

April 26, 2019



# MHRT/C Certification Program Update

## In-service Trainings for Continuing Education

We have heard from several agencies who are developing in-service trainings for their MHRT/C staff to satisfy their biennial continuing education requirement. We'd like to reiterate the guidelines for developing and conducting in-service training programs.

- The training must apply to one or more of the new competency domains. The competencies have been revised to reflect current best practice with a recovery-oriented, person-centered focus.

*The revised domains encompass the essential knowledge competencies and skills 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. 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 continuing education training should reflect this.*

- An in-service training should have an interactive component, and must be presented and documented by a trainer of record (college degree, certification and/or license preferred).
- An in-service training may be used only one-time by an individual for continuing education credit.
- In-service trainings must be pre-approved. Sponsors or trainers need to submit a description of the program, an agenda, # of hours, description of the trainer's qualifications (brief bio), and a copy of the certificate of completion to be issued to attendees.
- An in-service training only needs to be submitted once for pre-approval, and can be offered repeatedly to new or additional staff. If the trainer or content changes significantly, we request it be resubmitted for approval.

[Click here](#) to download a Continuing Education checklist.

MORE QUESTIONS? Contact us!

## Resource Sharing

We are aware that not all agencies have the resources or capacity to develop their own training programs. Are you an agency who would be willing to network with other agencies and share your training resources? Let us know and we'd be happy to include that information on the continuing education section of our website.

Email: [cfl-muskie@maine.edu](mailto:cfl-muskie@maine.edu)

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**For more information on the MHRT/C updates: [WWW.CFL-MUSKIE.org](http://WWW.CFL-MUSKIE.org)**

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## Does your Full MHRT/Community certificate have an expiration date?

Please spread the word that Full MHRT/C certificates without an expiration date need to be updated. As part of the program redesign, full certificates must have an expiration date which comes with a biennial continuing education requirement for renewal. All older MHRT II, III, IV and Community certificates without an expiration date must be reissued as an MHRT/C with an expiration date and a certificate number unique to the individual holder. Keep your certification current and update now. To update, send your home address and personal email to [updatemhrtccontactinfo@cfl-muskie.org](mailto:updatemhrtccontactinfo@cfl-muskie.org).

**As of January 1, 2020, the only valid certification for these services is a current Full or Provisional MHRT/C with an expiration date and certificate number.**  
(Notice the lower left corner in the sample below.)

MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES  
STATE HOUSE STATION #11  
AUGUSTA, MAINE

**RECOGNITION OF EDUCATIONAL QUALIFICATIONS**

The Department of Health and Human Services hereby recognizes:

**Sample Name**

who possesses the following academic credential awarded by an accredited institution of higher education:

Degree: AA/Mental Health      Date: 2017      Institution: ABC University

In recognition of the applicant's professional educational attainment, the Department of Health and Human Services issues this certificate of employability at the level of:

**Mental Health Rehabilitation Technician/Community**

EFFECTIVE DATE: 4/1/2018	Approved by:	<b>VOID</b> Certification Programs Center for Learning, Muskie School University of Southern Maine
EXPIRATION DATE: 4/30/2020		
CERTIFICATE NUMBER: 00000		

 THE CENTER FOR LEARNING IS A COLLABORATIVE PROJECT BETWEEN  
THE UNIVERSITY OF SOUTHERN MAINE'S  
EDMUND S. MUSKIE SCHOOL OF PUBLIC SERVICE  
AND THE  
MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES. 

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

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

### Muskie School of Public Service Center for Learning

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