s role in the person-centered planning process and how to identify and refer to appropriate wellness promotion programs and community, peer, and web-based healthcare resources.

____ Describe the benefits of shared care planning and ways to incorporate an individual’s needs and preferences in goal-setting.

____ Relate the significant impact of smoking on individual health, particularly those with serious mental illness, and identify evidence-based cessation resources.

____ Have an understanding of the etiology, progression, and treatment of common co-morbid conditions.

Continued Next Page

*—or administrative supervisor if applicant does not have clinical supervision
CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 6: MIND-BODY CONNECTION

____ Define various social contexts and risk factors affecting consumers with comorbid conditions, and the impact on the consumer's overall health and well-being.

____ Discuss a variety of treatment interventions and settings for common co-occurring conditions.

____ Identify strategies to assist consumers in developing personal-care skills such as managing stress, assessing triggers, and monitoring medications.

____ Give examples of community and web-based resources that support wellness and recovery.

____ Describe the Behavioral Health Homes (BHH) model and other models that promote the integration of physical and behavioral health services and the potential benefits of integrated care services and supports to consumers

☐ I have enclosed a document summarizing how the applicant has met these knowledge competencies in their work. (Please check when completed.)

I confirm that I provided direct clinical supervision to the applicant during the time referenced in this waiver request. I have discussed these elements with this individual and attest that this individual has acquired the competencies for the course to be waived as listed in the Procedural Guidelines for MHRT/C.

______________________________  ___________________________  ____________________
Signature of Clinical Supervisor*       License Type & Number      Date

______________________________  ____________________
Signature of Administrative Supervisor if No Clinical Supervision      Date

______________________________  ____________________
Signature of HR Office Confirming No Clinical Supervision      Date

If no Clinical Supervisor, this form must be signed by BOTH the Administrative Supervisor and the HR Office to attest that there is no clinical supervision.

Please sign, date, and return to applicant. Applicant must submit this form as part of their application. For complete requirements regarding waiver requests, please refer to the Guidelines for MHRT/C Certification.

*—or administrative supervisor if applicant does not have clinical supervision

Last Updated: December 20, 2019  xx
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 7: CULTURAL COMPETENCY

Name of Applicant: __________________________________________________________

Name of Clinical Supervisor*: ________________________________________________

The Clinical Supervisor must have provided direct clinical supervision to the applicant during the time frame referenced in this waiver request and must be a Master’s level clinician*. Acceptable credentials include LCPC, LCSW, APRN, Psychologist, MD/DO, and Psychiatrist. For a complete listing of acceptable credentials, please refer to the Guidelines for MHRT/C Certification.

Dates of Supervision (start & end): ____________________________________________

Please note that each waiver request must have its own specified and distinct time frame. No overlapping of dates and domains is permitted.

By initialing each knowledge competency for this MHRT/C requirement below the Clinical Supervisor* attests that the applicant has a high level of competence in them. Please attach a document summarizing the work the applicant has performed under supervision that relates directly to these competencies for this course. Please give specific examples of how the applicant has demonstrated these competencies in their work. Clinical supervisor must sign each additional page.

____ Describe how various contexts of culture, group, and family membership impact an individual’s beliefs and behavior and their behavioral health care needs and interventions.

____ Describe the importance of being culturally sensitive and responsive with populations that originate from a culture different than your own.

____ Use respectful and effective communication with consumers from a variety of cultural and social backgrounds and life stages.

____ Develop culturally-sensitive treatment plans that are responsive to cultural contexts, family and group memberships, and the particular life stage of the consumer.

____ Demonstrate how to employ interpreter services for non-English speaking and hearing impaired consumers in a timely and appropriate manner.

____ Identify and refer consumer to pertinent support resources in the community that facilitate consumer access and recovery within the context of social, cultural, family, and other group memberships.

Continued Next Page

*—or administrative supervisor if applicant does not have clinical supervision
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 7: CULTURAL COMPETENCY

____ Demonstrate cultural humility and self-reflection, including acknowledgement of the limitations of one’s own cultural perspective.

☐ I have enclosed a document summarizing how the applicant has met these knowledge competencies in their work. (Please check when completed.)

I confirm that I provided direct clinical supervision to the applicant during the time referenced in this waiver request. I have discussed these elements with this individual and attest that this individual has acquired the competencies for the course to be waived as listed in the Procedural Guidelines for MHRT/C.

_____________________________ _______________________________ _____________
Signature of Clinical Supervisor* License Type & Number Date

_____________________________ _______________________________ _____________
Signature of Administrative Supervisor Date

_____________________________ _______________________________ _____________
Signature of HR Office Confirming No Clinical Supervision Date

If no Clinical Supervisor, this form must be signed by BOTH the Administrative Supervisor and the HR Office to attest that there is no clinical supervision.

Please sign, date, and return to applicant. Applicant must submit this form as part of their application. For complete requirements regarding waiver requests, please refer to the Guidelines for MHRT/C Certification.

