

## Appendix D: Application Form

# APPLICATION FOR MHRT/COMMUNITY CERTIFICATION

*This form may be copied. To apply online go to [www.cfl-muskie.org](http://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 what you are applying for

(Check only one box):

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.

### IV. Submit one or more of the following documentation with your application form:

- Original or legible copies of *official* transcript(s) if you have completed college course work
- Copies of training certificates if you have completed non-academic training(s)
- Credit for Work Experience Forms if you are using work experience to meet one or more domains.
- \*—If you are applying for Provisional certification, in addition to one or more of the above, please complete *Maine's Mental Health System 101* (MH101). This free online training is required for Provisional certification. Link to MH101: <http://mhrt.trainingserver5.org/>

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

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

MHRT/Community Request  
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](mailto:cfl-muskie@maine.edu)

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## 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 to 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.