

Appendix G: FULL MHRT/C CERTIFICATE RENEWAL APPLICATION

NOTE: This form is only for individuals who have a **two-year** FULL MHRT/C or those who have a lapsed **two-year** FULL MHRT/C. If your MHRT/C certificate lists Domain requirements to complete, you must complete the Domain Requirements NOT Continuing Education.

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.

<u>Training Title</u>	<u># of Hours</u>	<u>Domain #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: Maine Relay 711

CFL E-Mail: cfl-muskie@maine.edu