Mississippi Department of Mental Health (DMH)
Division of Professional Licensure and Certification (PLACE)

DMH PLACE Professional Credentialing

Rules and Requirements

INCLUDING:

DMH Addictions Therapist

DMH Community Support Specialist

DMH Intellectual and Developmental Disabilities Therapist

DMH Licensed Administrator

DMH Mental Health Therapist

Effective Date – May 1, 2017

DMH PLACE Professional Credentialing

Rules and Requirements

INCLUDING:

DMH Addictions Therapist

DMH Community Support Specialist

DMH Intellectual and Developmental Disabilities Therapist

DMH Licensed Administrator

DMH Mental Health Therapist

CONTACT INFORMATION

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IMPORTANT NOTICE:

This credential is for qualified individuals who are currently employed in Mississippi's "state mental health system," as defined in this document. Please review credentialing requirements in this document before submitting an application.

Effective Date – May 1, 2017

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Part 3: Mississippi Department of Mental Health (DMH) Division of Professional Licensure and Certification (PLACE) Professional Credentialing Rules and Requirements

Part 3 Chapter 1: General Information

Rule 1.1 Statutory Authority – DMH Professional Credentialing

A. Statutory authority for DMH professional credentials was granted in 1996 by the Mississippi Legislature.

B. Section 41-4-7 of the *Mississippi Code of 1972, Annotated* authorizes the Mississippi State Board of Mental Health (through the Mississippi Department of Mental Health) to certify/license case managers [i.e., community support specialists], mental health therapists, intellectual and developmental disabilities therapists, and others as deemed appropriate by the Mississippi State Board of Mental Health. In 1997, authority was expanded to include the certification/licensure of mental health/intellectual and developmental disabilities program administrators and addiction counselors [i.e., addictions therapists].

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.2 About DMH Professional Credentials

A. DMH professional credentials are designed primarily for individuals who are not already professionally credentialed and who are employed in Mississippi's state mental health system.

B. **Employment in Mississippi's "state mental health system," as defined in this document, is a mandatory requirement to apply for and hold a DMH professional credential.**

C. DMH professional credentials are designed to promote the provision of quality services in Mississippi's "state mental health system."

D. Full certification/licensure attests to an individual's:

1. Educational background;
2. Relevant work experience;
3. Demonstration of mastery of basic knowledge, respective to professional credentialing program, pertinent to state mental health system service provision;
4. Continued participation in relevant educational activities, through the continuing education (CE) renewal requirement; and,
5. Agreement to adhere to the *DMH Principles of Ethical and Professional Conduct.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.3 State Mental Health System

A. **DMH professional credentials are valid only in Mississippi's "state mental health system."**

B. **For the purposes of DMH professional credentialing**, the "state mental health system" is defined as programs which are certified, funded and/or operated/administered by the Mississippi Department of Mental Health *(and also as outlined and defined in Section 41-4-7 of the Mississippi Code of 1972, Annotated).*

C. **Only individuals currently employed in the "state mental health system," as defined in this document (above), are eligible to apply for and hold a DMH professional credential.**

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.4 DMH Professional Credentialing Programs

The Mississippi Department of Mental Health has five (5) DMH professional credentialing programs available through the DMH Division of Professional Licensure and Certification (PLACE):

A. **DMH Mental Health Therapist Program**

B. **DMH Intellectual and Developmental Disabilities Therapist Program**

Prior to October 1, 2008, the Mississippi Department of Mental Health's "DMH Intellectual and Developmental Disabilities Therapist" professional credentialing program was known as the DMH "Mental Retardation Therapist" professional credentialing program.

C. **DMH Community Support Specialist Program**

Prior to January 1, 2013, the Mississippi Department of Mental Health's "DMH Community Support Specialist" professional credentialing program was known as the "DMH Case Management Professional" professional credentialing program.

D. **DMH Licensed Administrator Program**

Prior to October 1, 2008, the Mississippi Department of Mental Health's "DMH Licensed Administrator" professional credentialing program was known as the DMH "Licensed Mental Health/Mental Retardation Administrator" professional credentialing program. From October 1, 2008, to April 30, 2017, the Mississippi Department of Mental Health's "DMH Licensed Administrator" professional credentialing program was known as the DMH "Licensed DMH Administrator" professional credentialing program.

E. **DMH Addictions Therapist Program**

Prior to January 1, 2012, the Mississippi Department of Mental Health's "DMH Addictions Therapist" professional credentialing program was known as the DMH "Addiction Counselor" professional credentialing program.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.5 DMH Professional Credentialing Programs – Certification/Licensure Levels

A. The **DMH Mental Health Therapist Program** has three (3) levels of certification/licensure:

1. **Provisionally Certified Mental Health Therapist (PCMHT)**

    a. The Provisionally Certified Mental Health Therapist (PCMHT) credential is a temporary and nonrenewable credential.
    b. Provisional Certification (PCMHT) allows qualified individuals who do not meet the requirements to apply directly for full certification (CMHT) to become temporarily credentialed while pursuing full certification.
    c. Provisional certification is valid for up to two years (24 consecutive months) from the date of issuance; this time frame is referred to as the "Provisional Certification Period."
    d. Once an individual obtains the PCMHT credential, he/she progresses (upgrades) to full certification as a CMHT by successfully completing the upgrade requirements.

2. **Certified Mental Health Therapist (CMHT)**

    a. The Certified Mental Health Therapist (CMHT) credential is full certification.
    b. Full certification (CMHT) is renewable as long as renewal requirements are met.
    c. Individuals initially meeting the requirements for CMHT, as outlined in Chapter Three, should apply directly for this level of credential, thereby skipping provisional certification. Otherwise, an individual applies for PCMHT and then later, once upgrade requirements are met, applies for CMHT.

3. **Licensed Clinical Mental Health Therapist (LCMHT)**

    a. The Licensed Clinical Mental Health Therapist (LCMHT) credential is full licensure.
    b. This level of credentialing was discontinued effective January 2009; **it is no longer available to new applicants.**
    c. Individuals who obtained the LCMHT credential prior to discontinuance may continue to renew it as long as renewal requirements are met.

B. The **DMH Intellectual and Developmental Disabilities Therapist Program** has three (3) levels of certification/licensure:

1. **Provisionally Certified Intellectual and Developmental Disabilities Therapist (PCIDDT)**

    a. The Provisionally Certified Intellectual and Developmental Disabilities Therapist (PCIDDT) credential is a temporary and nonrenewable credential. *(This credential was formerly known as "Provisionally Certified Mental Retardation Therapist – PCMRT").*
    b. Provisional Certification (PCIDDT) allows qualified individuals who do not meet the requirements to apply directly for full certification (CIDDT) to become temporarily credentialed while pursuing full certification.
    c. Provisional certification is valid for up to two years (24 consecutive months) from the date of issuance; this time frame is referred to as the "Provisional Certification Period."
    d. Once an individual obtains the PCIDDT credential, he/she progresses (upgrades) to full certification as a CIDDT by successfully completing the upgrade requirements.

2. **Certified Intellectual and Developmental Disabilities Therapist (CIDDT)**

    a. The Certified Intellectual and Developmental Disabilities Therapist (CIDDT) credential is full certification. *(This credential was formerly known as "Certified Mental Retardation Therapist - CMRT").*
    b. Full certification (CIDDT) is renewable as long as renewal requirements are met.
    c. Individuals initially meeting the requirements for CIDDT, as outlined in Chapter Four, should apply directly for this level of credential, thereby skipping provisional certification. Otherwise, an individual applies for PCIDDT and then later, once upgrade requirements are met, applies for CIDDT.

3. **Licensed Clinical Intellectual and Developmental Disabilities Therapist (LCIDDT)**

    a. The Licensed Clinical Intellectual and Developmental Disabilities Therapist (LCIDDT) credential is full licensure. *(This credential was formerly known as "Licensed Clinical Mental Retardation Therapist - LCMRT").*
    b. This level of credentialing was discontinued effective January 2009; **it is no longer available to new applicants.**
    c. Individuals who obtained the LCIDDT credential prior to discontinuance may continue to renew it as long as renewal requirements are met.

C. The **DMH Community Support Specialist Program** has three (3) levels of certification:

1. **Provisionally Certified Community Support Specialist (PCCSS)**

    a. The Provisionally Certified Community Support Specialist (PCCSS) credential is a temporary and nonrenewable credential. *(This credential was formerly known as "Provisionally Certified Case Management Professional – PCCMP").*
    b. Provisional Certification (PCCSS) allows qualified individuals who do not meet the requirements to apply directly for full certification (CCSS) to become temporarily credentialed while pursuing full certification.
    c. Provisional certification is valid for up to two years (24 consecutive months) from the date of issuance; this time frame is referred to as the "Provisional Certification Period."
    d. Once an individual obtains the PCCSS credential, he/she progresses (upgrades) to full certification as a CCSS by successfully completing the upgrade requirements.

2. **Certified Community Support Specialist (CCSS)**

    a. The Certified Community Support Specialist (CCSS) credential is full certification. *(This credential was formerly known as "Certified Case Management Professional - CCMP" and "Certified Case Management Professional I - CCMP-I").*
    b. Full certification (CCSS) is renewable as long as renewal requirements are met.
    c. Individuals initially meeting the requirements for CCSS, as outlined in Chapter Five, should apply directly for this level of credential, thereby skipping provisional certification. Otherwise, an individual applies for PCCSS and then later, once upgrade requirements are met, applies for CCSS.

3. **Certified Community Support Specialist II (CCSS-II)**

    a. The Certified Community Support Specialist II (CCSS-II) credential is full certification. *(This credential was formerly known as "Certified Case Management Professional II - CCMP-II").*
    b. This level of credentialing was discontinued effective January 2009; **it is no longer available to new applicants.**
    c. Individuals who obtained the CCSS-II credential prior to discontinuance may continue to renew it as long as renewal requirements are met.

D. The **DMH Licensed Administrator Program** has a "Program Participant" phase (not licensure) and one (1) level of licensure:

1. **DMH Licensed Administrator ("Program Participant" phase)** – An individual who has been admitted into the DMH Licensed Administrator Program as a "Program

Participant" is working towards licensure as a "DMH Licensed Administrator"; individuals in the "Program Participant" phase DO NOT hold the "DMH Licensed Administrator" credential.

a. Individuals who meet the employment, education, experience, sponsorship, letters of support, ethics and criminal background checks requirements for the DMH Licensed Administrator professional credentialing program but who have not completed the DMH Licensed Administrator Independent Study and Training (IST) requirement may apply for admission into the DMH Licensed Administrator Program as a "Program Participant." Once an individual is admitted into the DMH Licensed Administrator Program as a "Program Participant," he/she obtains licensure as a "DMH Licensed Administrator" by successfully completing the DMH Licensed Administrator Independent Study and Training (IST) requirement.
b. DMH Licensed Administrator Program Participants are allowed up to two years (24 consecutive months) from the date of admission into the DMH Licensed Administrator Program as a "Program Participant" to complete the DMH Licensed Administrator Independent Study and Training (IST) requirement in order to obtain licensure.
c. **Individuals designated as DMH Licensed Administrator "Program Participants" DO NOT hold the "DMH Licensed Administrator" professional credential.**

2. **DMH Licensed Administrator (LA)**

a. The DMH Licensed Administrator (LA) credential is full licensure. *(This credential was formerly known as "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA" OR "Licensed DMH Administrator - LA").*
b. Full licensure (LA) is renewable as long as renewal requirements are met.
c. Individuals initially meeting the requirements for LA, as outlined in Chapter Six, should apply directly for licensure, thereby skipping the DMH Licensed Administrator "Program Participant" phase. Otherwise, an individual applies for admission into the DMH Licensed Administrator Program as a "Program Participant" and then later, once the DMH Licensed Administrator Independent Study and Training (IST) requirement is met, the individual makes application for licensure, permitting all applicable timelines are met.

E. The **DMH Addictions Therapist Program** has three (3) levels of certification/licensure:

1. **Provisionally Certified Addictions Therapist (PCAT)**

a. The Provisionally Certified Addictions Therapist (PCAT) credential is a temporary and nonrenewable credential. *(This credential was formerly known as "Provisionally Certified Addiction Counselor– PCAC").*

b. Provisional Certification (PCAT) allows qualified individuals who do not meet the requirements to apply directly for full certification (CAT) to become temporarily credentialed while pursuing full certification.
c. Provisional certification is valid for up to two years (24 consecutive months) from the date of issuance; this time frame is referred to as the "Provisional Certification Period."
d. Once an individual obtains the PCAT credential, he/she progresses (upgrades) to full certification as a CAT by successfully completing the upgrade requirements.

2. **Certified Addictions Therapist (CAT)**

a. The Certified Addictions Therapist (CAT) credential is full certification. *(This credential was formerly known as "Certified Addiction Counselor-CAC").*
b. Full certification (CAT) is renewable as long as renewal requirements are met.
c. Individuals initially meeting the requirements for CAT, as outlined in Chapter Seven, should apply directly for this level of credential, thereby skipping provisional certification. Otherwise, an individual applies for PCAT and then later, once upgrade requirements are met, applies for CAT.

3. **Licensed Clinical Addictions Therapist (LCAT)**

a. The Licensed Clinical Addictions Therapist (LCAT) credential is full licensure. *(This credential was formerly known as "Licensed Clinical Addiction Counselor- LCAC").*
b. This level of credentialing was discontinued effective January 2009; it is no longer available to new applicants.
c. Individuals who obtained the LCAT credential prior to discontinuance may continue to renew it as long as renewal requirements are met.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.6 Professional Titles

A. Recognized professional titles within the **DMH Mental Health Therapist** credentialing program are:

1. DMH "Provisionally Certified Mental Health Therapist" or the abbreviation "PCMHT"*;*

2. DMH "Certified Mental Health Therapist" or the abbreviation "CMHT"; and,

3. DMH "Licensed Clinical Mental Health Therapist" or the abbreviation "LCMHT"*; (no longer offered to new applicants).*

B. Recognized professional titles within the **DMH Intellectual and Developmental Disabilities Therapist** credentialing program are:

1. DMH "Provisionally Certified Intellectual and Developmental Disabilities Therapist" or the abbreviation "PCIDDT" *(formerly "Provisionally Certified Mental Retardation Therapist – PCMRT");*

2. DMH "Certified Intellectual and Developmental Disabilities Therapist" or the abbreviation "CIDDT" *(formerly "Certified Mental Retardation Therapist - CMRT")*; and,

3. DMH "Licensed Clinical Intellectual and Developmental Disabilities Therapist" or the abbreviation "LCIDDT" *(formerly "Licensed Clinical Mental Retardation Therapist - LCMRT"); (no longer offered to new applicants).*

C. Recognized professional titles within the **DMH Community Support Specialist** credentialing program are:

1. DMH "Provisionally Certified Community Support Specialist" or the abbreviation "PCCSS" *(formerly "Provisionally Certified Case Management Professional – PCCMP");*

2. DMH "Certified Community Support Specialist" or the abbreviation "CCSS" *(formerly "Certified Case Management Professional - CCMP" and "Certified Case Management Professional I – CCMP-I")*; and,

3. DMH "Certified Community Support Specialist II" or the abbreviation "CCSS-II" *(formerly "Certified Case Management Professional II - CCMP-II"); (no longer offered to new applicants).*

D. The recognized professional title within the **DMH Licensed Administrator** credentialing program is: DMH "Licensed Administrator" or the abbreviation "LA" *(formerly "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA" OR "Licensed DMH Administrator - LA").*

E. Recognized professional titles within the **DMH Addictions Therapist** credentialing program are:

1. DMH "Provisionally Certified Addictions Therapist" or the abbreviation "PCAT" *(formerly "Provisionally Certified Addiction Counselor – PCAC");*

2. DMH "Certified Addictions Therapist" or the abbreviation "CAT" (*formerly "Certified Addiction Counselor - CAC"*); and,

3. DMH "Licensed Clinical Addictions Therapist" or the abbreviation "LCAT" *(formerly "Licensed Clinical Addiction Counselor- LCAC"); (no longer offered to new applicants).*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.7 Updates

A. This document is periodically updated and revised. The applicant/DMH-credentialed individual (or other interested person) is responsible for ensuring that he/she has the most current version of this document.

B. Affected persons must comply with, and are responsible for, provisions contained in the most current version, including utilization of current application and related forms.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.8 Nondiscrimination and Americans with Disabilities Act

A. The Mississippi Department of Mental Health does not discriminate because of race, color, creed, gender, religion, national origin, age, disability, or political affiliation. The Department of Mental Health promotes nondiscriminatory practices and procedures in all phases of state service administration, as well as in programs funded and/or certified/operated by the Department of Mental Health.

B. The Mississippi Department of Mental Health complies with all aspects of the Americans with Disabilities Act. If requested, special accommodations to aid in the completion of forms or related credentialing matters will be provided.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.9 Application Booklets

A. This document and the corresponding application forms are made available online at the agency (DMH) website.

B. Individuals who need a print copy should contact the Division of PLACE.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.10 Application Time Limits

A. Initial applications will remain open for two years from date of receipt. During that time, when applicable as determined by the DMH Division of PLACE, applicants have the opportunity to rectify any deficiencies.

B. Following two years from the date of receipt, incomplete applications (*initial and upgrade)*, applications containing unresolved deficiencies *(initial and upgrade)*, and applications which did not result in a credential being awarded (*initial and upgrade)* will no longer be maintained by the Division. Additional timelines relating to upgrade and renewal applications are covered more fully in the relevant sections of this document.

C. Applicants should make copies of all application forms (except any sealed materials) before submitting the application. DMH will not return forms to applicants or anyone else once the application has been submitted.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.11 Jurisdictional Limitations

A. These rules and requirements are limited to the issuance of DMH professional credentialing through the Mississippi Department of Mental Health, Division of Professional Licensure and Certification (PLACE).

B. Actions of the Division of Professional Licensure and Certification, the Professional Licensure and Certification Review Board, the Department of Mental Health and the State Board of Mental Health should not in any way be construed as a recommendation for or against personnel action.

C. It is not the intent of DMH to monitor members of other appropriately-regulated professional credentials in Mississippi. No provisions in these rules and requirements should be construed as overlapping or interfering with the jurisdiction of other appropriately-regulated professional credentials.

D. Holding a DMH professional credential does not exempt an individual from any other professional certification/licensure required by state law.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 1.12 Final Interpretation

A. The Mississippi Department of Mental Health is responsible for the final interpretation of all matters pertaining to DMH professional credentialing, including (but not limited to) all provisions contained within this document. This interpretation will be considered binding on all applicants and DMH-credentialed individuals (unless otherwise preempted by the Mississippi State Board of Mental Health).

B. DMH may develop supplementary internal policies and procedures to work in concert with this document. Moreover, any provisions or situations not expressly covered in this document will be handled on a case-by-case basis at the discretion of DMH, the Division of PLACE, the PLACE Review Board and, as appropriate, the State Board of Mental Health.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 2: Organization

Rule 2.1 Division of Professional Licensure and Certification (PLACE)

A. The Mississippi Department of Mental Health (DMH), Division of Professional Licensure and Certification (PLACE) is responsible for the development and implementation of DMH professional credentialing programs administered through DMH PLACE.

B. Major duties of the Division include (but are not limited to):

1. Promulgates rules and requirements pertaining to DMH professional credentialing;
2. Administers DMH professional credentialing programs;
3. Processes applications for DMH professional credentialing and related forms, paperwork and fees;
4. Assists the public with information pertaining to DMH professional credentialing;
5. Maintains a registry of individuals holding a DMH professional credential through the Division of PLACE and provides verification of DMH professional credentials, as appropriate;
6. Regulates the use of DMH professional credentialing titles; and,
7. Facilitates Professional Licensure and Certification (PLACE) Review Board meetings and related matters.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 2.2 PLACE Review Board

A. The PLACE Review Board's composition and appointment structure is as follows:

1. The Professional Licensure and Certification (PLACE) Review Board is comprised of seven members.
2. Additional members may be appointed as determined necessary by the DMH Executive Director.
3. The term of office is five years; Review Board members may hold consecutive terms.
4. Appointments are made by the DMH Executive Director. Attempts are made to ensure adequate representation among disciplines and programmatic types.
5. Review Board members must hold a DMH professional credential in good standing, and at least one Review Board member must also be a DMH Central Office staff representative.
6. A Chairperson is chosen by the Review Board from among its members. The Chairperson's term of office is one year. Other Review Board member functions and responsibilities may be assigned by the Review Board or Division, as needed.

