



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR002**

**Subject:** DMH Professional Licensure & Certification (PLACE) Application Process

**Issue Date:** March 7, 2012

**Effective Date:** March 6, 2012

**Scope**

All DMH-Certified Providers

**Purpose**

Provide information regarding DMH Division of PLACE application processes and dates of issuance for DMH professional credentials. DMH professional credentialing programs affected include: Mental Health Therapist, Intellectual and Developmental Disabilities Therapist, DMH Addictions Therapist, DMH Case Management Professional, and DMH Peer Support Specialist Professional.

**Background**

Prior to March 6, 2012, the provisional and full certification dates of issuance for all DMH professional credentialing programs has been the PLACE Review Board meeting date at which the application was recommended for approval.

**Subject**

The PLACE Review Board and DMH Executive Director have granted the DMH Division of PLACE the authority to revise the policies and associated procedures pertaining to application for and issuance of DMH professional credentials, as outlined below:

**DMH Professional Credentialing Policy Change:**

- The certification date of issuance for initial applications received on or after March 6, 2012, will be the applicant's date of hire, as reported by the state mental health system employer on DMH-prescribed application forms. In order to receive this date of issuance, the initial application must be received by the DMH Division of PLACE within 30 calendar days of the reported date of hire, and the application must be complete. (The employer-reported date of hire will be counted as Day One.)
- “Initial application,” as referenced in this policy, refers to provisional applications and applications submitted directly for full certification (thereby bypassing provisional certification), not upgrade applications. Existing timelines pertaining to upgrade applications will remain in effect.

- Any applicant whose complete initial application is not received by the DMH Division of PLACE within the 30-day time frame referenced above will receive as the credential date of issuance the PLACE Review Board meeting date at which the initial application was recommended for approval.
- All upgrade applicants (i.e., provisionally-certified individuals applying for upgrade to full certification) will continue to have as their credential date of issuance the PLACE Review Board meeting date at which the upgrade application was recommended for approval.

**Additional Information:**

- An application is considered to be complete when all required application forms and materials, including the relevant official transcript(s) and the required application fee, have been received by the DMH Division of PLACE in the proper format; the application must contain no deficiencies. *(The official transcript(s) may continue to be submitted directly from the institution of higher learning to the DMH Division of PLACE; however, inclusion of the necessary official transcript(s) with the application packet is encouraged.)*
- The provisional certification period will continue to be a maximum of two years from the date of issuance. Provisional certification period extensions will not automatically be granted due to variations in dates of issuance; provisional extensions for any reason should only be granted due to exceptional circumstances, as determined by the PLACE Review Board.
- Applicants (and respective employers) should continue to be aware of the potential for denial of certification if the applicant does not meet applicable credentialing requirements.
- All credentialing fees continue to be non-refundable and non-transferrable.

The DMH Division of PLACE will incorporate newly developed/modified policies/procedures into subsequent revisions of DMH professional credentialing *Rules, Regulations and Application Guidelines and Standards and Requirements*.