# 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. At least six (6) of the 18 hours must be live training (face-to-face or interactive video conference). 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.**

| Training Title | # of Hours | Domain # | Live (Y/N) |
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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:**

USM The Center for Learning
University of Maine at Augusta
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46 University Dr.
Augusta, ME 04330

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CFL secure web portal (for transcripts)