B. The PLACE Review Board's purpose and powers are as follows:

1. The Review Board reviews applications for DMH professional credentialing and makes recommendations to the DMH Executive Director regarding the awarding of certification/licensure.
2. The Review Board has the authority to deny applications for DMH professional credentialing; hold applications pending the submission of additional information; investigate complaints; conduct disciplinary hearings; and impose sanctions, if necessary.
3. In conjunction with the Division of PLACE, the Review Board may receive and render decisions regarding special requests pertaining to DMH professional credentialing. The Review Board may stipulate that special request claims be notarized and require supporting evidence to substantiate the request.
4. Review Board decisions regarding either the denial of professional certification/licensure or disciplinary action may be appealed.
5. The Review Board assists the Division of PLACE in developing applicable DMH professional credentialing rules and requirements and engages in continued study of best practices pertaining to DMH professional credentialing with a view of improving standards as needed.
6. The Review Board will exercise such powers pertaining to DMH professional credentialing, as provided for in this document.
7. The Review Board, in conjunction with the Division of PLACE, may periodically develop and promulgate additional professional rules and requirements and administrative policies and procedures (to work in concert with this document) as it deems necessary for the execution and enforcement of applicable state law and this *Rules and Requirements* document.
8. Review Board members are individually exempt from civil liability as a result of any action taken by the Review Board.
9. General submissions/requests to the Review Board should be submitted to the PLACE Review Board in writing c/o the Mississippi Department of Mental Health, Division of PLACE (or via email to the Division of PLACE).

C. The PLACE Review Board meetings shall be conducted in the following manner:

1. Review Board meetings are held at least quarterly at a time and place determined by the Review Board, and at such other times as requested by the Division. Meetings may be called by the Division or Chairperson with a 10-day advance notice. The 10-day notice requirement may be waived by agreement of a majority of the Review Board.
2. Meeting quorum is a majority of the Review Board members present. If quorum is not present, the meeting will be adjourned until a date designated by the Chairperson or Division of PLACE staff.
3. The Review Board only reviews complete applications.
4. A Review Board meeting calendar, along with corresponding application deadlines, will be posted on the agency (DMH) website and will be provided to state mental health system program Staff Development Officers (SDOs) on an annual basis.
5. The Division reserves the right to cancel or reschedule Review Board meetings without prior notice.

D. PLACE Review Board members may be removed from office for the following reasons:

1. A Review Board member may be removed from office if found to be in violation of any of the rules contained in this document.
2. A Review Board member may be removed from office if his/her certification or licensure is no longer in good standing.
3. A Review Board member must be disqualified from any business on which he/she may not make an objective evaluation or decision.
4. A Review Board member subject to disciplinary action, as defined in this document, must disqualify himself/herself from any business until the complaint is resolved.
5. Action by either the DMH Executive Director or a majority of the Review Board members, with the Executive Director's approval, is necessary to remove a Review Board member from office.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 2.3 DMH Executive Director

A. The DMH Executive Director, or designee, reviews and approves/disapproves Review Board recommendations to award DMH professional credentials to individual applicants.

B. The DMH Executive Director, or designee, reviews and makes decisions regarding Review Board actions relating to the denial of a DMH professional credential (if appealed by the applicant/credentialed individual) and/or the imposition of sanctions (if appealed by the credentialed individual).

C. The DMH Executive Director, or designee, reserves the right to amend or repeal any rule or requirement contained in this document (or adopt a new rule or requirement), with appropriate prior notice. In this event, the DMH Division of PLACE will send notification of the directed change(s) to the last known address of each registered DMH-credentialed individual. The promulgated change(s) will be effective whether received by the person entitled to notice or not. Notice will also be given to state mental health system program directors or staff development officers. Change(s) made under this provision will be incorporated into the existing *Rules and Requirements* document in a timely manner.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 2.4 State Board of Mental Health

A. During the administrative appeal process, an applicant/credentialed individual may appeal the decision of the DMH Executive Director to the State Board of Mental Health.

B. During the disciplinary appeal process, a credentialed individual may appeal the decision of the DMH Executive Director to the State Board of Mental Health.

C. The State Board of Mental Health, as the authorized entity under applicable state law to promulgate state mental health system credentialing programs, reserves the right to amend or repeal any rule or requirement contained within this document (or adopt a new rule or requirement) without prior notice. In this event, the DMH Division of PLACE will send notification of the directed change(s) to the last known address of each registered DMH-credentialed individual. The promulgated change(s) will be effective whether received by the person entitled to notification or not. Notice will also be given to state mental health system program directors or staff development officers. Change(s) made under this provision will be incorporated into the existing *Rules and Requirements* document in a timely manner.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 3: DMH Mental Health Therapist Credentialing Program - Certification Requirements

Rule 3.1 Provisionally Certified Mental Health Therapist Requirements - PCMHT

A. In order to be eligible to apply for the **DMH Provisionally Certified Mental Health Therapist** credential **(PCMHT)**, **an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;
2. Education Requirement;
3. Ethics Requirement; AND,
4. Criminal Background Checks Requirement.

B. The Employment, Education, Ethics and Criminal Background Checks requirements are outlined in the "DMH Mental Health Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 3.2 PCMHT Upgrade Requirements

A. Once an individual is awarded the DMH Provisionally Certified Mental Health Therapist credential (PCMHT), he/she must complete the following two (2) requirements in order to upgrade to full certification as a CMHT:

1. Experience Requirement; AND,
2. Examination Requirement.

B. The Experience and Examination requirements are outlined in the "DMH Mental Health Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

C. **A PCMHT must complete these upgrade requirements by the end of his/her two-year Provisional Certification Period.** PCMHT upgrade timelines are covered in Chapter Fifteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 3.3 Certified Mental Health Therapist Requirements - CMHT

A. Individuals eligible to apply for the **DMH Certified Mental Health Therapist** credential **(CMHT)** are as follows:

1. PCMHTs who have successfully completed all upgrade requirements listed above by the end of their two-year Provisional Certification Period may apply to upgrade to full certification (CMHT) on or before their prescribed deadline, as outlined in Chapter Fifteen. *(This is considered an upgrade application for CMHT.)*

2. Individuals initially meeting the requirements for CMHT, as outlined in this chapter, should apply directly for this level of credential, thereby skipping provisional certification (PCMHT). *(This is considered an initial application for CMHT.)* Otherwise, an individual applies for PCMHT and then later, once upgrade requirements are met, applies for CMHT.

B. In order to be eligible to apply for the **DMH Certified Mental Health Therapist** credential **(CMHT)**, **an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement;

4. Criminal Background Checks Requirement;

5. Experience Requirement; AND,

6. Examination Requirement.

C. The Employment, Education, Ethics, Criminal Background Checks, Experience and Examination requirements are outlined in the "DMH Mental Health Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 3.4 DMH Mental Health Therapist Certification Requirements – Categories and Descriptions

A. **Employment Requirement**

1. The applicant must be currently employed at a Mississippi "state mental health system" program, as defined in Chapter One.

2. Employment refers to paid (not volunteer) work.

B. **Education Requirement**

1. The applicant must have a graduate-level degree (master's level or above) in a mental health-related field. The degree must be from an approved educational institution (as defined and determined by DMH) and must be comprised of at least 30 semester hours or its equivalent.

2. The following are examples of graduate-level degree types which may be considered appropriate for the DMH Mental Health Therapist credential, provided that sufficient mental health-related coursework is included as part of the degree program of study (as determined by DMH and/or the PLACE Review Board); this is not an exhaustive list:

    a. Counseling/Guidance,
    b. Psychology,
    c. Psychometry,
    d. Social Work,
    e. Marriage and Family Therapy,
    f. Rehabilitative Services/Vocational Rehabilitation,
    g. Psychiatric Nursing,
    h. Sociology with an emphasis in mental health,
    i. Behavioral Science,
    j. Family and Consumer Studies,
    k. Child and Family Studies,
    l. Expressive Therapy,
    m. Pastoral Ministries with an emphasis in mental health and
    n. Other behavioral health-related degree types, as determined by DMH and/or the PLACE Review Board.

3. A graduate-level degree (master's level or above) in **Criminal Justice with a mental health emphasis** from an approved educational institution (as defined and determined by DMH) which is comprised of at least 30 semester hours or its equivalent, may be accepted to fulfill the education requirement for the DMH Mental Health Therapist program, as determined by DMH and/or the PLACE Review Board.

4. Evidence of successful degree/course completion will be designated on the official submitted transcript(s), as part of the application packet. The PLACE Review Board may also request course catalog descriptions or other documentation to verify successful course completion and/or that the education requirement has been met.

5. PCMHTs who are applying to upgrade to CMHT would have already met the above-listed education requirement (and produced the required verification of such) at the time of provisional application. Therefore, an applicant who is applying to upgrade from PCMHT to CMHT does not need to submit a new official transcript with his/her upgrade application packet. However, an applicant who is applying directly for CMHT, (skipping PCMHT), must submit an official transcript as part of the application process.

C. **Experience Requirement**

1. The experience requirement is **only applicable to individuals applying for full certification - CMHT.**

2. There is **no work experience requirement** to apply for **provisional** certification.

3. **Individuals applying for full certification (CMHT)** must have a minimum of two years (24 months or its full-time equivalent) of **full-time** work experience in the field of mental health, which is supervised and verified by a qualified supervisor (as defined in this chapter **AND** the "Glossary" section of this document). This experience may either be the provision or supervision of mental health services. Creditable work experience may include, but is not limited to, the provision or supervision of mental health services to individuals with serious emotional disturbance and/or serious mental illness, individuals with mental health/alcohol and/or other drug use co-occurring disorders, individuals with Alzheimer's disease and other forms of dementia, and/or their family members.

4. Through the application process, the applicant must illustrate that he/she has a minimum of two years of **full-time** work experience **in the required field**, as outlined above.

5. Graduate-level internships completed as part of a mental health-related graduate degree program of study AND verified by a "Qualified Supervisor," as outlined in this document, may be counted to satisfy up to six (6) months of the two-year work experience requirement.

6. Other relevant work experience gained prior to the applicant having obtained his/her submitted graduate degree(s) may count towards fulfilling the work experience requirement; this submitted work experience will be subject to PLACE Review Board and/or Division approval.

7. The experience requirement is based on a full-time 40-hour work week; individuals with part-time experience must report an amount of experience which is equivalent to a 40-hour work week; the Review Board will make decisions regarding part-time work on a case-by-case basis.

8. An applicant who reports part-time work experience and/or who reports work experience which combines experience earned in the required field with experience earned in a separate field must illustrate through the application process that he/she has the required minimum of two years of **full-time** work experience **in the required field**, as outlined above.

9. Employment refers to paid (not volunteer) work.

10. All submitted work experience must be verified by a **"Qualified Supervisor,"** as defined in this chapter **AND** the "Glossary" section of this document.

11. A "Qualified Supervisor" is an individual who provides **"active supervision"** (as defined in the "Glossary" section of this document) over the applicant's submitted work experience **AND** who meets at least one (1) of the following criteria:

    a. Holds the DMH Certified Mental Health Therapist (CMHT) credential in good standing **OR**

    b. Holds the DMH Licensed Clinical Mental Health Therapist (LCMHT) credential in good standing **OR**

    c. Holds the DMH Licensed Administrator (LA) credential in good standing *(formerly known as "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA"OR "Licensed DMH Administrator – LA")* **OR**

    d. Holds the current position of chair of a governing board or commission of a "state mental health system" program or agency, as defined in this document **OR**

    e. Is CMHT "certification eligible"; in order to be considered to be CMHT "certification eligible," the supervisor must meet the Education and Experience requirements for CMHT, as outlined in this document. A supervisor who claims the CMHT "certification eligible" supervisor qualification **must** submit, along with the applicant's completed/verified work experience form, a copy of his/her resume/vita which demonstrates that he/she meets the Education and Experience requirements for CMHT. The submitted resume/vita may be produced by the supervisor, or the supervisor may utilize a supervisor vita form supplied by DMH PLACE.

12. A "Qualified Supervisor" should not be a member of the individual's immediate family.

13. A CMHT applicant is not permitted to complete his/her own Verification of Work Experience Form.

14. All submitted work experience must be submitted on the appropriate form prescribed by the Division as part of the application packet.

D. **Examination Requirement**

1. **The examination requirement is only applicable to individuals applying for full certification – CMHT.**

2. An applicant for full certification as a DMH Mental Health Therapist (CMHT) must have successfully completed the **DMH Mental Health Therapist Examination**, as prescribed by DMH.

3. **The DMH Mental Health Therapist Examination** is a comprehensive standardized examination.

4. The content of the **DMH Mental Health Therapist Examination** is based on a **customized collection of e-learning courses (i.e., web-based training component)** specific to the DMH Mental Health Therapist program which is designed to address basic knowledge and practical information pertinent to mental health therapists in the state mental health system. DMH establishes the specific content.

    a. The e-learning courses (i.e., web-based training component), upon which the DMH Mental Health Therapist Examination content is based, are subject to periodic update without prior notice.

    b. Applicants may complete the e-learning courses (i.e., web-based training component) prior to initial application as long as the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice).

    c. It is the applicant's responsibility to take the correct e-learning courses in preparation for the DMH Mental Health Therapist Examination (courses are subject to change without prior notice).

    d. Participants will comply with the rules of the web-based training process, as prescribed by the web-based training administrator.

    e. If taken through DMH, DMH may prescribe appropriate, non-excessive fees for the e-learning courses (i.e., web-based training component) to cover administrative costs; these fees are subject to change.

f. Individuals may complete the e-learning courses (i.e., web-based training component) through a venue other than DMH as long as the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice). It is the applicant's responsibility to take the correct e-learning courses in preparation for the DMH Mental Health Therapist Examination (courses are subject to change without prior notice).

5. The DMH Mental Health Therapist Examination, including (but not limited to) the examination study materials/notes, content, format, and ascribed level of proficiency, is subject to periodic update without prior notice.

   a. The examination study materials/notes for the comprehensive DMH Mental Health Therapist Examination are derived from the study materials/notes for each individual course in the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Mental Health Therapist Examination (as applicable). Individuals taking the customized collection of e-learning courses are responsible for following the directions in each e-learning course for printing the corresponding study materials/notes (as applicable) and also for printing this material. **DMH does not supply this material.**

   b. Each individual course in the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Mental Health Therapist Examination typically has a corresponding **individual exam** based on the specific individual course material (upon completion of the individual course). **Completion of these individual course examinations (under this Examination Requirement provision in order to obtain full certification as a CMHT) is NOT required;** rather, under this Examination Requirement provision, the individual course examinations may be completed at the discretion of the applicant. **Thus, for the purposes of completing the Examination Requirement in order to obtain full certification as a CMHT, only the comprehensive DMH Mental Health Therapist Examination (and NOT each individual course examination) must be successfully completed, as per the Examination Requirement provisions for CMHT contained in this document.**

   c. No special dispensation will be given with regards to the DMH Mental Health Therapist Examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replaced or updated.

   d. Individuals meeting all other requirements for full certification (CMHT), as outlined in this chapter (i.e., Employment, Education, Experience, Ethics and Criminal Background Checks Requirements) may be allowed to register for and complete the DMH Mental Health Therapist Examination (i.e., Examination Requirement) **prior to** initial application for CMHT, with the

anticipation of applying directly for CMHT (thereby skipping provisional certification). **The following stipulations apply to this provision:**

i. Individuals registering under this provision should have already taken the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Mental Health Therapist Examination. It is the individual's responsibility to ensure that the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice). No special dispensation will be given with regards to the DMH Mental Health Therapist Examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replaced or updated.

ii. Individuals registering under this provision must either be currently employed at a "state mental health system" program, as defined in Chapter One, or employment in a "state mental health system" program must be imminent (as evidenced by submission of a submitted employer letter of intent on the DMH-prescribed form for this purpose). Furthermore, individuals who register under this provision due to imminent "state mental health system" employment and who then successfully complete the DMH Mental Health Therapist Examination under this provision must actually be employed in the "state mental health system" at the time of CMHT application submission.

iii. Individuals registering under this provision who are not PCMHTs but who are registering for the examination in anticipation of entering the DMH Mental Health Therapist program directly at the CMHT level should be reasonably assured that they meet all other requirements for full certification (CMHT), as indicated above and as outlined in this chapter.

iv. Individuals registering under this provision who successfully complete the DMH Mental Health Therapist Examination but who do not meet all other requirements for CMHT will not be awarded the CMHT credential; associated fees will not be refunded. In this instance, an individual may then submit an application for provisional certification (provided that he/she meets the requirements to hold provisional certification as outlined in this chapter). An individual in this situation who applies for and earns the PCMHT credential must take and pass the DMH Mental Health Therapist Examination as a PCMHT in order to upgrade to CMHT (the DMH Mental Health Therapist Examination that the individual previously successfully completed in anticipation of applying directly for CMHT will not be counted towards fulfilling the Examination Requirement for CMHT in this particular instance.)

v. Any individual who determines that he/she needs to hold a DMH Mental Health Therapist credential while waiting to take the examination in anticipation of entering the DMH Mental Health Therapist program directly at the CMHT level should, instead, apply for provisional certification (provided that he/she meets the requirements to hold provisional certification as outlined in this chapter).

vi. Examination registration under this provision **will only be accepted** by submission of a completed examination registration form and the corresponding examination fee, accompanied by either: 1) a completed Verification of Employment Form (for individuals who are currently employed in the state mental health system) or 2) an employer letter of intent (on the DMH-prescribed form for this purpose) for individuals for whom state mental health system employment is deemed imminent.

vii. Individuals registering under this provision who are not PCMHTs but are registering for the examination in anticipation of entering the DMH Mental Health Therapist program directly at the CMHT level are allowed **one opportunity** to take and pass the DMH Mental Health Therapist Examination prior to CMHT application submission. An examinee under this provision who does not pass the examination on the first attempt will be required to submit an application for PCMHT in order to continue pursuing credentialing in the DMH Mental Health Therapist program.

viii. In order to be accepted to fulfill the Examination Requirement for CMHT, an examination taken under this provision must have been successfully completed **within six (6) months of the date of receipt of the initial CMHT application**, as determined by the Division's records.

ix. Individuals who previously held provisional certification (PCMHT) and allowed it to expire prior to upgrade to full certification (CMHT) and who later decide to reapply for provisional certification may not utilize this provision to request that a previously-taken examination apply towards the Examination Requirement for upgrade on the newly-obtained provisional credential.

x. The Division reserves the right to refuse registration under this provision.

6. The examination will be offered on a schedule as determined by DMH. The examination schedule will be made available on the agency (DMH) website.

7. At the time of provisional certification award, individuals will receive general information on the web-based training component as well as information on how to register for the web-based training component and the corresponding DMH Mental Health Therapist Examination. Web-based training component and examination registration information will also be maintained on the agency (DMH) website.

8. Registration for the DMH Mental Health Therapist Examination is not open to the general public.

9. The examinee is responsible for registering for the examination (or reexamination, as applicable).

10. A completed examination registration includes receipt of the appropriate examination registration form and accompanying examination fee by the prescribed registration deadline. Individuals who are registering to take the examination prior to submitting a direct initial application for CMHT (i.e., skipping provisional certification application) must also submit (along with the examination registration form and accompanying examination fee) a completed Verification of Employment Form or employer letter of intent, as outlined above.

11. Examinees will comply with the rules and procedures of the registration and examination process, as prescribed by DMH.

12. Due to inclement weather or other unforeseen, emergency circumstances, the Division reserves the right to cancel scheduled examinations if necessary, although every reasonable effort will be made not to do so**.** In this event, examinees will be notified of the cancellation (and rescheduling) via email. In order to ensure that such notification is received, examinees should routinely check their email 24 hours prior to the scheduled examination date and time **as well as the morning of the scheduled examination.** If cancellation is necessary, the Division will reschedule the examination as soon as possible.

13. Due to unforeseen circumstances, an individual may need to reschedule an examination (or reexamination). In this instance, the individual must notify the Division of PLACE as soon as possible, **prior to** the onset of the examination (reexamination) administration.

14. Failure to attend an examination (or reexamination) for which an individual is registered (i.e., being an examination/reexamination "no show" without prior notice to the Division) will result in forfeiture of the examination/reexamination opportunity.

15. Failure to attend an examination (or reexamination) for which an individual is registered (i.e., being an examination/reexamination "no show" without prior notice to the Division) will result in forfeiture of the examination/reexamination fee.

16. Registration for the examination is accepted on a "first come, first served" basis, as space permits.

17. DMH prescribes appropriate, non-excessive examination (and reexamination) fees to cover administrative costs; these fees are covered in Chapter Seventeen and are subject to change without prior notice.