*—or administrative supervisor if applicant does not have clinical supervision
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 8: VOCATIONAL SUPPORT

Name of Applicant: ____________________________________________

Name of Clinical Supervisor*: _____________________________________

The Clinical Supervisor must have provided direct clinical supervision to the applicant during the time frame referenced in this waiver request and must be a Master’s level clinician*. Acceptable credentials include LCPC, LCSW, APRN, Psychologist, MD/DO, and Psychiatrist. For a complete listing of acceptable credentials, please refer to the Guidelines for MHRT/C Certification.

Dates of Supervision (start & end): _________________________________

Please note that each waiver request must have its own specified and distinct time frame. No overlapping of dates and domains is permitted.

By initializing each knowledge competency for this MHRT/C requirement below the Clinical Supervisor* attests that the applicant has a high level of competence in them. Please attach a document summarizing the work the applicant has performed under supervision that relates directly to these competencies for this course. Please give specific examples of how the applicant has demonstrated these competencies in their work. Clinical supervisor must sign each additional page.

_____ Acknowledge the importance of work as part of self-concept/identity, and describe its role in mental health treatment and recovery.

_____ Understand that the paths to mental health recovery and employment are both varied and non-linear, give examples of successful employment outcomes for consumers of behavioral healthcare.

_____ Recognize and describe common myths and misconceptions regarding individuals with psychiatric disabilities and their ability to be successful in the workplace.

_____ Understand the role of the MHRT/C in supporting a consumer to pursue a vocational goal, the importance of ongoing support in maintaining successful employment, and how it is reflected in the individual's plan of care.

_____ Engage the consumer in meaningful, ongoing conversations about finding work and/or the possibility of work in the future, including job seeking/retention strategies.

_____ Be able to practice engagement and motivation techniques to encourage and empower consumers to make progress along the employment continuum.

_____ Identify and know how to access resources for consumer advocacy related to employment, including the use of natural supports to help individuals obtain and maintain a job.

_____ Identify and refer consumers to support and employment advocacy services that will reduce or eliminate perceived barriers to continued successful employment.

Continued Next Page

*—or administrative supervisor if applicant does not have clinical supervision
Appendix F: Credit for Work Experience Forms

CREDIT FOR WORK EXPERIENCE FORM FOR
DOMAIN 8: VOCATIONAL SUPPORT

____ Give examples of career development resources, including career exploration and labor market information available in the community.

____ Discover the diverse services and roles of people involved in the employment support system for consumers with psychiatric disabilities, and explain how the MHRT/C collaborates with others in the employment support system without duplicating the roles of these providers.

____ Identify online and local resources to access federal and state regulations and policy relating to employment.

____ Give examples of current and evolving research regarding evidence-based practices in employment of consumers with psychiatric disabilities, including Individual Placement Support.

____ Demonstrate awareness of reasonable accommodation and disclosure of disability in the context of mental health and employment.

____ Identify federal and state disability benefits, the availability of work incentives, and how to consult with Community Work Incentives Coordinators

____ Describe the role of the Department of Labor, Division of Vocational Rehabilitation as partners, how to refer, and collaborate around work goals.

I have enclosed a document summarizing how the applicant has met these knowledge competencies in their work. (Please check when completed.)

I confirm that I provided direct clinical supervision to the applicant during the time referenced in this waiver request. I have discussed these elements with this individual and attest that this individual has acquired the competencies for the course to be waived as listed in the Procedural Guidelines for MHRT/C.

Signature of Clinical Supervisor* __________________________ License Type & Number __________________________ Date ________________

Signature of Administrative Supervisor if No Clinical Supervision __________________________ Date ________________

Signature of HR Office Confirming No Clinical Supervision __________________________ Date ________________

If no Clinical Supervisor, this form must be signed by BOTH the Administrative Supervisor and the HR Office to attest that there is no clinical supervision. Please sign, date, and return to applicant. Applicant must submit this form as part of their application. For complete requirements regarding waiver requests, please refer to the Guidelines for MHRT/C Certification.

*—or administrative supervisor if applicant does not have clinical supervision
Appendix G: MHRT/C CERTIFICATE RENEWAL APPLICATION

Name: Certificate No.:

Address:

Telephone:

Email:

Current Employer:

Employer Address:

Employer Telephone:

A minimum of 18 hours continuing education (CE) is required in order to renew your certificate. At least four (4) of the 18 hours must be in ethics. Training must be completed during the two-year period indicated on your certificate, and apply to at least one (not all) of the MHRT/C competencies.

Please list the training titles below, and indicate which Domain the hours address. Send this form with a certificate of completion with the program title, trainer’s name, date of training, and number of hours. Please use additional sheets as necessary.

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UPLOAD, EMAIL, OR SUBMIT THIS APPLICATION AND ALL SUPPORTING INFORMATION IN ONE ENVELOPE NO SOONER THAN 90 DAYS PRIOR TO YOUR EXPIRATION DATE TO:

MHRT/Community Renewal
The Center for Learning
12 East Chestnut St.
Augusta, ME 04330
Phone: (207) 626-5280
Fax: (207) 626-5022
TTY: (207) 626-5282
CFL E-Mail: cfl-muskie@maine.edu

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