

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 what you are applying for (Check only one box):

1. Pathway A-Full MHRT/C (Approved programs)
2. Pathway B-Full MHRT/C*(4-year Social Services-related degree or above or LSW)
3. Pathway C- Provisional MHRT/C* (2-year Social Services-related degree, 30 related academic credits, 4-year unrelated degree, OR 1 year direct service work experience in adult behavioral health)
4. Full MHRT/C from Provisional Issued Under 2019 Guidelines
5. Materials Review Only (I do not want a certificate issued at this time.)

* **Must complete *Maine's Mental Health System 101 (MH101)***

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 through Pathway B or C, 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 all Pathway B & C applicants. Link to <http://training.cfl-muskie.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: Maine Relay 711
CFL E-Mail: 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: Must satisfy all Competency Domains within the two-year period after issue. After that, renewable every two years 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.