18. The examination is presented primarily in a multiple-choice format.

19. Proficiency for successful completion of the examination will be a passing score of at least seventy percent (70%). *(As examination updates/revisions occur, the designated proficiency level may be subject to change.)*

20. Only a pass/fail score is reported to examinees. Pass/fail status may also be reported to the examinee's agency executive director and/or designated staff development officer(s) upon request.

21. **As applicable, all examination materials are the property of DMH and/or the web-based training administrator**. Examination materials will not be returned to the examinee, and the examinee is not permitted to leave the testing site with any examination materials. Violation of this provision will result in disciplinary action, up to and including loss of any held DMH professional credential and/or rejection of application for DMH professional credentialing.

22. **PCMHTs** are allowed **up to four opportunities** to pass the DMH Mental Health Therapist Examination during their provisional certification period. A PCMHT may not sit for the examination more than four (4) times. **If the examination is failed a fourth time**, the PCMHT's credential is automatically defaulted.

23. Any individual who completes the web-based training component and/or the DMH Mental Health Therapist Examination in a fraudulent manner will be subject to disciplinary action, up to and including loss of any DMH professional credential held, and/or rejection of application for DMH professional credentialing.

E. **Ethics Requirement**

1. All applicants must read and abide by the *DMH Principles of Ethical and Professional Conduct* located in Chapter Eighteen.

2. It is the applicant's responsibility to read these principles before signing and submitting the application. The applicant should keep a reference copy.

3. Applicants must inform the Division of PLACE of any previous or pending disciplinary action against them by any professional credentialing body or association. Applicants who have had any past or currently held DMH professional credential or any other professional credential be the subject of any disciplinary

action must notify the Division of PLACE during the application process. At a minimum, this notification must be provided in the appropriate space on the application form. DMH may delay action on the application until the matter has been resolved and verified to the satisfaction of DMH and/or the PLACE Review Board.

F. **Criminal Background Checks**

1. As part of the application process, the Division of PLACE ensures that state mental health system employers have conducted criminal records background checks on individuals applying for DMH professional credentials.

2. No one will be credentialed without proof of criminal background checks.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 4: DMH Intellectual and Developmental Disabilities (IDD) Therapist Credentialing Program - Certification Requirements

Rule 4.1 Provisionally Certified Intellectual and Developmental Disabilities Therapist Requirements - PCIDDT

A. In order to be eligible to apply for the **DMH Provisionally Certified Intellectual and Developmental Disabilities Therapist** credential **(PCIDDT)**, **an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement; AND,

4. Criminal Background Checks Requirement.

B. The Employment, Education, Ethics and Criminal Background Checks requirements are outlined in the "DMH IDD Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 4.2 PCIDDT Upgrade Requirements

A. Once an individual is awarded the DMH Provisionally Certified Intellectual and Developmental Disabilities Therapist credential (PCIDDT), he/she must complete the following two (2) requirements in order to upgrade to full certification as a CIDDT:

1. Experience Requirement; AND,

2. Examination Requirement.

B. The Experience and Examination requirements are outlined in the "DMH IDD Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

C. **A PCIDDT must complete these upgrade requirements by the end of his/her two-year Provisional Certification Period.** PCIDDT upgrade timelines are covered in Chapter Fifteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 4.3 Certified Intellectual and Developmental Disabilities Therapist Requirements - CIDDT

A. Individuals eligible to apply for the **DMH Certified Intellectual and Developmental Disabilities Therapist** credential **(CIDDT)** are as follows:

1. PCIDDTs who have successfully completed all upgrade requirements listed above by the end of their two-year Provisional Certification Period may apply to upgrade to full certification (CIDDT) on or before their prescribed deadline, as outlined in Chapter Fifteen. *(This is considered an upgrade application for CIDDT.)*

2. Individuals initially meeting the requirements for CIDDT, as outlined in this chapter, should apply directly for this level of credential, thereby skipping provisional certification (PCIDDT). *(This is considered an initial application for CIDDT.)* Otherwise, an individual applies for PCIDDT and then later, once upgrade requirements are met, applies for CIDDT.

B. In order to be eligible to apply for the **DMH Certified Intellectual and Developmental Disabilities Therapist** credential **(CIDDT)**, **an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement;

4. Criminal Background Checks Requirement;

5. Experience Requirement; AND,

6. Examination Requirement.

C. The Employment, Education, Ethics, Criminal Background Checks, Experience and Examination requirements are outlined in the "DMH IDD Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 4.4 DMH IDD Therapist Certification Requirements – Categories and Descriptions

A. **Employment Requirement**

1. The applicant must be currently employed at a Mississippi "state mental health system" program, as defined in Chapter One.

2. Employment refers to paid (not volunteer) work.

B. **Education Requirement**

1. The applicant must have a graduate-level degree (master's level or above) in an intellectual/developmental disability-related field. The degree must be from an approved educational institution (as defined and determined by DMH) and must be comprised of at least 30 semester hours or its equivalent.

2. The following are examples of graduate-level degree types which may be considered appropriate for the DMH Intellectual and Developmental Disabilities (IDD) Therapist credential, provided that sufficient IDD-related coursework is included as part of the degree program of study (as determined by DMH and/or the PLACE Review Board); this is not an exhaustive list:

    a. Counseling/Guidance,
    b. Psychology,
    c. Psychometry,
    d. Social Work,
    e. Marriage and Family Therapy,
    f. Rehabilitative Services/Vocational Rehabilitation,
    g. Special Education,
    h. Nursing,
    i. Speech/Language Therapy/Pathology,
    j. Audiology,
    k. Education,
    l. Therapeutic Recreation/Leisure,
    m. Applied Behavior Analysis,
    n. Expressive Therapy, and
    o. Other intellectual/developmental disabilities-related degree types, as determined by DMH and/or the PLACE Review Board.

3. Evidence of successful degree/course completion will be designated on the official submitted transcript(s), as part of the application packet. The PLACE Review Board may also request course catalog descriptions or other documentation to verify successful course completion and/or that the education requirement has been met.

4. PCIDDTs who are applying to upgrade to CIDDT would have already met the above-listed education requirement (and produced the required verification of such) at the time of provisional application. Therefore, an applicant who is applying to upgrade from PCIDDT to CIDDT does not need to submit a new official transcript with his/her upgrade application packet. However, an applicant who is applying directly for CIDDT, (skipping PCIDDT), must submit an official transcript as part of the application process.

C. **Experience Requirement**

1. The experience requirement is **only applicable to individuals applying for full certification - CIDDT.**

2. There is **no work experience requirement** to apply for **provisional** certification.

3. **Individuals applying for full certification (CIDDT)** must have a minimum of two years (24 months or its full-time equivalent) of **full-time** work experience in the field of intellectual or developmental disabilities, which is supervised and verified by a qualified supervisor (as defined in this chapter **AND** the "Glossary" section of this document). This experience may either be the provision or supervision of services in the field of intellectual or developmental disabilities.

4. Through the application process, the applicant must illustrate that he/she has a minimum of two years of **full-time** work experience **in the required field**, as outlined above.

5. Graduate-level internships completed as part of an intellectual/developmental disability-related graduate degree program of study AND verified by a "Qualified Supervisor," as outlined in this document, may be counted to satisfy up to six (6) months of the two-year work experience requirement.

6. Other relevant work experience gained prior to the applicant having obtained his/her submitted graduate degree(s) may count towards fulfilling the work experience requirement; this submitted work experience will be subject to PLACE Review Board and/or Division approval.

7. The experience requirement is based on a full-time 40-hour work week; individuals with part-time experience must report an amount of experience which is equivalent to a 40-hour work week; the Review Board will make decisions regarding part-time work on a case-by-case basis.

8. An applicant who reports part-time work experience and/or who reports work experience which combines experience earned in the required field with experience earned in a separate field must illustrate through the application process that he/she has the required minimum of two years of **full-time** work experience **in the required field**, as outlined above.

9. Employment refers to paid (not volunteer) work.

10. All submitted work experience must be verified by a **"Qualified Supervisor,"** as defined in this chapter **AND** the "Glossary" section of this document.

11. A "Qualified Supervisor" is an individual who provides **"active supervision"** (as defined in the "Glossary" section of this document) over the applicant's submitted work experience **AND** who meets at least one (1) of the following criteria:

    a. Holds the DMH Certified Intellectual and Developmental Disabilities Therapist (CIDDT) credential in good standing *(formerly known as "Certified Mental Retardation Therapist - CMRT")* **OR**

    b. Holds the DMH Licensed Clinical Intellectual and Developmental Disabilities Therapist (LCIDDT) credential in good standing *(formerly known as "Licensed Clinical Mental Retardation Therapist - LCMRT")* **OR**

    c. Holds the DMH Licensed Administrator (LA) credential in good standing *(formerly known as "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA"OR "Licensed DMH Administrator – LA")* **OR**

    d. Holds the current position of chair of a governing board or commission of a "state mental health system" program or agency, as defined in this document **OR**

    e. Is CIDDT "certification eligible"; in order to be considered to be CIDDT "certification eligible," the supervisor must meet the Education and Experience requirements for CIDDT, as outlined in this document. A supervisor who claims the CIDDT "certification eligible" supervisor qualification must submit, along with the applicant's completed/verified work experience form, a copy of his/her resume/vita which demonstrates that he/she meets the Education and Experience requirements for CIDDT. The submitted resume/vita may be produced by the supervisor, or the supervisor may utilize a supervisor vita form supplied by DMH PLACE.

12. A "Qualified Supervisor" should not be a member of the individual's immediate family.

13. A CIDDT applicant is not permitted to complete his/her own Verification of Work Experience Form.

14. All submitted work experience must be submitted on the appropriate form prescribed by the Division as part of the application packet.

D. **Examination Requirement**

1. **The examination requirement is only applicable to individuals applying for full certification - CIDDT.**

2. An applicant for full certification as a DMH Intellectual and Developmental Disabilities Therapist (CIDDT) must have successfully completed the **DMH Intellectual and Developmental Disabilities Therapist Examination,** as prescribed by DMH.

3. **The DMH Intellectual and Developmental Disabilities Therapist Examination** is a comprehensive standardized examination.

4. The content of the **DMH Intellectual and Developmental Disabilities Therapist Examination** is based on a **customized collection of e-learning courses (i.e., web-based training component)** specific to the DMH Intellectual and Developmental Disabilities Therapist program which is designed to address basic knowledge and practical information pertinent to intellectual and developmental disabilities therapists in the state mental health system. DMH establishes the specific content.

    a. The e-learning courses (i.e., web-based training component), upon which the DMH Intellectual and Developmental Disabilities Therapist Examination content is based, are subject to periodic update without prior notice.

    b. Applicants may complete the e-learning courses (i.e., web-based training component) prior to initial application as long as the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice).

    c. It is the applicant's responsibility to take the correct e-learning courses in preparation for the DMH Intellectual and Developmental Disabilities Therapist Examination (courses are subject to change without prior notice).

    d. Participants will comply with the rules of the web-based training process, as prescribed by the web-based training administrator.

    e. If taken through DMH, DMH may prescribe appropriate, non-excessive fees for the e-learning courses (i.e., web-based training component) to cover administrative costs; these fees are subject to change.

    f. Individuals may complete the e-learning courses (i.e., web-based training component) through a venue other than DMH as long as the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior

notice). It is the applicant's responsibility to take the correct e-learning courses in preparation for the DMH Intellectual and Developmental Disabilities Therapist Examination (courses are subject to change without prior notice).

5. The DMH Intellectual and Developmental Disabilities Therapist Examination, including (but not limited to) the examination study materials/notes, content, format, and ascribed level of proficiency, is subject to periodic update without prior notice.

    a. The examination study materials/notes for the comprehensive DMH Intellectual and Developmental Disabilities Therapist Examination are derived from the study materials/notes for each individual course in the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Intellectual and Developmental Disabilities Therapist Examination (as applicable). Individuals taking the customized collection of e-learning courses are responsible for following the directions in each e-learning course for printing the corresponding study materials/notes (as applicable) and also for printing this material. **DMH does not supply this material.**

    b. Each individual course in the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Intellectual and Developmental Disabilities Therapist Examination typically has a corresponding **individual exam** based on the specific individual course material (upon completion of the individual course). **Completion of these individual course examinations (under this Examination Requirement provision in order to obtain full certification as a CIDDT) is NOT required**; rather, under this Examination Requirement provision, the individual course examinations may be completed at the discretion of the applicant. **Thus, for the purposes of completing the Examination Requirement in order to obtain full certification as a CIDDT, only the comprehensive DMH Intellectual and Developmental Disabilities Therapist Examination (and NOT each individual course examination) must be successfully completed, as per the Examination Requirement provisions for CIDDT contained in this document.**

    c. No special dispensation will be given with regards to the DMH Intellectual and Developmental Therapist Examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replaced or updated.

    d. Individuals meeting all other requirements for full certification (CIDDT), as outlined in this chapter (i.e., Employment, Education, Experience, Ethics and Criminal Background Checks Requirements) may be allowed to register for and complete the DMH Intellectual and Developmental Disabilities Therapist

Examination (i.e., Examination Requirement) **prior to** initial application for CIDDT, with the anticipation of applying directly for CIDDT (thereby skipping provisional certification). **The following stipulations apply to this provision:**

i. Individuals registering under this provision should have already taken the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Intellectual and Developmental Disabilities Therapist Examination. It is the individual's responsibility to ensure that the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice). No special dispensation will be given with regards to the DMH Intellectual and Developmental Disabilities Therapist Examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replaced or updated.

ii. Individuals registering under this provision must either be currently employed at a "state mental health system" program, as defined in Chapter One, or employment in a "state mental health system" program must be imminent (as evidenced by submission of a submitted employer letter of intent on the DMH-prescribed form for this purpose). Furthermore, individuals who register under this provision due to imminent "state mental health system" employment and who then successfully complete the DMH Intellectual and Developmental Disabilities Therapist Examination under this provision must actually be employed in the "state mental health system" at the time of CIDDT application submission.

iii. Individuals registering under this provision who are not PCIDDTs but who are registering for the examination in anticipation of entering the DMH Intellectual and Developmental Disabilities Therapist program directly at the CIDDT level should be reasonably assured that they meet all other requirements for full certification (CIDDT), as indicated above and as outlined in this chapter.

iv. Individuals registering under this provision who successfully complete the DMH Intellectual and Developmental Disabilities Therapist Examination but who do not meet all other requirements for CIDDT will not be awarded the CIDDT credential; associated fees will not be refunded. In this instance, an individual may then submit an application for provisional certification (provided that he/she meets the requirements to hold provisional certification as outlined in this chapter). An individual in this situation who applies for and earns the PCIDDT credential must take and pass the DMH Intellectual and

Developmental Disabilities Therapist Examination as a PCIDDT in order to upgrade to CIDDT (the DMH Intellectual and Developmental Disabilities Therapist Examination that the individual previously successfully completed in anticipation of applying directly for CIDDT will not be counted towards fulfilling the Examination Requirement for CIDDT in this particular instance.)

v. Any individual who determines that he/she needs to hold a DMH Intellectual and Developmental Disabilities Therapist credential while waiting to take the examination in anticipation of entering the DMH Intellectual and Developmental Disabilities Therapist program directly at the CIDDT level should, instead, apply for provisional certification (provided that he/she meets the requirements to hold provisional certification as outlined in this chapter).

vi. Examination registration under this provision **will only be accepted** by submission of a completed examination registration form and the corresponding examination fee, accompanied by either: 1) a completed Verification of Employment Form (for individuals who are currently employed in the state mental health system) or 2) an employer letter of intent (on the DMH-prescribed form for this purpose) for individuals for whom state mental health system employment is deemed imminent.

vii. Individuals registering under this provision who are not PCIDDTs but are registering for the examination in anticipation of entering the DMH Intellectual and Developmental Disabilities Therapist program directly at the CIDDT level are allowed **one opportunity** to take and pass the DMH Intellectual and Developmental Disabilities Therapist Examination prior to CIDDT application submission. An examinee under this provision who does not pass the examination on the first attempt will be required to submit an application for PCIDDT in order to continue pursuing credentialing in the DMH Intellectual and Developmental Disabilities Therapist program.

viii. In order to be accepted to fulfill the Examination Requirement for CIDDT, an examination taken under this provision must have been successfully completed **within six (6) months of the date of receipt of the initial CIDDT application**, as determined by the Division's records.

ix. Individuals who previously held provisional certification (PCIDDT) and allowed it to expire prior to upgrade to full certification (CIDDT) and who later decide to reapply for provisional certification may not utilize this provision to request that a previously-taken examination

apply towards the Examination Requirement for upgrade on the newly-obtained provisional credential.

x. The Division reserves the right to refuse registration under this provision.

6. The examination will be offered on a schedule as determined by DMH. The examination schedule will be made available on the agency (DMH) website.

7. At the time of provisional certification award, individuals will receive general information on the web-based training component as well as information on how to register for the web-based training component and the corresponding DMH Intellectual and Developmental Disabilities Therapist Examination. Web-based training component and examination registration information will also be maintained on the agency (DMH) website.

8. Registration for the DMH Intellectual and Developmental Disabilities Therapist Examination is not open to the general public.

9. The examinee is responsible for registering for the examination (or reexamination, as applicable).

10. A completed examination registration includes receipt of the appropriate examination registration form and accompanying examination fee by the prescribed registration deadline. Individuals who are registering to take the examination prior to submitting a direct initial application for CIDDT (i.e., skipping provisional certification application) must also submit (along with the examination registration form and accompanying examination fee) a completed Verification of Employment Form or employer letter of intent, as outlined above.

11. Examinees will comply with the rules and procedures of the registration and examination process, as prescribed by DMH.

12. Due to inclement weather or other unforeseen, emergency circumstances, the Division reserves the right to cancel scheduled examinations if necessary, although every reasonable effort will be made not to do so. In this event, examinees will be notified of the cancellation (and rescheduling) via email. In order to ensure that such notification is received, examinees should routinely check their email 24 hours prior to the scheduled examination date and time **as well as the morning of the scheduled examination.** If cancellation is necessary, the Division will reschedule the examination as soon as possible.

13. Due to unforeseen circumstances, an individual may need to reschedule an examination (or reexamination). In this instance, the individual must notify the Division of PLACE as soon as possible, **prior to** the onset of the examination (reexamination) administration.

14. Failure to attend an examination (or reexamination) for which an individual is registered (i.e., being an examination/reexamination "no show" without prior notice to the Division) will result in forfeiture of the examination/reexamination opportunity.

15. Failure to attend an examination (or reexamination) for which an individual is registered (i.e., being an examination/reexamination "no show" without prior notice to the Division) will result in forfeiture of the examination/reexamination fee.

16. Registration for the examination is accepted on a "first come, first served" basis, as space permits.

17. DMH prescribes appropriate, non-excessive examination (and reexamination) fees to cover administrative costs; these fees are covered in Chapter Seventeen and are subject to change without prior notice.

18. The examination is presented primarily in a multiple-choice format.

19. Proficiency for successful completion of the examination will be a passing score of at least seventy percent (70%). (As examination updates/revisions occur, the designated proficiency level may be subject to change.)

20. Only a pass/fail score is reported to examinees. Pass/fail status may also be reported to the examinee's agency executive director and/or designated staff development officer(s) upon request.

21. **As applicable, all examination materials are the property of DMH and/or the web-based training administrator.** Examination materials will not be returned to the examinee, and the examinee is not permitted to leave the testing site with any examination materials. Violation of this provision will result in disciplinary action, up to and including loss of any held DMH professional credential and/or rejection of application for DMH professional credentialing.

22. **PCIDDTs** are allowed **up to four opportunities** to pass the DMH Intellectual and Developmental Disabilities Therapist Examination during their provisional certification period. A PCIDDT may not sit for the examination more than four (4) times. **If the examination is failed a fourth time**, the PCIDDT's credential is automatically defaulted.

23. Any individual who completes the web-based training component and/or the DMH Intellectual and Developmental Disabilities Therapist Examination in a fraudulent manner will be subject to disciplinary action, up to and including loss of any DMH professional credential held, and/or rejection of application for DMH professional credentialing.

E. **Ethics Requirement**

1. All applicants must read and abide by the *DMH Principles of Ethical and Professional Conduct* located in Chapter Eighteen.

2. It is the applicant's responsibility to read these principles before signing and submitting the application. The applicant should keep a reference copy.

3. Applicants must inform the Division of PLACE of any previous or pending disciplinary action against them by any professional credentialing body or association. Applicants who have had any past or currently held DMH professional credential or any other professional credential be the subject of any disciplinary action must notify the Division of PLACE during the application process. At a minimum, this notification must be provided in the appropriate space on the application form. DMH may delay action on the application until the matter has been resolved and verified to the satisfaction of DMH and/or the PLACE Review Board.

