



Full MHRT/C Certification Continuing Education (CE) A Guide to Meeting Your Requirement

Renewal forms and a complete list of the knowledge competencies can be found at www.cfl-muskie.org

CE Requirements: Must complete 18 hours every 2 years for certificate renewal
 Minimum of 4 hours must be in Ethics
 Maximum of 12 hours may be taken online
 A CE hour is 60 minutes of actual instructional time

Helpful Hints:

1. Make sure the training applies to one or more of the MHRT/C knowledge competencies and addresses your personal training goals and needs
2. Complete your training during the two-year expiration period on your certificate
3. Direct supervision (individual or group) does not count toward CE
4. Retain certificates of completion with program title, date, # of hours, trainer signature if available. CFL will not maintain your CE documentation.
5. Submit your completed renewal form and documentation within 90 days before your certificate expires (no sooner). You may submit a program for CE one time only.

What Qualifies as CE:

- A face-to-face workshop, class, conference, or seminar presented by a qualified trainer with experience and knowledge of the particular MHRT/C competencies being presented
- An in-service training with an interactive component, presented and documented by a trainer of record (college degree, certification and/or license preferred). Pre-approval required.*
- An online course or webinar related to the MHRT/C competencies with a detailed certificate of completion
- A college course addressing a competency domain (1 academic credit = 10 CE hours). Must include a copy of the official transcript.
- A pre-approved MHRT/C non-academic course (a course may be used for CE one time only)
- Independent study, pre-recorded program, audio or video (maximum of 3 hours, and not applicable to the Ethics requirement). Document title, length, and hyperlinks when available.
- Preparation and presentation of a course, workshop or in-service that addresses the MHRT/C competencies, for the first time it is presented only (maximum of 9 hours). Pre-approval required.*

* For pre-approval, sponsors or trainers must submit a description of the program, an agenda, # of hours, description of the trainer's qualifications (brief bio), and a sample copy of the certificate of completion.

Examples of Acceptable Training Topics for CE Credit (in no particular order):	Ineligible Training Topics for CE Credit:
<ul style="list-style-type: none"> • Active listening skills • Advocacy • Community inclusion • Co-occurring disorders • Crisis intervention/planning • Cultural competence • Ethics/confidentiality • HIPAA • Human development/sexuality • Informed consent/legal issues • Integrated care • Interviewing skills • Maine policies/Rights of Recipients • Medications/side-effects • Motivational interviewing • Peer support • Person centered planning • Professional boundaries • Self-care • Stages of change model • Substance use disorder • Trauma/trauma informed care • Treatment modalities • Vocational rehabilitation • Wellness and recovery 	<p>The topics below, while useful, do not address the knowledge competency domains identified for the MHRT/C certification. Instruction on the use of treatment modalities in opposition to a recovery-based philosophy may not be used to fulfill the 18-hour requirement (e.g., use of restraints, involuntary commitment, forced medication, etc.). Similarly, training used to qualify for the MHRT I may not be used.</p> <ul style="list-style-type: none"> • Agency-specific training (i.e. sexual harassment in the workplace), Staff Meetings or Retreats, or Routine Coaching, Training, or Supervision • CPR/first aid, fire safety, disaster training • CRMA • Driver's Education (including for transport vehicles) • Hazardous/Materials handling (MSDS) • Infection/Bloodborne Pathogens • MHSS (Mental Health Support Specialist) • Training not in the scope of the MHRT/C practice • Training on computer software

If you have any questions about the validity of a training program for continuing education credit, please do not hesitate to contact this office at cfl-muskie@maine.edu.

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