F. **Criminal Background Checks**

1. As part of the application process, the Division of PLACE ensures that state mental health system employers have conducted criminal records background checks on individuals applying for DMH professional credentials.

2. No one will be credentialed without proof of criminal background checks.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 5: DMH Community Support Specialist Credentialing Program - Certification Requirements

Rule 5.1 Provisionally Certified Community Support Specialist Requirements - PCCSS

A. In order to be eligible to apply for the **DMH Provisionally Certified Community Support Specialist** credential **(PCCSS)**, **an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement; AND,

4. Criminal Background Checks Requirement.

B. The Employment, Education, Ethics and Criminal Background Checks requirements are outlined in the "DMH Community Support Specialist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 5.2 PCCSS Upgrade Requirements

A. Once an individual is awarded the DMH Provisionally Certified Community Support Specialist credential (PCCSS), he/she must complete the following two (2) requirements in order to upgrade to full certification as a CCSS:

    1. Experience Requirement; AND,

    2. Exam/Training Requirement.

B. The Experience and Exam/Training requirements are outlined in the "DMH Community Support Specialist Certification Requirements - Categories and Descriptions" section of this chapter.

C. **A PCCSS must complete these upgrade requirements by the end of his/her two-year Provisional Certification Period.** PCCSS upgrade timelines are covered in Chapter Fifteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 5.3 Certified Community Support Specialist Requirements - CCSS

A. Individuals eligible to apply for the **DMH Certified Community Support Specialist** credential **(CCSS)** are as follows:

    1. PCCSSs who have successfully completed all upgrade requirements listed above by the end of their two-year Provisional Certification Period may apply to upgrade to full certification (CCSS) on or before their prescribed deadline, as outlined in Chapter Fifteen *(This is considered an upgrade application for CCSS.)*

    2. Individuals initially meeting the requirements for CCSS, as outlined in this chapter, should apply directly for this level of credential, thereby skipping provisional certification (PCCSS). *(This is considered an initial application for CCSS.)* Otherwise, an individual applies for PCCSS and then later, once upgrade requirements are met, applies for CCSS.

B. In order to be eligible to apply for the **DMH Certified Community Support Specialist** credential **(CCSS)**, **an individual must meet ALL of the requirements listed below**:

    1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement;

4. Criminal Background Checks Requirement;

5. Experience Requirement; AND,

6. Exam/Training Requirement.

C. The Employment, Education, Ethics, Criminal Background Checks, Experience and Exam/Training requirements are outlined in the "DMH Community Support Specialist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 5.4 DMH Community Support Specialist Certification Requirements – Categories and Descriptions

A. **Employment Requirement**

1. The applicant must be currently employed at a Mississippi "state mental health system" program, as defined in Chapter One.

2. Initial applicants must have responsibility for providing (or supervising the provision of) community support, Intellectual Disabilities/Developmental Disabilities (ID/DD) Waiver support coordination services, IDD targeted case management services or wraparound facilitation services. Upgrade applicants are exempt from this specific employment requirement.

3. Employment refers to paid (not volunteer) work.

B. **Education Requirement**

1. The applicant must have at least a Bachelor's degree in a mental health-, intellectual/developmental disabilities- or human services/behavioral health-related field. *(If submitting a Master's degree or higher, the relevant degree must be comprised of a minimum of 30 semester hours or its equivalent.)* The degree must be from an approved educational institution (as defined and determined by DMH).

2. The following are examples of degree types which may be considered appropriate for the DMH Community Support Specialist credential; this is not an exhaustive list:

    a. Counseling/Guidance,
    b. Social Work,
    c. Education,

d. Special Education,
e. Psychology,
f. Family and Consumer Studies,
g. Child and Family Studies,
h. Recreation/Leisure Studies,
i. Nursing,
j. Marriage and Family Studies,
k. Rehabilitative Services/Vocational Rehabilitation,
l. Human Developmental Psychology,
m. Gerontology,
n. Early Childhood Development,
o. Sociology,
p. Criminal Justice, and
q. Other mental health-, behavioral health-, and/or intellectual disability-related degree types, as determined by the PLACE Review Board.

3. **For applicants with atypical degrees:** If the applicant's Bachelor's degree type is not listed above, successful completion of at least five (5) courses from the following areas will be considered:

   a. psychology,
   b. early childhood development,
   c. chemical dependency studies,
   d. sociology,
   e. abnormal psychology,
   f. gerontology,
   g. developmental psychology,
   h. communications,
   i. child and/or adolescent psychology,
   j. social welfare,
   k. human growth and development,
   l. human behavior,
   m. professional ethics,
   n. cultural sensitivity and/or,
   o. Other mental health-, behavioral health-, and/or intellectual disability-related courses, as determined by the PLACE Review Board.

      i. All or part of these courses may either be completed as part of the degree program of study or completed outside of (as add-on courses to) the degree program of study (i.e., without earning an additional degree). **The requirement to hold a Bachelor's degree is not waived.** Courses under this provision must be at least three (3) semester hours or the equivalent and must have been successfully completed (i.e., a passing score was earned).

ii. Courses completed by applicants which are not part of the degree program of study will be evaluated during application review to determine applicability; only degrees/courses completed at an approved educational institution (as determined by DMH) are considered.

4. Evidence of successful degree/course completion will be designated on the official submitted transcript(s), as part of the application packet. The PLACE Review Board may also request course catalog descriptions or other documentation to verify successful course completion and/or that the education requirement has been met.

5. PCCSSs who are applying to upgrade to CCSS would have already met the above-listed education requirement (and produced the required verification of such) at the time of provisional application. Therefore, an applicant who is applying to upgrade from PCCSS to CCSS does not need to submit a new official transcript with his/her upgrade application packet. However, an applicant who is applying directly for CCSS, (skipping PCCSS), must submit an official transcript as part of the application process.

C. **Experience Requirement**

1. The experience requirement is **only applicable to individuals applying for full certification - CCSS.**

2. There is **no work experience requirement** to apply for **provisional** certification.

3. **Individuals applying for full certification (CCSS)** must have a minimum of one year (12 months or its full-time equivalent) of **full-time** work experience in the area of community support, ID/DD Waiver Support Coordination, IDD Targeted Case Management, and/or Wraparound Facilitation. This experience must be accrued at a Mississippi "state mental health system" program and must be verified and supervised by a **Qualified Supervisor** (as defined in this document). This experience may either be the provision or supervision of community support, ID/DD Waiver Support Coordination, IDD Targeted Case Management or Wraparound Facilitation services.

4. Through the application process, the applicant must illustrate that he/she has a minimum of one year of **full-time** work experience **in at least one of the required area(s)**, as outlined above.

5. The experience requirement is based on a full-time 40-hour work week; individuals with part-time experience must report an amount of experience which is equivalent to a 40-hour work week; the Review Board will make decisions regarding part-time work on a case-by-case basis.

6. An applicant who reports part-time work experience and/or who reports work experience which combines experience earned in the required area(s) with experience earned in a separate area must illustrate through the application process that he/she has the required minimum of one year of **full-time** work experience **in the required area(s),** as outlined above.

7. Employment refers to paid (not volunteer) work.

8. A "Qualified Supervisor" is an individual who provides **"active supervision"** (as defined in the "Glossary" section of this document) over the applicant's submitted work experience **AND** who meets the following criteria:

    a. The designated state mental health system program Director of Community Support Services, Director of ID/DD Waiver Support Coordination, IDD Targeted Case Management Supervisor or Wraparound Facilitation Supervisor *(as appropriate to the work experience service population)*, as defined in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers (DMH Operational Standards)*, must verify the submitted work experience.

    b. In the event that the Director of Community Support Services, Director of ID/DD Waiver Support Coordination, IDD Targeted Case Management Supervisor or Wraparound Facilitation Supervisor is not available, the current Executive Director (i.e., top-level administrator) of a "state mental health system" program or agency (as defined in this document) may serve as the "Qualified Supervisor" and verify the required experience.

9. A "Qualified Supervisor" should not be a member of the individual's immediate family.

10. A CCSS applicant is not permitted to complete his/her own Verification of Work Experience Form.

11. All submitted work experience must be submitted on the appropriate form prescribed by the Division as part of the application packet.

D. **Exam/Training Requirement**

1. **This requirement is only applicable to individuals applying for full certification - CCSS.**

2. Successful completion of a DMH Community Support Specialist program web-based exam/training component, with selected content specific and relevant to the DMH Community Support Specialist credentialing program, as prescribed by DMH. (*Individuals completing the web-based exam/training component should access the correct course list for their discipline, as applicable.)*

a. The web-based exam/training component is a customized collection of e-learning courses (and corresponding standardized exams) designed to address basic knowledge and practical information pertinent to community support specialists in the state mental health system. DMH establishes the specific content.

b. Course selections are subject to periodic update without prior notice.

c. At the time of provisional certification award, individuals will receive general information on the web-based exam/training component as well as registration information. Web-based exam/training component information will also be maintained on the agency (DMH) website.

d. Applicants may complete the web-based exam/training component prior to initial application as long as: 1) the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice); 2) all courses are successfully completed; 3) the appropriate documentation, as prescribed by the Division, is submitted with the initial application to illustrate successful completion; and, 4) the courses were completed within two (2) years from the date of receipt of the initial application, as determined by the Division's records.

e. Participants will comply with the rules of the web-based exam/training process, as prescribed by the web-based exam/training administrator.

f. DMH may prescribe appropriate, non-excessive fees for the web-based exam/training to cover administrative costs; these fees are subject to change.

g. Proficiency for successful completion will be a passing score (as prescribed by the web-based exam/training administrator) for each individual exam in the customized collection of courses*; as web-based exam/training updates occur, the designated proficiency level, as prescribed by the web-based exam/training administrator, may be subject to change.*

h. Individuals who complete the web-based exam/training component through a venue other than DMH may be able to count it to satisfy the Exam/Training requirement as long as: 1) the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice); 2) all courses are successfully completed; 3) the appropriate documentation, as prescribed by the Division, is submitted to illustrate successful completion; and, 4), the courses were completed within the appropriate time frame as prescribed by DMH; this situation will be handled on a case-by-case basis and is subject to Review Board approval.

i. Each individual completing the web-based exam/training component, whether through DMH or an outside venue, will be required to submit documentation

attesting to the fact that the entire web-based exam/training component was completed by him/her. This documentation must illustrate successful completion of the entire web-based exam/training component AND must be submitted in the appropriate format prescribed by the Division as part of the CCSS application packet.

3. Any individual who completes the exam/training component in a fraudulent manner will be subject to disciplinary action, up to and including loss of any DMH professional credential held and/or rejection of application for DMH professional credentialing.

E. **Ethics Requirement**

1. All applicants must read and abide by the *DMH Principles of Ethical and Professional Conduct* located in Chapter Eighteen.

2. It is the applicant's responsibility to read these principles before signing and submitting the application. The applicant should keep a reference copy.

3. Applicants must inform the Division of PLACE of any previous or pending disciplinary action against them by any professional credentialing body or association. Applicants who have had any past or currently held DMH professional credential or any other professional credential be the subject of any disciplinary action must notify the Division of PLACE during the application process. At a minimum, this notification must be provided in the appropriate space on the application form. DMH may delay action on the application until the matter has been resolved and verified to the satisfaction of DMH and/or the PLACE Review Board.

F. **Criminal Background Checks**

1. As part of the application process, the Division of PLACE ensures that state mental health system employers have conducted criminal records background checks on individuals applying for DMH professional credentials.

2. No one will be credentialed without proof of criminal background checks.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 6: DMH Licensed Administrator (LA) Credentialing Program – Program Participant Phase (not licensure) and Licensure Requirements

Rule 6.1 DMH Licensed Administrator "Program Participant" Phase

A. An individual who has been admitted into the DMH Licensed Administrator Program as a "Program Participant" is working towards licensure as a "DMH Licensed Administrator";

individuals in the "Program Participant" phase DO NOT hold the "DMH Licensed Administrator" credential.

B. In order to be eligible to apply for admission into the **DMH Licensed Administrator Program as a "Program Participant," an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;
2. Education Requirement;
3. Experience Requirement;
4. Sponsorship Requirement;
5. Letters of Support Requirement;
6. Ethics Requirement; AND,
7. Criminal Background Checks Requirement.

C. The Employment, Education, Experience, Sponsorship, Letters of Support, Ethics and Criminal Background Checks requirements are outlined in the "DMH Licensed Administrator Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 6.2 Progression from Participant Phase to Licensure

A. Once an individual is admitted into the DMH Licensed Administrator Program as a "Program Participant," he/she obtains licensure as a "DMH Licensed Administrator" by successfully completing the DMH Licensed Administrator Independent Study and Training (IST) requirement.

B. The DMH Licensed Administrator Independent Study and Training (IST) requirement is outlined in the "DMH Licensed Administrator Requirements - Categories and Descriptions" section of this chapter.

C. A DMH Licensed Administrator Program Participant is allowed up to two years (24 consecutive months) from the date of admission into the DMH Licensed Administrator Program as a "Program Participant" to complete the DMH Licensed Administrator Independent Study and Training (IST) requirement in order to obtain licensure. The date of admission into the program is considered Day One.

D. **Individuals designated as DMH Licensed Administrator "Program Participants" DO NOT hold the "DMH Licensed Administrator" professional credential.**

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 6.3 DMH Licensed Administrators - LA

A. Individuals eligible to apply for the **DMH Licensed Administrator** credential **(LA)** are as follows:

   1. DMH Licensed Administrator Program Participants who have successfully completed the DMH Licensed Administrator Independent Study and Training (IST) requirement listed above by the end of two years (24 consecutive months) from their date of admission into the DMH Licensed Administrator Program as a "Program Participant" may apply for licensure as a DMH Licensed Administrator (LA) on or before their prescribed deadline, as outlined in Chapter Fifteen.

   2. Individuals initially meeting the requirements for DMH Licensed Administrator (LA), as outlined in this chapter, should apply directly for licensure, thereby skipping the DMH Licensed Administrator "Program Participant" phase. Otherwise, an individual applies for admission into the DMH Licensed Administrator Program as a "Program Participant" and then later, once the DMH Licensed Administrator Independent Study and Training (IST) requirement is met, the individual applies for licensure, permitting all applicable timelines are met.

B. In order to be eligible to apply for the **DMH Licensed Administrator** credential **(LA)**, **an individual must meet ALL of the requirements listed below**:

   1. Employment Requirement;

   2. Education Requirement;

   3. Experience Requirement;

   4. Sponsorship Requirement;

   5. Independent Study and Training Requirement;

   6. Ethics Requirement;

   7. Criminal Background Checks Requirement; AND,

   8. Letters of Support Requirement.

C. The Employment, Education, Experience, Sponsorship, Independent Study and Training, Ethics, Criminal Background Checks, and Letters of Support requirements are outlined in the "DMH Licensed Administrator Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 6.4 DMH Licensed Administrator Requirements – Categories and Descriptions

A. **Employment Requirement**

1. The applicant must be currently employed at a Mississippi "state mental health system" program, as defined in Chapter One.

2. Employment refers to paid (not volunteer) work.

B. **Education Requirement**

1. The applicant must have a graduate-level degree (master's level or above). The degree must be from an approved educational institution (as defined and determined by DMH) and must be comprised of at least 30 semester hours or its equivalent.

2. Evidence of successful degree/course completion will be designated on the official submitted transcript(s), as part of the application packet. The PLACE Review Board may also request course catalog descriptions or other documentation to verify successful course completion and/or that the education requirement has been met.

3. DMH Licensed Administrator Program Participants who have completed the Independent Study and Training (IST) requirement and are applying for licensure as a DMH Licensed Administrator (LA) would have already met the above-listed education requirement (and produced the required verification of such) at the time of DMH Licensed Administrator Program Participant application. Therefore, a DMH Licensed Administrator Program Participant who is applying for licensure as a DMH Licensed Administrator (LA) does not need to submit a new official transcript with the licensure application packet. However, an applicant who is applying directly for DMH Licensed Administrator, (skipping the Program Participant Phase), must submit an official transcript as part of the application process.

C. **Experience Requirement**

1. A minimum of four years (48 months or its full-time equivalent) of **full-time** work experience in the fields of (and/or at an organization for) behavioral health and/or intellectual or developmental disabilities is required. This experience must be supervised and verified by a qualified supervisor (as defined in this chapter **AND** the "Glossary" section of this document). At least two of the years of experience credited to meet the work experience requirement must have been in the state of Mississippi and at least two of the years credited to meet the work experience requirement must have been in an administrative position, as defined in this chapter.

2. For the purposes of this professional credential, "Administrative Position" is defined as having program-wide, countywide, or statewide responsibilities and authority.

Examples of "administrative position" work experience include, but are not limited to: county- or state-level policy development and implementation, supervision of multiple staff, budget development and oversight, implementation of large-scale programmatic activities, etc.

3. Through the application process, the applicant must illustrate that he/she has a minimum of four years of **full-time** work experience **in the required fields**, as outlined above.

4. The experience requirement is based on a full-time 40-hour work week; individuals with part-time experience must report an amount of experience which is equivalent to a 40-hour work week; the Review Board will make decisions regarding part-time work on a case-by-case basis.

5. An applicant who reports part-time work experience and/or who reports work experience which combines experience earned in the required fields with experience earned in a separate field must illustrate through the application process that he/she has the required minimum of four years of **full-time** work experience **in the required fields**, as outlined above.

6. Employment refers to paid (not volunteer) work.

7. All submitted work experience must be verified by a **"Qualified Supervisor,"** as defined in this chapter **AND** the "Glossary" section of this document.

8. A "Qualified Supervisor" is an individual who provides **"active supervision"** (as defined in the "Glossary" section of this document) over the applicant's submitted work experience **AND** who meets at least one (1) of the following criteria:

    a. Holds a current position as an executive director (top-level administrator) of a "state mental health system" program or agency, as defined in this document **OR**

    b. Holds the DMH Licensed Administrator (LA) credential in good standing *(formerly known as "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA"OR "Licensed DMH Administrator – LA")* **OR**

    c. Holds the current position of chair of a governing board or commission of a "state mental health system" program or agency, as defined in this document.

9. A "Qualified Supervisor" should not be a member of the individual's immediate family.

10. A DMH Licensed Administrator applicant is not permitted to complete his/her own Verification of Work Experience Form.

11. All submitted work experience must be submitted on the appropriate form prescribed by the Division as part of the application packet.

D. **Sponsorship Requirement**

1. **To apply for the DMH Licensed Administrator (LA) credentialing program** *(either as a "Program Participant" or directly for licensure),* an applicant must have a "**Qualified Sponsor," as defined in this chapter.**

2. In order to serve as a "Qualified Sponsor," an individual must meet at least one of the following qualifications:

   a. Holds a current position as an executive director (top-level administrator) of a "state mental health system" program or agency, as defined in this document **OR**

   b. Holds the DMH Licensed Administrator (LA) credential in good standing *(formerly known as "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA"OR "Licensed DMH Administrator – LA")* **OR**

   c. Holds the current position of chair of a governing board or commission of a "state mental health system" program or agency, as defined in this document.

   d. When sponsoring an applicant for the DMH Licensed Administrator program, the Sponsor is understood to agree to the following responsibilities: maintaining contact with the sponsored Program Participant; overseeing the progress of the sponsored Program Participant's work towards obtaining licensure, including enrollment in and completion of the Certified Public Manager program, as needed; and, serving as a resource to the sponsored Program Participant during the period of Independent Study and Training.

   e. In the event that the Participant fails any written examination twice, the Sponsor and the Participant will be required to submit and complete a plan for remedial study to the PLACE Review Board prior to registering for the examination a third time.

   f. In the event that a Program Participant is separated from his/her Sponsor, the Participant must seek the sponsorship of another Qualified Sponsor. The Participant and the new Sponsor must notify the Division in writing of the change.

   g. A Sponsor shall no longer be considered qualified to serve as a Sponsor in the following instances: if the Sponsor leaves "state mental health system" employment; if the Sponsor leaves his/her seat on the governing board or commission of a program; if the Sponsor is found to be in violation of any of the DMH professional credentialing rules and requirements; if the Sponsor is

found guilty of any of the offenses referred to in Chapter Nineteen; if the Sponsor has any other professional certification/licensure revoked for cause; and/or determination by the Court of mental incompetency.

E. **Independent Study and Training Requirement –**

1. DMH Licensed Administrator (LA) Program Participants have two (2) Independent Study and Training options from which to choose in order to obtain licensure. LA Program Participants **choose ONE** (1) of the following two (2) Independent Study and Training options in order to obtain DMH Licensed Administrator (LA) licensure:

2. **Independent Study and Training - Option One Requirements:**

    a. Graduation from the Certified Public Manager (CPM) Program **AND** Graduation from the DMH Accelerated Leadership Program – Focus
    b. The Mississippi Certified Public Manager Program is made available through the Mississippi State Personnel Board. Program Participants needing information on CPM registration/completion should contact their LA program sponsor and/or the Mississippi State Personnel Board.
    c. LA Program Participants obtaining licensure through this option should submit a copy of the CPM and Focus graduation certificates to the DMH Division of PLACE upon completion of these programs (or other official documentation denoting completion as determined acceptable by the DMH Division of PLACE).
    d. An individual who has completed a Certified Public Manager Program in a state other than Mississippi within the National Certified Public Manager Consortium is not expected to repeat the CPM program. The Participant should submit a letter to the Division indicating previous completion of this requirement and a copy of the certificate attesting to the title of "Certified Public Manager."

3. **Independent Study and Training – Option Two Requirements:**

    a. Graduation from the Certified Public Manager (CPM) Program **AND** successful completion of three (3) of the four (4) available DMH Licensed Administrator Program Examinations.
    b. The Mississippi Certified Public Manager Program is made available through the Mississippi State Personnel Board. Program Participants needing information on CPM registration/completion should contact their LA program sponsor and/or the Mississippi State Personnel Board.
    c. LA Program Participants obtaining licensure through this option should submit a copy of the CPM graduation certificate to the DMH Division of PLACE upon completion of this program (or other official documentation denoting completion as determined acceptable by the DMH Division of PLACE).

d. An individual who has completed a Certified Public Manager Program in a state other than Mississippi within the National Certified Public Manager Consortium is not expected to repeat the CPM program. The Participant should submit a letter to the Division indicating previous completion of this requirement and a copy of the certificate attesting to the title of "Certified Public Manager."
e. The selection of which three (3) exams to study for and take is the LA Program Participant's choice.
f. DMH Licensed Administrator Program Examination study materials are located in the LA Program Participant Examination Study Guide which is provided to applicable LA Program Participants upon entry into the program. Once LA Program Participants have decided which three (3) examinations to take, LA Program Participants register for these examinations by using the LA Examination Registration Form or by contacting the DMH Division of PLACE.
g. The LA examination schedule is developed and published by the Mississippi Department of Mental Health (DMH) Division of Professional Licensure and Certification (PLACE). Interested individuals should contact the DMH Division of PLACE for additional information.
h. Examinations will only be administered to individuals who have been admitted into the DMH Licensed Administrator licensure program as a Program Participant.
i. A Participant who wishes to register for an examination should notify the Division by submitting the necessary examination registration form and fee by the prescribed examination registration deadline date. The appropriate fee per examination must accompany the written notification of registration.
j. Each examination will cover one of the documents listed in the LA Program Participant Examination Study Guide. Each test is limited to two (2) hours.
k. The required written examinations may be taken at any time during the period of Independent Study and Training and in any order preferred by the Participant.
l. The minimum passing score for each DMH Licensed Administrator Examination is at least seventy percent (70%).
m. A Participant has two opportunities to complete successfully each written examination without meeting additional requirements.
n. The established Examination Fee is applicable per administration of examination.
o. If any written examination is failed twice, the Participant and his/her Sponsor will be required to submit a written plan of remedial study to the PLACE Review Board for approval. The Participant and the Sponsor will be required to complete the approved plan of remedial study prior to the Participant's registration for re-examination.
p. Upon completion of the program for remedial study, a Participant may register and sit for re-examination two (2) more times. Payment of the Examination Fee is required for each administration of each examination at the time of registration.

q. No Participant may sit for a specific examination more than four (4) times.
r. A Participant who fails any written examination four (4) times is considered to have defaulted from the program.

4. Unless an extension has been granted, the "Program Participant" must complete the program of Independent Study and Training within 24 months of admission into the program as a "Program Participant." The Program Participant's date of admission is counted as Day One. Otherwise, the "Program Participant" shall be considered to have defaulted.

5. Upon written request by both the Participant and the Sponsor, the PLACE Review Board may grant an extension of up to six months for a Program Participant needing more time to complete the Independent Study and Training program. The extension request must be received by the Division no later than the last working day of the month following the 24th month of the "Program Participant" phase period (i.e., the last working day of the 25th month following the individual's admission into the program as a "Program Participant." The Program Participant's date of admission is counted as Day One).

6. Any Participant who has failed any written examination four (4) times shall be considered to have defaulted.

F. **Ethics Requirement**

1. All applicants must read and abide by the *DMH Principles of Ethical and Professional Conduct* located in Chapter Eighteen.

2. It is the applicant's responsibility to read these principles before signing and submitting the application. The applicant should keep a reference copy.

3. Applicants must inform the Division of PLACE of any previous or pending disciplinary action against them by any professional credentialing body or association. Applicants who have had any past or currently held DMH professional credential or any other professional credential be the subject of any disciplinary action must notify the Division of PLACE during the application process. At a minimum, this notification must be provided in the appropriate space on the application form. DMH may delay action on the application until the matter has been resolved and verified to the satisfaction of DMH and/or the PLACE Review Board.

G. **Criminal Background Checks**

1. As part of the application process, the Division of PLACE ensures that state mental health system employers have conducted criminal records background checks on individuals applying for DMH professional credentials.

2. No one will be credentialed without proof of criminal background checks.

H. **Letters of Support**

1. Submission of three (3) letters of support, with the following considerations:

    a. At least two (2) letters of support must be from supervisors, current or former.
    b. One (1) letter of support may be a character reference from a non-employer/supervisor.

2. Letters of support may not be submitted by any member of the applicant's immediate family.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 7: DMH Addictions Therapist Credentialing Program - Certification Requirements

Rule 7.1 Provisionally Certified Addictions Therapist Requirements - PCAT

A. In order to be eligible to apply for the **DMH Provisionally Certified Addictions Therapist** credential **(PCAT)**, **an individual must meet ALL of the requirements listed below**:

1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement; AND,

4. Criminal Background Checks Requirement.

B. The Employment, Education, Ethics and Criminal Background Checks requirements are outlined in the "DMH Addictions Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 7.2 PCAT Upgrade Requirements

A. Once an individual is awarded the DMH Provisionally Certified Addictions Therapist credential (PCAT), he/she must complete the following two (2) requirements in order to upgrade to full certification as a CAT:

1. Experience Requirement; AND,

2. Examination Requirement.

B. The Experience and Examination requirements are outlined in the "DMH Addictions Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

C. **A PCAT must complete these upgrade requirements by the end of his/her two-year Provisional Certification Period.** PCAT upgrade timelines are covered in Chapter Fifteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 7.3 Certified Addictions Therapist Requirements – CAT

A. Individuals eligible to apply for the **DMH Certified Addictions Therapist** credential **(CAT)** are as follows:

1. PCATs who have successfully completed all upgrade requirements listed above by the end of their two-year Provisional Certification Period may apply to upgrade to full certification (CAT) on or before their prescribed deadline, as outlined in Chapter Fifteen. *(This is considered an upgrade application for CAT.)*

2. Individuals initially meeting the requirements for CAT, as outlined in this chapter, should apply directly for this level of credential, thereby skipping provisional certification (PCAT). *(This is considered an initial application for CAT.)* Otherwise, an individual applies for PCAT and then later, once upgrade requirements are met, applies for CAT.

B. In order to be eligible to apply for the **DMH Certified Addictions Therapist** credential **(CAT), an individual must meet ALL of the requirements listed below:**

1. Employment Requirement;

2. Education Requirement;

3. Ethics Requirement;

4. Criminal Background Checks Requirement;

5. Experience Requirement; AND,

6. Examination Requirement.

C. The Employment, Education, Ethics, Criminal Background Checks, Experience and Examination requirements are outlined in the "DMH Addictions Therapist Certification Requirements - Categories and Descriptions" section of this chapter.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 7.4 DMH Addictions Therapist Certification Requirements – Categories and Descriptions

A. **Employment Requirement**

1. The applicant must be currently employed at a Mississippi "state mental health system" program, as defined in Chapter One.

2. Initial applicants must have responsibility for providing (or supervising the provision of) services to individuals with alcohol and/or other drug use problems/addictions. *(Employment in the field of alcohol and/or other drug use prevention services also satisfies this employment requirement.)* Upgrade applicants are exempt from this specific employment requirement.

3. Employment refers to paid (not volunteer) work.

B. **Education Requirement**

1. The applicant must have a doctorate/doctoral-level graduate degree. The degree must be from an approved educational institution (as defined and determined by DMH).

OR

The applicant must have a master's level (or specialist level) graduate degree in an addictions-, mental health-, or human services/behavioral health-related field. The degree must be from an approved educational institution (as defined and determined by DMH) and must be comprised of at least 30 semester hours or its equivalent.

2. **For applicants applying with a graduate degree at the master's level (or specialist level),** the following are examples of graduate-level degree types which may be considered appropriate for the DMH Addictions Therapist credential (as determined by DMH and/or the PLACE Review Board); this is not an exhaustive list:

    a. Addictions Counseling,
    b. Addictions Studies,
    c. Sociology with an emphasis in Addictions,
    d. Counseling/Guidance,
    e. Social Work,
    f. Marriage and Family Therapy,
    g. Pastoral Ministries with an emphasis in Counseling or Addictions,
    h. Psychology,
    i. Social Science,
    j. Health Science,
    k. Health Care Administration,
    l. Behavioral Science,
    m. Family and Consumer Studies,

n. Child and Family Studies,
o. Psychiatric Nursing,
p. Psychometry,
q. Rehabilitative Services/Vocational Rehabilitation,
r. Sociology,
s. Criminal Justice,
t. Interdisciplinary Studies with an emphasis in Addictions, and
u. Other addictions-, mental health-, or human services/behavioral health-related degree types, as determined by DMH and/or the PLACE Review Board.

3. **For applicants applying with a graduate degree at the master's level (or specialist level) who are applying with atypical degrees:** If the applicant's Master's (or Specialist) degree type is not listed above, successful completion of at least five (5) **graduate-level** courses from the following areas will be considered:

a. counseling and assessment,
b. co-occurring disorders,
c. alcohol and drug use counseling,
d. group dynamics,
e. theories of counseling,
f. sociology of addictive behavior,
g. treatment of addictive behavior,
h. professional treatment skills,
i. physiology and pharmacology of addictions,
j. psychology,
k. guidance/counseling,
l. addiction studies,
m. assessment techniques,
n. chemical dependency studies,
o. abnormal psychology,
p. developmental psychology,
q. child and/or adolescent psychology,
r. human behavior,
s. professional ethics,
t. cultural sensitivity,
u. multicultural counseling,
v. helping relationships,
w. marriage and family therapy,
x. diagnosis and treatment,
y. personality dynamics,
z. psychopharmacology,
aa. behavior modification,
bb. social work,
cc. rehabilitative services/vocational rehabilitation,
dd. individual/family/group counseling,

ee. behavioral science,
ff. child and family studies and/or,
gg. Other addictions-, mental health-, or human services/behavioral health-related courses, as determined by the PLACE Review Board.

i. All or part of these **graduate-level** courses may either be completed as part of the graduate degree program of study or completed outside of (as add-on courses to) the graduate degree program of study (i.e., without earning an additional degree). **The requirement to hold a Master's (or Specialist) degree is not waived.** Courses under this provision must be **graduate-level** courses; must be at least three (3) semester hours or the equivalent and must have been successfully completed (i.e., a passing score was earned).

ii. Courses completed by applicants which are not part of the graduate degree program of study will be evaluated during application review to determine applicability; only degrees/courses completed at an approved educational institution (as determined by DMH) are considered.

4. Evidence of successful degree/course completion will be designated on the official submitted transcript(s), as part of the application packet. The PLACE Review Board may also request course catalog descriptions or other documentation to verify successful course completion and/or that the education requirement has been met.

5. PCATs who are applying to upgrade to CAT would have already met the above-listed education requirement (and produced the required verification of such) at the time of provisional application. Therefore, an applicant who is applying to upgrade from PCAT to CAT does not need to submit a new official transcript with his/her upgrade application packet. However, an applicant who is applying directly for CAT (skipping PCAT), must submit an official transcript as part of the application process.

C. **Experience Requirement**

1. The experience requirement is **only applicable to individuals applying for full certification - CAT.**

2. There is **no work experience requirement** to apply for **provisional** certification.

3. **Individuals applying for full certification (CAT)** must have a minimum of two years (24 months or its full-time equivalent) of **full-time** work experience in the field of alcohol and other drug use prevention/treatment services, which is supervised and verified by a qualified supervisor (as defined in this chapter **AND** the "Glossary" section of this document). This experience may either be the provision or supervision of alcohol and other drug use prevention/treatment services.

4. Through the application process, the applicant must illustrate that he/she has a minimum of two years of **full-time** work experience **in the required field**, as outlined above.

5. Graduate-level internships completed as part of a behavioral health-related graduate degree program of study AND verified by a "Qualified Supervisor," as outlined in this document, may be counted to satisfy up to six (6) months of the two-year work experience requirement.

6. Other relevant work experience gained prior to the applicant having obtained his/her submitted graduate degree(s) may count towards fulfilling the work experience requirement; this submitted work experience will be subject to PLACE Review Board and/or Division approval.

7. The experience requirement is based on a full-time 40-hour work week; individuals with part-time experience must report an amount of experience which is equivalent to a 40-hour work week; the Review Board will make decisions regarding part-time work on a case-by-case basis.

8. An applicant who reports part-time work experience and/or who reports work experience which combines experience earned in the required field with experience earned in a separate field must illustrate through the application process that he/she has the required minimum of two years of **full-time** work experience **in the required field**, as outlined above.

9. Employment refers to paid, not volunteer work.

10. All submitted work experience must be verified by a **"Qualified Supervisor,"** as defined in this chapter **AND** the "Glossary" section of this document.

11. A "Qualified Supervisor" is an individual who provides **"active supervision"** (as defined in the "Glossary" section of this document) over the applicant's submitted work experience **AND** who meets at least one (1) of the following criteria:

    a. Holds the DMH Certified Addictions Therapist (CAT) credential in good standing *(formerly known as "Certified Addiction Counselor – CAC")* **OR**

    b. Holds the DMH Licensed Clinical Addictions Therapist (LCAT) credential in good standing *(formerly known as "Licensed Clinical Addiction Counselor – LCAC")* **OR**

    c. Holds the DMH Licensed Administrator (LA) credential in good standing *(formerly known as "Licensed Mental Health/Mental Retardation Administrator – LMH/MRA" or "Licensed DMH Administrator – LA")* **OR**

d. Holds the current position of chair of a governing board or commission of a "state mental health system" program or agency, as defined in this document **OR**

e. Is CAT "certification eligible"; in order to be considered to be CAT "certification eligible," the supervisor must meet the Education and Experience requirements for CAT, as outlined in this document. A supervisor who claims the CAT "certification eligible" supervisor qualification must submit, along with the applicant's completed/verified work experience form, a copy of his/her resume/vita which demonstrates that he/she meets the Education and Experience requirements for CAT. The submitted resume/vita may be produced by the supervisor, or the supervisor may utilize a supervisor vita form supplied by DMH PLACE.

12. A "Qualified Supervisor" should not be a member of the individual's immediate family.

13. A CAT applicant is not permitted to complete his/her own Verification of Work Experience Form.

14. All submitted work experience must be submitted on the appropriate form prescribed by the Division as part of the application packet.

D. **Examination Requirement**

1. **The examination requirement is only applicable to individuals applying for full certification - CAT.**

2. An applicant for full certification as a DMH Addictions Therapist (CAT) must have successfully completed the **DMH Addictions Therapist Examination,** as prescribed by DMH.

3. **The DMH Addictions Therapist Examination** is a comprehensive standardized examination.

4. The content of the **DMH Addictions Therapist Examination** is based on a **customized collection of e-learning courses (i.e., web-based training component)** specific to the DMH Addictions Therapist program which is designed to address basic knowledge and practical information pertinent to addictions therapists in the state mental health system. DMH establishes the specific content.

   a. The e-learning courses (i.e., web-based training component), upon which the DMH Addictions Therapist Examination content is based, are subject to periodic update without prior notice.

b. Applicants may complete the e-learning courses (i.e., web-based training component) prior to initial application as long as the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice).

c. It is the applicant's responsibility to take the correct e-learning courses in preparation for the DMH Addictions Therapist Examination (courses are subject to change without prior notice).

d. Participants will comply with the rules of the web-based training process, as prescribed by the web-based training administrator.

e. If taken through DMH, DMH may prescribe appropriate, non-excessive fees for the e-learning courses (i.e., web-based training component) to cover administrative costs; these fees are subject to change.

f. Individuals may complete the e-learning courses (i.e., web-based training component) through a venue other than DMH as long as the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice). It is the applicant's responsibility to take the correct e-learning courses in preparation for the DMH Addictions Therapist Examination (courses are subject to change without prior notice).

5. The DMH Addictions Therapist Examination, including (but not limited to) the examination study materials/notes, content, format, and ascribed level of proficiency, is subject to periodic update without prior notice.

   a. The examination study materials/notes for the comprehensive DMH Addictions Therapist Examination are derived from the study materials/notes for each individual course in the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Addictions Therapist Examination (as applicable). Individuals taking the customized collection of e-learning courses are responsible for following the directions in each e-learning course for printing the corresponding study materials/notes (as applicable) and also for printing this material. **DMH does not supply this material.**

   b. Each individual course in the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Addictions Therapist Examination typically has a corresponding **individual exam** based on the specific individual course material (upon completion of the individual course). **Completion of these individual course examinations (under this Examination Requirement provision in order to obtain full certification as a CAT) is NOT required**; rather, under this Examination Requirement provision, the individual course examinations may be completed at the discretion of the applicant. **Thus, for the purposes of completing the**

Examination Requirement in order to obtain full certification as a CAT, only the comprehensive DMH Addictions Therapist Examination (and NOT each individual course examination) must be successfully completed, as per the Examination Requirement provisions for CAT contained in this document.

c. No special dispensation will be given with regards to the DMH Addictions Therapist Examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replaced or updated.

d. Individuals meeting all other requirements for full certification (CAT), as outlined in this chapter (i.e., Employment, Education, Experience, Ethics and Criminal Background Checks Requirements) may be allowed to register for and complete the DMH Addictions Therapist Examination (i.e., Examination Requirement) **prior to** initial application for CAT, with the anticipation of applying directly for CAT (thereby skipping provisional certification). **The following stipulations apply to this provision:**

   i. Individuals registering under this provision should have already taken the aforementioned customized collection of e-learning courses (i.e., web-based training component) for the DMH Addictions Therapist Examination. It is the individual's responsibility to ensure that the correct courses, as prescribed by DMH, are taken (courses are subject to change without prior notice). No special dispensation will be given with regards to the DMH Addictions Therapist Examination for an individual who has either taken the wrong e-learning course(s) in preparation for this examination or who has taken a course(s) which has subsequently been discontinued, replaced or updated.

   ii. Individuals registering under this provision must either be currently employed at a "state mental health system" program, as defined in Chapter One, or employment in a "state mental health system" program must be imminent (as evidenced by submission of a submitted employer letter of intent on the DMH-prescribed form for this purpose). Furthermore, individuals who register under this provision due to imminent "state mental health system" employment and who then successfully complete the DMH Addictions Therapist Examination under this provision must actually be employed in the "state mental health system" at the time of CAT application submission.

   iii. Individuals registering under this provision who are not PCATs but who are registering for the examination in anticipation of entering the DMH Addictions Therapist program directly at the CAT level should be reasonably assured that they meet all other requirements for full certification (CAT), as indicated above and as outlined in this chapter.

iv. Individuals registering under this provision who successfully complete the DMH Addictions Therapist Examination but who do not meet all other requirements for CAT will not be awarded the CAT credential; associated fees will not be refunded. In this instance, an individual may then submit an application for provisional certification (provided that he/she meets the requirements to hold provisional certification as outlined in this chapter). An individual in this situation who applies for and earns the PCAT credential must take and pass the DMH Addictions Therapist Examination as a PCAT in order to upgrade to CAT (the DMH Addictions Therapist Examination that the individual previously successfully completed in anticipation of applying directly for CAT will not be counted towards fulfilling the Examination Requirement for CAT in this particular instance.)

v. Any individual who determines that he/she needs to hold a DMH Addictions Therapist credential while waiting to take the examination in anticipation of entering the DMH Addictions Therapist program directly at the CAT level should, instead, apply for provisional certification (provided that he/she meets the requirements to hold provisional certification as outlined in this chapter).

vi. Examination registration under this provision **will only be accepted** by submission of a completed examination registration form and the corresponding examination fee, accompanied by either: 1) a completed Verification of Employment Form (for individuals who are currently employed in the state mental health system) or 2) an employer letter of intent (on the DMH-prescribed form for this purpose) for individuals for whom state mental health system employment is deemed imminent.

vii. Individuals registering under this provision who are not PCATs but are registering for the examination in anticipation of entering the DMH Addictions Therapist program directly at the CAT level are allowed **one opportunity** to take and pass the DMH Addictions Therapist Examination prior to CAT application submission. An examinee under this provision who does not pass the examination on the first attempt will be required to submit an application for PCAT in order to continue pursuing credentialing in the DMH Addictions Therapist program.

viii. In order to be accepted to fulfill the Examination Requirement for CAT, an examination taken under this provision must have been successfully completed **within six (6) months of the date of receipt of the initial CAT application**, as determined by the Division's records.

ix. Individuals who previously held provisional certification (PCAT) and allowed it to expire prior to upgrade to full certification (CAT) and who later decide to reapply for provisional certification may not utilize this

provision to request that a previously-taken examination apply towards the Examination Requirement for upgrade on the newly-obtained provisional credential.

x. The Division reserves the right to refuse registration under this provision.

6. The examination will be offered on a schedule as determined by DMH. The examination schedule will be made available on the agency (DMH) website.

7. At the time of provisional certification award, individuals will receive general information on the web-based training component as well as information on how to register for the web-based training component and the corresponding DMH Addictions Therapist Examination. Web-based training component and examination registration information will also be maintained on the agency (DMH) website.

8. Registration for the DMH Addictions Therapist Examination is not open to the general public.

9. The examinee is responsible for registering for the examination (or reexamination, as applicable).

10. A completed examination registration includes receipt of the appropriate examination registration form and accompanying examination fee by the prescribed registration deadline. Individuals who are registering to take the examination prior to submitting a direct initial application for CAT (i.e., skipping provisional certification application) must also submit (along with the examination registration form and accompanying examination fee) a completed Verification of Employment Form or employer letter of intent, as outlined above.

11. Examinees will comply with the rules and procedures of the registration and examination process, as prescribed by DMH.

12. Due to inclement weather or other unforeseen, emergency circumstances, the Division reserves the right to cancel scheduled examinations if necessary, although every reasonable effort will be made not to do so. In this event, examinees will be notified of the cancellation (and rescheduling) via email. In order to ensure that such notification is received, examinees should routinely check their email 24 hours prior to the scheduled examination date and time as well **as the morning of the scheduled examination.** If cancellation is necessary, the Division will reschedule the examination as soon as possible.

13. Due to unforeseen circumstances, an individual may need to reschedule an examination (or reexamination). In this instance, the individual must notify the Division of PLACE as soon as possible, **prior to** the onset of the examination (reexamination) administration.

14. Failure to attend an examination (or reexamination) for which an individual is registered (i.e., being an examination/reexamination "no show" without prior notice to the Division) will result in forfeiture of the examination/reexamination opportunity.

15. Failure to attend an examination (or reexamination) for which an individual is registered (i.e., being an examination/reexamination "no show" without prior notice to the Division) will result in forfeiture of the examination/reexamination fee.

16. Registration for the examination is accepted on a "first come, first served" basis, as space permits.

17. DMH prescribes appropriate, non-excessive examination (and reexamination) fees to cover administrative costs; these fees are covered in Chapter Seventeen and are subject to change without prior notice.

18. The examination is presented primarily in a multiple-choice format.

19. Proficiency for successful completion of the examination will be a passing score of at least seventy percent (70%). (As examination updates/revisions occur, the designated proficiency level may be subject to change.)

20. Only a pass/fail score is reported to examinees. Pass/fail status may also be reported to the examinee's agency executive director and/or designated staff development officer(s) upon request.

21. **As applicable, all examination materials are the property of DMH and/or the web-based training administrator.** Examination materials will not be returned to the examinee, and the examinee is not permitted to leave the testing site with any examination materials. Violation of this provision will result in disciplinary action, up to and including loss of any held DMH professional credential and/or rejection of application for DMH professional credentialing.

22. **PCATs** are allowed **up to four opportunities** to pass the DMH Addictions Therapist Examination during their provisional certification period. A PCAT may not sit for the examination more than four (4) times. **If the examination is failed a fourth time**, the PCAT's credential is automatically defaulted.

23. Any individual who completes the web-based training component and/or the DMH Addictions Therapist Examination in a fraudulent manner will be subject to disciplinary action, up to and including loss of any DMH professional credential held, and/or rejection of application for DMH professional credentialing.

E. **Ethics Requirement**

1. All applicants must read and abide by the *DMH Principles of Ethical and Professional Conduct* located in Chapter Eighteen.

2. It is the applicant's responsibility to read these principles before signing and submitting the application. The applicant should keep a reference copy.

3. Applicants must inform the Division of PLACE of any previous or pending disciplinary action against them by any professional credentialing body or association. Applicants who have had any past or currently held DMH professional credential or any other professional credential be the subject of any disciplinary action must notify the Division of PLACE during the application process. At a minimum, this notification must be provided in the appropriate space on the application form. DMH may delay action on the application until the matter has been resolved and verified to the satisfaction of DMH and/or the PLACE Review Board.

F. **Criminal Background Checks**

1. As part of the application process, the Division of PLACE ensures that state mental health system employers have conducted criminal records background checks on individuals applying for DMH professional credentials.

2. No one will be credentialed without proof of criminal background checks.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 8: Application Procedures – DMH Mental Health Therapist

Rule 8.1 PCMHT (Provisional Certification) Application Packet

A. To apply for **temporary certification as a PCMHT,** an individual should submit an **application packet** which contains the following:

1. PCMHT Application Form;

2. PCMHT Verification of Employment Form;

3. Official Transcript; and,

4. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health)

B. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 8.2 CMHT (Full Certification) Application Packet

A. To apply for **full certification as a CMHT**, an individual should submit an **application packet** *(initial or upgrade)* which, **at a minimum**, contains the following:

1. CMHT Application Form;

2. CMHT Verification of Employment Form;

3. CMHT Verification of Work Experience Form; and,

4. DMH Mental Health Therapist Examination Documentation: The Division of PLACE maintains examination score reports; therefore, there is no reporting requirement for successful completion of the DMH Mental Health Therapist Examination. As appropriate, however, an applicant should designate in the appropriate space on the application form that he/she has successfully completed the examination requirement.

B. **If the CMHT applicant is submitting an initial (not upgrade) application,** the following **additional** CMHT application component(s) are also required:

1. Official Transcript – *(If upgrading from PCMHT, no additional transcript is required.)*; and,

2. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health.) *(If upgrading from PCMHT, no application fee is required.)* Only individuals applying directly for CMHT pay the application fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

C. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 9: Application Procedures – DMH Intellectual and Developmental Disabilities Therapist

Rule 9.1 PCIDDT (Provisional Certification) Application Packet

A. To apply for **temporary certification as a PCIDDT**, an individual should submit an **application packet** which contains the following:

1. PCIDDT Application Form;

2. PCIDDT Verification of Employment Form;

3. Official Transcript; and,

4. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health)

B. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 9.2 CIDDT (Full Certification) Application Packet

A. To apply for **full certification as a CIDDT,** an individual should submit an **application packet** *(initial or upgrade)* which, **at a minimum**, contains the following:

1. CIDDT Application Form;

2. CIDDT Verification of Employment Form;

3. CIDDT Verification of Work Experience Form; and,

4. DMH Intellectual and Developmental Disabilities Therapist Examination Documentation: The Division of PLACE maintains examination score reports; therefore, there is no reporting requirement for successful completion of the DMH Intellectual and Developmental Disabilities Therapist Examination. As appropriate, however, an applicant should designate in the appropriate space on the application form that he/she has successfully completed the examination requirement.

B. **If the CIDDT applicant is submitting an initial (not upgrade) application,** the following **additional** CIDDT application component(s) are also required:

1. Official Transcript – *(If upgrading from PCIDDT, no additional transcript is required.)*; and,

2. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health). (*If upgrading from PCIDDT, no application fee is required.)* Only individuals applying directly for CIDDT pay the application fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

C. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 10: Application Procedures – DMH Community Support Specialist

Rule 10.1 PCCSS (Provisional Certification) Application Packet

A. To apply for **temporary certification as a PCCSS**, an individual should submit an **application packet** which contains the following:

1. PCCSS Application Form;

2. PCCSS Verification of Employment Form;

3. Official Transcript; and,

4. Application Fee - $30.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health).

B. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 10.2 CCSS (Full Certification) Application Packet

A. To apply for **full certification as a CCSS**, an individual should submit an **application packet** *(initial or upgrade)* which, **at a minimum**, contains the following:

1. CCSS Application Form;

2. CCSS Verification of Employment Form;

3. CCSS Verification of Work Experience Form; and,

4. Web-based Training Record - A CCSS applicant must include a signed copy of his/her web-based training learner transcript in the CCSS application packet.

    a. The learner transcript, containing the CCSS applicant's original signature, must be signed in **blue** ink, attesting to the fact that the entire web-based training component was completed by the applicant. The learner transcript must be submitted in the appropriate format, as prescribed by the Division.

    b. The submitted learner transcript must contain the course names and corresponding dates of completion for each course in the web-based training component, as well as the total number of course hours completed.

c. This documentation must be submitted whether the web-based training was completed through DMH or through an outside venue. Submission of this information is the applicant's responsibility.

B. **If the CCSS applicant is submitting an initial (not upgrade) application,** the following **additional** CCSS application component(s) are also required:

1. Official Transcript – *(If upgrading from PCCSS, no additional transcript is required.)*; and,

2. Application Fee - $30.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health). *(If upgrading from PCCSS, no application fee is required.)* Only individuals applying directly for CCSS pay the application fee. **This is a ONE TIME fee; applicants should not pay the application fee twice**.

C. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 11: Application Procedures – DMH Licensed Administrator

Rule 11.1 LA (Program Participant) Application Packet

A. To apply for **admission into the DMH Licensed Administrator (LA) program as a "Program Participant,**" an individual should submit an **application packet** which contains the following:

1. LA Application Form (which includes sponsorship designation);

2. LA Verification of Employment Form;

3. LA Verification of Work Experience Form;

4. Three Letters of Support;

5. Official Transcript; and,

6. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health).

B. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 11.2 LA (Licensure) Application Packet

A. **Once a "Program Participant" has completed the Independent Study and Training requirement,** the individual should apply for **licensure as a DMH Licensed Administrator (LA)**, by submitting an **application packet** which contains the following:

1. LA Application Form (which includes sponsorship designation);

2. LA Verification of Employment Form;

3. Independent Study and Training Requirement Documentation:

   a. If the applicant completed Independent Study and Training Requirement **Option One**:
      i. Copy of CPM Certificate; and,
      ii. Copy of Focus Certificate.

   b. If the applicant completed Independent Study and Training Requirement **Option Two:**
      i. Copy of CPM Certificate
      ii. *The Division maintains a copy of DMH Licensed Administrator Program Examination completion records; the applicant does not have to submit a copy of this information.*

B. **If the LA applicant is applying directly for licensure (i.e., completely bypassing the Program Participant phase),** the following **additional** LA application component(s) are also required:

1. Official Transcript;

2. LA Verification of Work Experience Form;

3. Three Letters of Support; and,

4. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health). *(If progressing from LA Program Participant to LA licensure, no additional application fee is required.)* Only individuals applying directly for licensure pay the application fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

C. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 12: Application Procedures – DMH Addictions Therapist

Rule 12.1 PCAT (Provisional Certification) Application Packet

A. To apply for **temporary certification as a PCAT**, an individual should submit an **application packet** which contains the following:

1. PCAT Application Form;

2. PCAT Verification of Employment Form;

3. Official Transcript; and,

4. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health)

B. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 12.2 CAT (Full Certification) Application Packet

A. To apply for **full certification as a CAT**, an individual should submit an **application packet** *(initial or upgrade)* which, **at a minimum**, contains the following:

1. CAT Application Form;

2. CAT Verification of Employment Form;

3. CAT Verification of Work Experience Form; and,

4. DMH Addictions Therapist Examination Documentation: The Division of PLACE maintains examination score reports; therefore, there is no reporting requirement for successful completion of the DMH Addictions Therapist Examination. As appropriate, however, an applicant should designate in the appropriate space on the application form that he/she has successfully completed the examination requirement.

B. **If the CAT applicant is submitting an initial (not upgrade) application**, the following **additional** CAT application component(s) are also required:

1. Official Transcript – *(If upgrading from PCAT, no additional transcript is required.)*; and,

2. Application Fee - $75.00 fee (submitted in a manner prescribed by the Mississippi Department of Mental Health.*) (If upgrading from PCAT, no application fee is required.)*

Only individuals applying directly for CAT pay the application fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

C. **Application Forms are located online at the agency (DMH) website, as an addendum to this document.** *Individuals needing a print copy should contact the Division*.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 13: Application Submission Requirements

Rule 13.1 General Application Directions

A. Applicants should read all directions and application materials before beginning the application process. Each application form has specific directions which must be followed.

B. Certain application forms must bear **original** signatures, as indicated on the form. Copies or faxes are not accepted.

C. With the exception of the official transcript, all application materials must be submitted together in one application packet.

D. The official transcript must be submitted in a **sealed college/university envelope.** If, however, the applicant chooses to submit his/her official transcript(s) in an electronic format, it is the applicant's responsibility to have the college/university submit, along with the electronic transcript, sufficient documentation to verify that the electronic transcript is an official copy; accordingly, such documentation will be subject to Division of PLACE and PLACE Review Board approval.

E. The responsibility for official transcript submission is the applicant's. The Division of PLACE does not communicate with the college/university on the applicant's behalf.

F. The submitted official transcript(s) must document that the education requirement has been met.

G. The official transcript must document that the required degree has been awarded or conferred, including the date of degree award. Letters from the college/university indicating that an individual has met the requirements to complete a degree are not acceptable.

H. The official transcript can either be included in the application packet or sent to the DMH Division of PLACE directly from the college/university. This is the only application piece which may be submitted separately.

I. All submission deadlines reflect the date received by the DMH Division of PLACE, not postmarked dates.

J. The PLACE Review Board only considers complete applications; all application deficiencies must be resolved. Each scheduled Review Board meeting has a corresponding deadline date by which complete application materials must be received. Review Board meetings may be cancelled without prior notice.

K. Only forms prescribed by the Division of PLACE may be utilized to apply for certification/licensure.

L. Application forms may be changed without prior notice. The most current version should be utilized.

M. Once submitted, all application materials become the property of DMH. Application materials will not be returned; the applicant should keep a copy of the application materials, except any under seal. Superfluous or unnecessary application materials will be destroyed.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.2 Application Time Limits

A. Initial applications will remain open for two years from date of receipt. During that time, applicants have the opportunity to rectify any deficiencies.

B. Following two years from the date of receipt, incomplete applications *(initial and upgrade)*, applications containing unresolved deficiencies *(initial and upgrade)*, and applications which did not result in a credential being awarded *(initial and upgrade)* will no longer be maintained by the Division.

C. Additional timelines pertaining to upgrade and renewal applications are covered more fully in the relevant sections of this document.

D. When a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT or PCCSS) needs to upgrade to full certification (i.e., CMHT, CIDDT, CAT or CCSS), he/she must submit a new application for full certification (i.e, CMHT, CIDDT, CAT or CCSS); no new application fee is required.

E. The upgrade application may be submitted as soon as the provisionally-certified individual (PCMHT, PCIDDT, PCAT or PCCSS) meets the requirements to upgrade to full certification, but the absolute deadline to submit an upgrade application is the last working day of the month following the provisionally-certified individual's provisional certification expiration date. (The provisional certificate expiration date is located on the provisionally-certified individual's initial credential award letter.) For example, if a provisionally-certified individual's credential expires in October of a given year, the individual's upgrade application for full certification must be received by the Division by the last working day of November of that same year.

F. If a provisionally-certified individual (PCMHT, PCIDDT, PCAT or PCCSS) has not met the requirements to upgrade and wants to continue in the program, he/she must submit an extension request to the PLACE Review Board by the same time frame as the upgrade application would be due. Extension approval is at the discretion of the Review Board. Additional information on extensions, including how to request an extension, is covered in Chapter Eighteen.

G. Failure to submit the upgrade application (or an extension request) by the prescribed deadline results in automatic default from the program. Provisionally-certified individuals (PCMHTs, PCIDDTs, PCATs and PCCSSs) are expected to keep track of the date by which they must upgrade.

H. Incomplete portions/problems associated with the submitted upgrade application should be resolved as soon as possible but no later than 30 calendar days from the provisionally-certified individual's prescribed upgrade application deadline, as outlined above. If all upgrade application deficiencies are not resolved within this time frame, the individual's provisional credential will automatically default effective per his/her provisional expiration date. (Additional information pertaining to Upgrade Timelines is covered in Chapter Fifteen.)

I. When a DMH Licensed Administrator "Program Participant" has successfully completed the program of Independent Study and Training (IST) and needs to apply for licensure as a "DMH Licensed Administrator," he/she must submit a new application for licensure; no new application fee is required. The application for licensure may be submitted as soon as the "Program Participant" has successfully completed the IST requirement, but the absolute deadline to submit the application for licensure is no later than the last working day of the month following the 24th month of the "Program Participant" phase period (i.e., the last working day of the 25th month following the individual's admission into the program as a "Program Participant." (The Program Participant's date of admission is counted as Day One.) If a DMH Licensed Administrator "Program Participant" has not met the IST requirement for licensure by the 24th consecutive month from admission into the DMH Licensed Administrator Program as a 'Program Participant" and wants to continue in the program, he/she must submit an extension request to the PLACE Review Board by the same time frame as the licensure application would be due. Extension approval is at the discretion of the Review Board. Additional information on extensions, including how to request an extension, is covered in Chapter Eighteen. Failure to submit the licensure application (or an extension request) by the prescribed deadline results in automatic default from the program. DMH Licensed Administrator "Program Participants" are expected to keep track of the date by which they must submit their licensure application. Incomplete portions/problems associated with the submitted licensure application should be resolved as soon as possible but no later than 30 calendar days from the DMH Licensed Administrator "Program Participant's prescribed licensure application submission deadline, as outlined above. If all application deficiencies are not resolved within this time frame, the individual's DMH Licensed Administrator "Program Participant" phase will automatically expire, effective per the 24th month of his/her "Program Participant" phase period.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.3 Submission of the Official Transcript

A. Only official transcript(s) which show that the education requirement has been met are necessary.

B. All references to college credit hours are for semester hours. Quarter hours submitted will be converted to semester hours using the standard formula (Number of Quarter Hours X .66 = Semester Hour Equivalent).

C. All references to graduate degrees require at least 30 semester hours (or equivalent).

D. Degrees/coursework must be completed at an approved educational institution.

E. Official transcripts submitted to show proof of degree completion must illustrate that the degree has been awarded/conferred.

F. If the applicant holds another DMH professional credential and has already submitted an official transcript to the DMH Division of PLACE which would illustrate that the education requirement has been met, he/she should note this information on the application form. As long as the Division of PLACE still has this information on file, a new transcript is not necessary.

G. An applicant who is applying to upgrade from provisional certification (PCMHT, PCIDDT, PCAT, PCCSS) to full certification (CMHT, CIDDT, CAT, CCSS) does not need to submit a new copy of the official transcript with his/her upgrade application packet. However, an applicant who is applying directly for full certification (skipping provisional certification) must submit an official relevant transcript as part of the application process.

H. A DMH Licensed Administrator (LA) Program Participant who has completed the LA Independent Study and Training requirement and is applying for LA licensure does not need to submit a new copy of the official transcript with his/her LA licensure application packet. However, an LA applicant who is applying directly for LA licensure (bypassing the Program Participant Phase) must submit an official relevant transcript as part of the application process.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.4 Verification of Employment/Criminal Background Checks

A. The required form to verify an applicant's state mental health system employment includes a Background Check section. Personnel Officers must indicate whether or not criminal background checks (to include fingerprinting) have been conducted for each applicant, as appropriate to the applicant's position and professional responsibilities.

B. The form will not be accepted unless the Background Check section is satisfactorily completed – no exceptions.

C. With specific areas of interest being conviction of a crime or conviction of a felony relating to the abuse or mistreatment of other individuals, the verification of background checks (to include fingerprinting) should include: Convictions under the Vulnerable Persons Act; Child Abuse Registry; Sex Offense Record; Criminal Record; Motor Vehicle Registry; and, others, as appropriate to the applicant's position and professional responsibilities.

D. The Verification of Employment Form must clearly show that the individual is currently employed at a Mississippi state mental health system program. If an applicant is unsure if he/she works at a program meeting the "state mental health system" definition, as outlined in this document, he/she should consult with the program's personnel office.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.5 Verification of Work Experience

A. PCMHT, PCIDDT, PCAT and PCCSS (provisional certification) applications do not include documentation of completed work experience. *(Even though relevant work experience is not submitted at the time of provisional certification application, it is strongly recommended that individuals applying for provisional certification review the work experience requirement for full certification for the credentialing program for which they are applying to ensure their ability to meet the work experience requirement at the time of application for upgrade to full certification. An applicant's approval for provisional certification does not automatically guarantee approval for upgrade to full certification.)*

B. Applications for full certification (CMHT, CIDDT, CAT and CCSS) must document appropriate work experience.

C. LA Program Participant applications must include documentation of appropriate work experience.

D. Individuals applying directly for LA licensure (bypassing the LA Program Participant phase) must include documentation in the licensure application of appropriate work experience.

E. All submitted work experience must be submitted on the appropriate form prescribed by the Division as part of the application form. The prescribed form must be completed by a "Qualified Supervisor," as defined in this document. The following chapters in this document (in conjunction with the "Glossary") contain the definition of "Qualified Supervisor," respective to each DMH professional credentialing program:

1. DMH Mental Health Therapist (Chapter 3);
2. DMH Intellectual and Developmental Disabilities Therapist (Chapter 4);
3. DMH Community Support Specialist (Chapter 5);

4. DMH Licensed Administrator (Chapter 6); and,
5. DMH Addictions Therapist (Chapter 7).

F. A record of each designated "Director of Community Support Services," "Director of ID/DD Waiver Support Coordination," IDD Targeted Case Management Supervisor, and Wraparound Facilitation Supervisor (as needed) is maintained by the Division of PLACE.

G. The applicant must report the required amount of **full-time** work experience **in the required field(s)/area(s)** for the respective credentialing program for which he/she is making application. An applicant who reports part-time work experience and/or who reports work experience which combines experience earned in the required field(s)/area(s) with experience earned in a separate field/area must illustrate through the application process that he/she has the required amount of **full-time** work experience **in the required field(s)/area(s).**

H. An applicant is not permitted to complete his/her own Verification of Work Experience Form.

I. A Qualified Supervisor should not be a member of the individual's immediate family.

J. Applicants need to report the necessary amount of **full-time** relevant work experience; a lifetime of work experience is not necessary.

K. Volunteer work does not count.

L. If relevant work experience is accrued under more than one supervisor, a separate Verification of Work Experience Form must be submitted for each position.

M. Due to the confidential nature of the submitted Verification of Work Experience Form, information completed by the supervisor will not be shared with the applicant.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.6 Verification of Examination Requirement – (CMHT, CIDDT, CAT)

A. There is no reporting requirement for successful completion of the DMH Mental Health Therapist Examination, the DMH Addictions Therapist Examination, or the DMH Intellectual and Developmental Disabilities Therapist Examination. The Division of PLACE maintains examination score reports.

B. As appropriate, however, an applicant should designate in the appropriate space on the application form that he/she has successfully completed the examination requirement.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.7 Verification of Exam/Training Requirement – (CCSS)

A. A CCSS applicant must include a signed copy of his/her web-based training learner transcript in the CCSS application packet.

B. The learner transcript must be submitted in the appropriate format, as prescribed by the Division.

    1. The learner transcript, containing the applicant's original signature, must be signed in **blue** ink, attesting to the fact that the entire web-based training component was completed by the applicant.

    2. The submitted learner transcript must contain the course names and corresponding dates of completion for each course in the web-based training component, as well as the total number of course hours completed.

    3. This documentation must be submitted whether the web-based training was completed through DMH or through an outside venue. Submission of this information is the applicant's responsibility.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.8 Verification of Independent Study and Training Requirement - (LA)

A. Independent Study and Training Requirement Documentation:

    1. If the LA applicant completed Independent Study and Training Requirement **Option One**:
        a. Copy of CPM Certificate and
        b. Copy of Focus Certificate.

    2. If the LA applicant completed Independent Study and Training Requirement **Option Two:**
        a. Copy of CPM Certificate
        b. *The Division maintains a copy of LA examination completion records; the applicant does not have to submit a copy of this information.*

B. Submitting copies of the CPM Certificate or the Focus Certificate (or other official proof of completion as accepted by the Division and/or the Review Board) is the applicant's responsibility; these certificates must be official copies issued by the sponsoring agency, as determined by the Division and/or by the DMH Human Resources office.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.9 Letters of Support – (LA)

A. Submission of three (3) letters of support, with the following considerations:

1. At least two (2) letters of support must be from supervisors, current or former.

2. One (1) letter of support may be a character reference from a non-employer/supervisor.

B. Letters of support may not be submitted by any member of the applicant's immediate family.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 13.10 Sponsorship Requirement – (LA)

A. **To apply for the DMH Licensed Administrator (LA) program,** an applicant must have a **"Qualified Sponsor," as defined in Chapter Six of this document.**

B. As applicable, the prescribed LA Sponsorship Form (a component of the LA Application Form) must be completed by a "**Qualified Sponsor."**

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 14: Certification Phases

Rule 14.1 Application Phase

A. The steps to the application phase are as follows:

1. Individual submits a complete application packet.

2. The Division of PLACE reviews application packets for completeness.

3. Within prescribed timelines, applicants are given an opportunity to correct any application problem(s).

4. **As a courtesy**, the Division may notify applicants and/or their program Staff Development Officers (SDOs) of application problems/deficiencies; while such courtesy notification may be made, the Division does not guarantee such notification. Rather, it is the applicant's responsibility to submit a complete application and to keep track of and address any application deficiencies/problems.

5. Complete applications are forwarded to the PLACE Review Board. 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.

6. The Review Board reviews all applications, evaluates materials against established criteria and makes recommendations to the DMH Executive Director. Applicants are notified in writing if more information is needed.

7. Each regularly-scheduled PLACE Review Board meeting has a corresponding deadline for receipt of complete application materials.

8. Review Board meetings may be cancelled without prior notice.

9. A Review Board meeting calendar will be posted on the agency (DMH) website and provided to state mental health system program Staff Development Officers (SDOs) on an annual basis.

10. The Executive Director/Executive Director designee reviews the PLACE Review Board recommendations and approves or disapproves each application for professional credentialing.

B. Each applicant is subsequently notified in writing of the status of his/her application. The possible outcomes are:

1. ***Approval*** - Individual is awarded the credential.
2. ***Hold Pending*** - The Review Board may request additional information from the applicant before rendering a decision/recommendation.
3. ***Denial*** - The Review Board may deny initial, upgrade, or renewal applications for credentialing for the following reasons, including, but not limited to: failure to meet credentialing requirements; failure to meet prescribed credentialing timelines; lack of appropriate employment; failure to pay required fees; lack of appropriate educational degrees/coursework; lack of appropriate experience; failure to complete successfully upgrade requirements; failure to meet LA Program Participant requirements; failure to acquire necessary continuing education hours; unacceptable practice of the applicant; violation of these rules and requirements and/or any rules or requirements established by DMH and/or the PLACE Review Board; violation of the *DMH Principles of Ethical and Professional Conduct*; conviction of a crime which is a felony under federal or state law; and/or, declaration of mental incompetence by the court. Previous or pending revocation or disciplinary action by any professional credentialing body may also result in delay or denial of application for DMH professional credentialing.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 14.2 Certification Phase

A. **Provisional Certification (PCMHT, PCIDDT, PCAT, PCCSS)**

1. Once credentialed, the provisionally-certified individual (PCMHT, PCIDDT, PCAT, PCCSS) will receive a credential award letter, followed by a temporary, provisional certificate. The credential award letter will outline:

    a. The length of Provisional Certification, including the provisional certification expiration date; provisional certification is not renewable.
    b. The requirements the provisionally-certified individual (PCMHT, PCIDDT, PCAT, PCCSS) must complete in order to upgrade to full certification.

2. Individuals who have been awarded provisional certification are expected to abide by the professional responsibility provisions in Chapter Eighteen.

B. **Full Certification/Licensure (CMHT, CIDDT, CAT, CCSS, LA)**

1. Once credentialed, the fully-certified/licensed individual (CMHT, CIDDT, CAT, CCSS, LA) will receive a credential award letter, followed by a full certificate/license. The credential award letter will outline:

    a. The length of certification/licensure, including the certificate/license expiration date; the expiration date is made to coincide with the respective credentialing program's renewal deadline. Fully certified/licensed individuals renew every two years by the corresponding credentialing program renewal deadline. Full certification/licensure timelines are addressed in Chapter Fifteen.
    b. Renewal requirements are outlined in Chapter Sixteen.

2. Individuals who have been awarded full certification/licensure are expected to abide by the professional responsibility provisions in Chapter Eighteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 14.3 Certificate Issuance

A. **Professional Identification**

1. Individuals who make successful application for provisional certification will be awarded a time-limited, provisional certificate attesting to the title of:

    a. DMH "Provisionally Certified Mental Health Therapist" (PCMHT);
    b. DMH "Provisionally Certified Intellectual and Developmental Disabilities Therapist" (PCIDDT);
    c. DMH "Provisionally Certified Community Support Specialist" (PCCSS); or,
    d. DMH "Provisionally Certified Addictions Therapist" (PCAT).

2. Individuals who make successful application for certification/licensure will be awarded a full certificate/license attesting to the title of:

a. DMH "Certified Mental Health Therapist" (CMHT);
b. DMH "Certified Intellectual and Developmental Disabilities Therapist (CIDDT);
c. DMH "Certified Community Support Specialist" (CCSS);
d. DMH "Licensed Administrator" (LA); or,
e. DMH "Certified Addictions Therapist" (CAT).

3. CMHT, CIDDT, CAT, CCSS and LA credentials are renewable every two years.

B. **Date of Issuance**

1. The credential date of issuance for **initial** applications will be the applicant's date of hire, as reported by the state mental health system employer on DMH-prescribed application forms. *(The employer must only report a single date of hire.)* 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.)*

2. "Initial application," as referenced in this document, refers to provisional applications and applications submitted directly for full certification/licensure (thereby bypassing provisional certification), not upgrade applications.

3. 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 date of the PLACE Review Board meeting at which the initial application was recommended for approval.

4. All **upgrade** applicants (i.e., provisionally-certified individuals applying for upgrade to full certification) will have as their credential date of issuance the date of the PLACE Review Board meeting at which the upgrade application was recommended for approval.

5. Provisional certification period extensions will not automatically be granted due to variations in dates of issuance.

6. The credential date of issuance for **initial** applications (defined above) may be the applicant's date of **transfer** into a new position at the **existing** state mental health system employer, if the applicant has been promoted from a bachelor's level position to a master's level position within the **same** agency. The employer must report the date of transfer (rather than the date of hire) on the appropriate space on the DMH-prescribed application forms. (*If the employer reports both the date of hire and the date of transfer, the date of hire will be used in calculating the credentialing date of issuance; only one date (date of hire or date of transfer) should be reported by the employer.)* 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 transfer, and the application must be complete. *(The employer-reported date of transfer will be counted as Day One.)*

C. **Certificates/Licenses**

1. Wall certificates issued by the DMH remain the property of DMH and must be surrendered upon request.

2. DMH intends that each individual hold only one certificate/license per professional title. DMH does not provide multiple original wall certificates/licenses.

3. Certificates issued by the DMH reflecting credentialing as a PCMHT, PCIDDT, PCAT or PCCSS are valid for up to a maximum two-year (24 consecutive months) Provisional Certification Period. **Dates of provisional issuance and expiration vary from person to person.**

4. An individual's provisional certificate automatically becomes invalid once he/she has successfully upgraded to full certification; the individual will receive a new certificate as a CMHT, CIDDT, CAT or CCSS, as appropriate.

5. Certificates/licenses issued by DMH reflecting credentialing as a CMHT, CIDDT, CAT, CCSS or LA are valid for a maximum two–year Certification/Licensure Period established by the Division. The issuance date is indicated on the certificate/license. Full certification/licensure timelines are addressed in Chapter Fifteen. Full certificates/licenses are renewable.

6. Individuals holding a DMH professional credential who are currently practicing in the state mental health system should maintain a copy of proof of certification/licensure in their personnel file.

7. Upon separation from state mental health system employment, the credentialed individual should notify the Division accordingly, as outlined in Chapter Eighteen. Unless the separating individual is reemployed with another state mental health system program or requests and receives an appropriate credential status change, the certificate/license is invalid.

D. **Replacement Certificate/License**

1. Only individuals in good standing who are currently employed in the state mental health system (or in Inactive Status) may request a replacement certificate/license.

2. Upon written (or email) request, an individual's certificate/license will be replaced **at no charge** due to a printing error.

3. Upon written (or email) request **and payment of the certificate/license replacement fee**, an individual may be issued a replacement certificate/license for any of the following reasons:

    a. Damaged/Destroyed;
    b. Lost;
    c. Never received; or,
    d. Legal Name Change.
        i. **If the request is due to a legal name change**, along with the request and the certificate/license replacement fee, the individual should also submit a copy of legal documentation of the name change. Additionally, the request should indicate the new name as it should appear on the replacement certificate/license.
        ii. **Name changes reported at the time of an upgrade application** do **not** have to be accompanied by a written (or email) request, a certificate/license replacement fee, or a copy of the legal documentation; **this exemption does not apply to renewal applications**.

4. Once the new replacement certificate/license is issued, the previous certificate/license immediately becomes invalid. Possession and utilization of two certificates/licenses for fraudulent purposes is grounds for disciplinary action, including possible loss of credentialing.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 14.4 Administrative Appeal

A. The terms of administrative appeal are only applicable to the application process.

B. An applicant aggrieved by a decision regarding the initial, upgrade or renewal application for professional credentialing (or a decision regarding the DMH Licensed Administrator "Program "Participant" application) has the right to appeal.

    1. All appeals must be initiated by filing a written notice of appeal from the applicant by certified mail in an envelope clearly marked "Notice of Appeal" or by email with "Notice of Appeal" in the subject line. The written notice of appeal (along with any supplemental application information) should be sent to the DMH Deputy Director, with a copy to the DMH attorney.

    2. The written notice of appeal to the DMH Deputy Director must be **received** by DMH within 10 calendar days of the mailing of the application review results. *(The date on the credential decision letter will be counted as Day One.)* The effective action of the decision being appealed shall not be stayed during the appeal process except at the discretion of the DMH Executive Director.

3. The written notice of appeal must have as its first line of text "Notice of Appeal" in bold-faced type (specifically stating that the notice is an appeal).

4. The written notice of appeal must contain a detailed statement of the facts upon which the appeal is based, including the reasons justifying why the applicant disagrees with the decision(s).

5. The DMH Deputy Director will conduct the first level of review.

6. If the DMH Deputy Director determines that the appeal merits the relief requested without any additional information requested by the DMH Deputy Director and/or the DMH attorney, the applicant will be notified within 10 calendar days of receipt of the written appeal that the relief requested is granted.

7. If the DMH Deputy Director determines that additional information is needed to make a decision or recommendation, additional written documentation from the applicant may be requested within 10 calendar days of receipt of the appeal. The DMH Deputy Director will specify a timeline by which the additional information must be received.

8. Within 10 calendar days of the time set by the DMH Deputy Director for his/her receipt of the additional information requested, the DMH Deputy Director will:

    a. Determine that the appeal merits the relief requested and notify the applicant that the relief requested is granted; or,
    b. Determine that the appeal does not merit the relief requested and issue a recommendation of such, justifying denial of the appeal, to the DMH Executive Director, who will then conduct the second level of review of the appeal.

9. Within 10 calendar days of receipt of a recommendation for denial of an appeal from the DMH Deputy Director, the DMH Executive Director will make a final decision regarding the appeal and notify the applicant of the decision.

10. Timelines for review of appeals by the DMH Deputy Director and the DMH Executive Director may be extended for good cause as determined by the Department of Mental Health.

11. If the DMH Executive Director concurs with the findings of the DMH Deputy Director to deny the appeal, the applicant may file a written request by certified mail in an envelope clearly marked "Notice of Appeal" and addressed to the DMH Executive Director's office or by email with the "Notice of Appeal" in the subject line, requesting a review of the appeal by the Mississippi State Board of Mental Health. The request must be received by the Department of Mental Health within 10 calendar days after the date of the notice of the DMH Executive Director's decision to

deny the appeal. *(The date on the DMH Executive Director's decision letter will be counted as Day One.)*

12. The written notice of appeal to the Mississippi State Board of Mental Health must have as its first line of text "Notice of Appeal" in bold-faced type (specifically stating that the notice is an appeal).

13. The written request for review of the appeal by the Mississippi State Board of Mental Health must contain a detailed statement of the facts upon which the request for review of appeal is based, including the reasons justifying why the applicant disagrees with the decision of the DMH Executive Director.

14. The Mississippi State Board of Mental Health review of appeals under this section will be in compliance with the established policy of the Mississippi State Board of Mental Health regarding appeals.

15. The Mississippi State Board of Mental Health review of appeals under this section may be based upon written documentation and/or oral presentation by the applicant, at the discretion of the Board.

16. Decisions of the Mississippi State Board of Mental Health are final.

C. **All submitted appeals** must be clearly marked "Notice of Appeal" in bold-faced type, specifically stating that the notice is an appeal; otherwise, the submission will not be considered an appeal.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 15: Certification/Licensure Timelines

Rule 15.1 Provisional Certification (PCMHT, PCIDDT, PCAT, PCCSS) – Upgrade Information and Timelines

A. The provisional credential (i.e., PCMHT, PCIDDT, PCAT, PCCSS) is a temporary, nonrenewable certification. It is valid for up to two years or 24 consecutive months from the date of issuance. This two-year period is referred to as the provisionally-certified individual's "Provisional Certification Period."

B. The Provisional Certification Period begins on the day the provisional credential (i.e., PCMHT, PCIDDT, PCAT, PCCSS) is issued and lasts for a maximum of up to two years or 24 consecutive months.

C. Once an individual is awarded a provisional credential as a PCMHT, PCIDDT or a PCAT, he/she will receive notification of the credentialing award, along with upgrade instructions. (*The upgrade instructions will include registration information for the web-based training component and either the DMH Mental Health Therapist Examination, the DMH Intellectual*

and Developmental Disabilities Therapist Examination or the DMH Addictions Therapist Examination, as appropriate, and as covered in Chapters Three, Four and Seven, respectively.)

D. Once an individual is awarded a provisional credential as a PCCSS, he/she will receive notification of the credentialing award, along with upgrade instructions. *(The upgrade instructions will include registration information for the web-based exam/training component, as covered in Chapter Five.)*

E. By the end of the 24-month Provisional Certification Period, a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT, PCCSS) must complete ALL requirements to upgrade to full certification (i.e., CMHT, CIDDT, CAT, CCSS).

F. It is the provisionally-certified individual's responsibility to complete all upgrade requirements.

G. Provisionally-certified individuals (i.e., PCMHTs, PCIDDTs, PCATs, PCCSSs) who complete the upgrade requirements may upgrade to full certification (i.e., CMHT, CIDDT, CAT, CCSS) **prior to** the end of the two-year Provisional Certification Period.

H. A provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT, PCCSS) who does not complete all requirements to upgrade to full certification (i.e., CMHT, CIDDT, CAT, CCSS) by the end of his/her provisional expiration date will default from his/her respective credentialing program. Default means the credential is expired, and the individual no longer holds the credential.

I. In rare and extenuating circumstances, the PLACE Review Board may grant an extension of an individual's Provisional Certification Period. Information on extensions, including how to request an extension, is covered in Chapter Eighteen.

J. **Individuals upgrading from provisional certification (i.e., PCMHT, PCIDDT, PCAT, PCCSS) to full certification (i.e., CMHT, CIDDT, CAT, CCSS) must submit an upgrade application. Upgrade from provisional certification (i.e., PCMHT, PCIDDT, PCAT, PCCSS) to full certification (i.e., CMHT, CIDDT, CAT, CCSS) is not an automatic process initiated by the Division of PLACE.**

K. **A provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT, PCCSS) should submit an upgrade application packet as soon as all upgrade requirements are met, but no later than the last working day of the month following the provisional certification expiration date.** For example, if a provisionally-certified individual's credential expires in October of a given year, the upgrade application must be received by the Division by the last working day of November of that same year.

L. The provisional certification expiration date is located on the provisional certification credential award letter. It is the provisionally-certified individual's responsibility to keep

track of his/her provisional certification expiration date and corresponding upgrade application deadline.

M. The Division does not notify provisionally-certified individuals (i.e., PCMHTs, PCIDDTs, PCATs, PCCSSs) when their provisional credential is expiring and the upgrade application is due.

N. Incomplete portions/problems associated with the submitted upgrade application should be resolved as soon as possible but no later than 30 calendar days from the provisionally-certified individual's prescribed upgrade application deadline, as outlined above. If all upgrade application deficiencies are not resolved within this time frame, the individual's provisional credential will automatically default effective per his/her provisional expiration date.

O. Unless an extension for more time has been granted, individuals who fail to submit an upgrade application within established timelines will be considered to have defaulted from the program, meaning their provisional credential is expired. **This will be an automatic action by the Division of PLACE; no default notification will be sent.**

P. Except in rare and extenuating circumstances, as determined on a case-by-case basis by the Review Board, an individual may not hold provisional certification more than twice. *An exception to this rule may be when the individual's provisional certification expiration (default) occurred due to an individual's separation from state mental health system employment rather than a failure to meet upgrade requirements. The burden of proof falls on the provisionally-certified individual.*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 15.2 Full Certification or Licensure (CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II, LA) – Certification or Licensure Length and Timelines

A. Full certification or licensure (i.e., CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II, and LA) credentials are renewable, as long as renewal requirements are met.

B. Full certification or licensure begins on the day the certification or licensure is issued. This date is located on both the credential award letter and the original certificate.

C. CMHTs/LCMHTs, CIDDTs/LCIDDTs, CATs/LCATs, CCSSs/CCSS-IIs are on a two-year certification/licensure cycle; LAs are on a two-year licensure cycle. Upon achieving full certification or licensure, the fully certified/licensed individual's credential expiration date is made to coincide with the corresponding DMH professional credentialing program renewal deadline.

D. Fully certified/licensed individuals (i.e., CMHTs/LCMHTs, CIDDTs/LCIDDTs, CATs/LCATs, CCSSs/CCSS-IIs and LAs) interested in maintaining the credential renew every two years by the renewal deadline.

E. Specific renewal information is covered in Chapter Sixteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 16: Renewal

Rule 16.1 Renewal - General Information

A. Renewal is only applicable to individuals holding full certification or licensure (CMHTs/LCMHTs, CIDDTs/LCIDDTs, CATs/LCATs, CCSSs/CCSS-IIs and LAs).

B. Provisionally-certified individuals (PCMHTs, PCIDDTs, PCATs and PCCSSs) **DO NOT** renew.

C. Individuals holding full certification or licensure (CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA) are required to renew **every two (2) years** on a certification/licensure schedule established by the Division.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.2 Renewal Deadline – CMHT/LCMHT

A. **The renewal deadline is June 30th (or closest prior working day)** of each two-year certification/licensure period.

B. Renewal deadlines will be every two years in the "even" years (i.e., June 30, 2018, June 30, 2020, etc.).

C. Qualified individuals will renew their credential on or before the established renewal deadline in order to maintain Current or Inactive Status.

D. Individuals who fail to renew by the established deadline will have their credential automatically changed to Lapsed Status. Lapsed Status means the credential is expired, and the individual no longer holds the credential.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.3 Renewal Deadline – CIDDT/LCIDDT

A. **The renewal deadline is June 30th (or closest prior working day)** of each two-year certification/licensure period.

B. Renewal deadlines will be every two years in the "odd" years (i.e., June 30, 2017, June 30, 2019, etc.).

C. Qualified individuals will renew their credential on or before the established renewal deadline in order to maintain Current or Inactive Status.

D. Individuals who fail to renew by the established deadline will have their credential automatically changed to Lapsed Status. Lapsed Status means the credential is expired, and the individual no longer holds the credential.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.4 Renewal Deadline – CCSS/CCSS-II

A. **The renewal deadline is September 30th (or closest prior working day)** of each two-year certification period.

B. Renewal deadlines will be every two years in the "odd" years (i.e., September 30, 2017, September 30, 2019, etc.). *(From January 1, 2011, through September 30, 2015, the DMH Community Support Specialist credentialing program was organized by four-year certification periods.)*

C. Qualified individuals will renew their credential on or before the established renewal deadline in order to maintain Current or Inactive Status.

D. Individuals who fail to renew by the established deadline will have their credential automatically changed to Lapsed Status. Lapsed Status means the credential is expired, and the individual no longer holds the credential.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.5 Renewal Deadline – LA

A. **The renewal deadline is June 30th (or closest prior working day)** of each two-year licensure period.

B. Renewal deadlines will be every two years in the "odd" years (i.e., June 30, 2019, June 30, 2021, etc.). *(Prior to December 31, 2017, the DMH Licensed Administrator credentialing program renewal deadline was December 31st or the closest prior working day).*

C. Qualified individuals will renew their credential on or before the established renewal deadline in order to maintain Current or Inactive Status.

D. Individuals who fail to renew by the established deadline will have their credential automatically changed to Lapsed Status. Lapsed Status means the credential is expired, and the individual no longer holds the credential.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.6 Renewal Deadline – CAT/LCAT

A. **The renewal deadline is June 30th (or closest prior working day)** of each two-year certification/licensure period.

B. Renewal deadlines will be every two years in the "even" years (i.e., June 30, 2018, June 30, 2020, etc.). *(From January 1, 2012, through September 30, 2016, the DMH Addictions Therapist credentialing program was organized by four-year certification/licensure periods.)*

C. Qualified individuals will renew their credential on or before the established renewal deadline in order to maintain Current or Inactive Status.

D. Individuals who fail to renew by the established deadline will have their credential automatically changed to Lapsed Status. Lapsed Status means the credential is expired, and the individual no longer holds the credential.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.7 Renewal Employment Requirement - (CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA)

A. Renewing individuals must either continue to be employed in the "state mental health system" or hold Inactive Status.

B. An individual who is no longer employed in the state mental health system at the time of renewal no longer meets the employment criteria for DMH professional credentialing. Unless the individual holds Inactive Status, he/she may make a request to change his/her certification/licensure status category. Certification/licensure status information is located in Chapter Eighteen.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.8 Renewal Continuing Education (CE) Requirement – CMHT/LCMHT

A. **A minimum of 30 successfully completed continuing education (CE) hours** (15 hours per year) is required for renewal.

B. Continuing education hours or college course work counted for renewal must have been successfully completed **during the current two-year certification/licensure period**. Renewal periods run from July 1st to June 30th of the appropriate two-year renewal cycle.

C. CEs earned outside of the current two-year certification/licensure period will not be counted; CEs may not be carried over from one renewal cycle to the next.

D. One continuing education hour is equal to 60 consecutive minutes in an appropriate CE activity.

E. At least 26 of the 30 required hours must be **mental health-related**; *(Individuals may count up to four (4) of the 30 CE hours in non-mental health-related areas, such as technology or administrative types of training or non-mental health-related annual training, which they or their programs deem important or necessary for continued professional enhancement; the Division and/or the PLACE Review Board makes the determination as to whether a CE activity is considered "mental health-related.")*

F. Up to 6 of the required 30 hours may be obtained by **presenting** applicable (mental health-related) training events.

G. At least two (2) of the required CE hours must be in the area of cultural competency. (These hours can be counted as part of the required number of "mental health-related" hours.)

H. At least two (2) of the required CE hours must be in the area of ethics. (These hours can be counted as part of the required number of "mental health-related" hours.)

I. At least 20 percent of the required CE hours (6 hours) must be accrued through participation in live, face-to-face continuing education activities; thus, no more than 80 percent of the required CE hours may be earned through online or distance learning continuing education (CE) activities (applicable mental health-related online college courses from an approved educational institution taken during the appropriate certification/licensure time period are exempt from this provision).

J. One three-semester hour (or equivalent) graduate-level **mental health-related** college course from an approved educational institution, taken during the appropriate certification/licensure time period, will be considered **to meet the entire continuing education hour (CE) requirement for renewal.**

K. Courses claimed for continuing education hours must be beyond the course work necessary to meet the educational requirement for DMH professional credentialing.

L. CE hours will not be prorated.

M. The renewal fee is not prorated.

N. DMH allows for the preapproval of various conferences, workshops/educational activities, etc., for DMH professional credentialing continuing education hours. *Information on activities which have received CE preapproval will be maintained by DMH and may also be maintained on the agency (DMH) website.*

O. For continuing education activities which have not been through the CE preapproval process, the continuing education activities will be subject to the approval of the Division at the time of renewal.

P. Within the parameters outlined above, opportunities for CE accrual include, but are not limited to: training provided through the certified/licensed individual's place of employment (including DMH-required training as indicated in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*), DMH-sponsored training opportunities, and/or conferences/workshops approved by the Division.

Q. Relevant training which is completed on an annual basis may only be counted once during the two-year renewal cycle period.

R. Continuing education activities should be presented by a qualified presenter and contain clearly-outlined learning objectives. Meetings, regular work activities, staffing sessions, breaks, social activities, etc., do not count towards fulfilling the CE requirement.

S. Any activity completed for the purpose of achieving the Mental Health Therapist certification (such as the web-based training component for upgrade from PCMHT to CMHT) is not eligible for CE credit.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.9 Renewal Continuing Education (CE) Requirement – CIDDT/LCIDDT

A. **A minimum of 30 successfully completed continuing education (CE) hours** (15 hours per year) is required for renewal.

B. Continuing education hours or college course work counted for renewal must have been successfully completed **during the current two-year certification/licensure period**. Renewal periods run from July 1st to June 30th of the appropriate two-year renewal cycle.

C. CEs earned outside of the current two-year certification/licensure period will not be counted; CEs may not be carried over from one renewal cycle to the next.

D. One continuing education hour is equal to 60 consecutive minutes in an appropriate CE activity.

E. At least 26 of the 30 required hours must be **intellectual disabilities/developmental disabilities (ID/DD)-related;** *(Individuals may count up to four (4) of the 30 CE hours in non-ID/DD-related areas, such as technology or administrative types of training or non-ID/DD-related annual training, which they or their programs deem important or necessary for continued professional enhancement; the Division and/or the PLACE Review Board makes the determination as to whether a CE activity is considered "ID/DD related.")*

F. Up to 6 of the required 30 hours may be obtained by **presenting** applicable (ID/DD-related) training events.

G. At least two (2) of the required CE hours must be in the area of cultural competency. (These hours can be counted as part of the required number of "intellectual disabilities/developmental disabilities-related" hours.)

H. At least two (2) of the required CE hours must be in the area of ethics. (These hours can be counted as part of the required number of "intellectual disabilities/developmental disabilities -related" hours.)

I. At least 20 percent of the required CE hours (6 hours) must be accrued through participation in live, face-to-face continuing education activities; thus, no more than 80 percent of the required CE hours may be earned through online or distance learning continuing education (CE) activities (applicable intellectual disabilities/developmental disabilities-related online college courses from an approved educational institution taken during the appropriate certification/licensure time period are exempt from this provision).

J. One three-semester hour (or equivalent) graduate-level **intellectual disabilities/developmental disabilities-related** college course from an approved educational institution, taken during the appropriate certification/licensure time period, will be considered **to meet the entire continuing education hour (CE) requirement for renewal.**

K. Courses claimed for continuing education hours must be beyond the course work necessary to meet the educational requirement for DMH professional credentialing.

L. CE hours will not be prorated.

M. The renewal fee is not prorated.

N. DMH allows for the preapproval of various conferences, workshops/educational activities, etc., for DMH professional credentialing continuing education hours. *Information on activities which have received CE preapproval will be maintained by DMH and may also be maintained on the agency (DMH) website.*

O. For continuing education activities which have not been through the CE preapproval process, the continuing education activities will be subject to the approval of the Division at the time of renewal.

P. Within the parameters outlined above, opportunities for CE accrual include, but are not limited to: training provided through the certified/licensed individual's place of employment (including DMH-required training as indicated in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*), DMH-sponsored training opportunities, and/or conferences/workshops approved by the Division.

Q. Relevant training which is completed on an annual basis may only be counted once during the two-year renewal cycle period.

R. Continuing education activities should be presented by a qualified presenter and contain clearly-outlined learning objectives. Meetings, regular work activities, staffing sessions, breaks, social activities, etc., do not count towards fulfilling the CE requirement.

S. Any activity completed for the purpose of achieving the Intellectual and Developmental Disabilities Therapist certification (such as the web-based training component for upgrade from PCIDDT to CIDDT) is not eligible for CE credit.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.10 Renewal Continuing Education (CE) Requirement – CCSS/CCSS-II

A. **A minimum of 24 successfully completed continuing education (CE) hours** (12 hours per year) is required for renewal.

B. Continuing education hours or college course work counted for renewal must have been successfully completed **during the current two-year certification period**. Renewal periods run from October 1st to September 30th of the appropriate two-year renewal cycle.

C. CEs earned outside of the current two-year certification period will not be counted; CEs may not be carried over from one renewal cycle to the next.

D. One continuing education hour is equal to 60 consecutive minutes in an appropriate CE activity.

E. At least 20 of the 24 required hours must be **behavioral health and/or intellectual disabilities/developmental disabilities (ID/DD)-related;** *(Individuals may count up to four (4) of the 24 CE hours in non-behavioral health/ID/DD-related areas, such as technology or administrative types of training or non-behavioral health/ID/DD-related annual training, which they or their programs deem important or necessary for continued professional enhancement; the Division and/or the PLACE Review Board makes the determination as to whether a CE activity is considered "behavioral health/ID/DD-related.")*

F. Up to 5 of the required 24 hours may be obtained by **presenting** applicable (behavioral health/ID/DD-related) training events.

G. At least two (2) of the required CE hours must be in the area of cultural competency. (These hours can be counted as part of the required number of "behavioral health and/or intellectual disabilities/developmental disabilities-related" hours.)

H. At least two (2) of the required CE hours must be in the area of ethics. (These hours can be counted as part of the required number of "behavioral health and/or intellectual disabilities/ developmental disabilities-related" hours.)

I. At least 20 percent of the required CE hours (5 hours) must be accrued through participation in live, face-to-face continuing education activities; thus, no more than 80 percent of the

required CE hours may be earned through online or distance learning continuing education (CE) activities (applicable behavioral health/intellectual disabilities/developmental disabilities-related online college courses from an approved educational institution taken during the appropriate certification time period are exempt from this provision).

J. One three-semester hour (or equivalent) **behavioral health/intellectual disabilities/developmental disabilities-related** college course from an approved educational institution, taken during the appropriate certification time period, **will be considered to meet the entire continuing education hour (CE) requirement for renewal.**

K. Courses claimed for continuing education hours must be beyond the course work necessary to meet the educational requirement for DMH professional credentialing.

L. CE hours will not be prorated.

M. The renewal fee is not prorated.

N. DMH allows for the preapproval of various conferences, workshops/educational activities, etc., for DMH professional credentialing continuing education hours. *Information on activities which have received CE preapproval will be maintained by DMH and may also be maintained on the agency (DMH) website.*

O. For continuing education activities which have not been through the CE preapproval process, the continuing education activities will be subject to the approval of the Division at the time of renewal.

P. Within the parameters outlined above, opportunities for CE accrual include, but are not limited to: training provided through the certified individual's place of employment (including DMH-required training as indicated in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*), DMH-sponsored training opportunities, and/or conferences/workshops approved by the Division.

Q. Relevant training which is completed on an annual basis may only be counted once during the two-year renewal cycle period.

R. Continuing education activities should be presented by a qualified presenter and contain clearly-outlined learning objectives. Meetings, regular work activities, staffing sessions, breaks, social activities, etc., do not count towards fulfilling the CE requirement.

S. Any activity completed for the purpose of achieving the Community Support Specialist certification (such as the web-based Exam/Training component for upgrade from PCCSS to CCSS) is not eligible for CE credit.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.11 Renewal Continuing Education (CE) Requirement – LA

A. **A minimum of 40 successfully completed continuing education (CE) hours** (20 hours per year) is required for renewal.

B. Continuing education hours or college course work counted for renewal must have been successfully completed **during the current two-year licensure period**. Renewal periods run from July 1st to June 30th of the appropriate two-year renewal cycle.

C. CEs earned outside of the current two-year licensure period will not be counted; CEs may not be carried over from one renewal cycle to the next.

D. One continuing education hour is equal to 60 consecutive minutes in an appropriate CE activity.

E. Up to 8 of the required 40 hours may be obtained by **presenting** applicable (management/behavioral health/ID/DD-related) training events.

F. At least two (2) of the required CE hours must be in the area of cultural competency.

G. At least two (2) of the required CE hours must be in the area of ethics.

H. At least 20 percent of the required CE hours (8 hours) must be accrued through participation in live, face-to-face continuing education activities; thus, no more than 80 percent of the required CE hours may be earned through online or distance learning continuing education (CE) activities (applicable management/behavioral health/intellectual disabilities/developmental disabilities-related online college courses from an approved educational institution taken during the appropriate licensure time period are exempt from this provision).

I. One three-semester hour (or equivalent) graduate-level **management/behavioral health/ intellectual disabilities/developmental disabilities-related** college course from an approved educational institution, taken during the appropriate licensure time period, will be considered **to meet the entire continuing education hour (CE) requirement for renewal.**

J. Courses claimed for continuing education hours must be beyond the course work necessary to meet the educational requirement for DMH professional credentialing.

K. CE hours will not be prorated.

L. The renewal fee is not prorated.

M. DMH allows for the preapproval of various conferences, workshops/educational activities, etc., for DMH professional credentialing continuing education hours. *Information on activities which have received CE preapproval will be maintained by DMH and may also be maintained on the agency (DMH) website.*

N. For continuing education activities which have not been through the CE preapproval process, the continuing education activities will be subject to the approval of the Division at the time of renewal.

O. Within the parameters outlined above, opportunities for CE accrual include, but are not limited to: training provided through the licensed individual's place of employment (including DMH-required training as indicated in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*), DMH-sponsored training opportunities, and/or conferences/workshops approved by the Division.

P. Relevant training which is completed on an annual basis may only be counted once during the two-year renewal cycle period.

Q. Continuing education activities should be presented by a qualified presenter and contain clearly-outlined learning objectives. Meetings, regular work activities, staffing sessions, breaks, social activities, etc., do not count towards fulfilling the CE requirement.

R. Any activity completed for the purpose of achieving the DMH Licensed Administrator credential is not eligible for CE credit.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.12 Renewal Continuing Education (CE) Requirement – CAT/LCAT

A. **A minimum of 30 successfully completed continuing education (CE) hours** (15 hours per year) is required for renewal.

B. Continuing education hours or college course work counted for renewal must have been successfully completed **during the current two-year certification/licensure period.** Renewal periods run from July 1st to June 30th of the appropriate two-year renewal cycle.

C. CEs earned outside of the current two-year certification/licensure period will not be counted; CEs may not be carried over from one renewal cycle to the next.

D. One continuing education hour is equal to 60 consecutive minutes in an appropriate CE activity.

E. At least 26 of the 30 required hours must be **alcohol and other drug use prevention/treatment-related**; *(Individuals may count up to four (4) of the 30 CE hours in non-alcohol and other drug use prevention/treatment-related areas, such as technology or administrative types of training or non-alcohol and other drug use prevention/treatment-related annual training, which they or their programs deem important or necessary for continued professional enhancement; the Division and/or the PLACE Review Board makes the determination as to whether a CE activity is considered "alcohol and other drug use prevention/treatment-related.")*

F. Up to 6 of the required 30 hours may be obtained by **presenting** applicable (alcohol and other drug use prevention/treatment-related) training events.

G. At least two (2) of the required CE hours must be in the area of cultural competency. (These hours can be counted as part of the required number of "alcohol and other drug use prevention/treatment-related" hours.)

H. At least two (2) of the required CE hours must be in the area of ethics. (These hours can be counted as part of the required number of "alcohol and other drug use prevention/treatment-related" hours.)

I. At least 20 percent of the required CE hours (6 hours) must be accrued through participation in live, face-to-face continuing education activities; thus, no more than 80 percent of the required CE hours may be earned through online or distance learning continuing education (CE) activities (applicable behavioral health-related online college courses from an approved educational institution taken during the appropriate certification/licensure time period are exempt from this provision).

J. One three-semester hour (or equivalent) graduate-level **behavioral health-related** college course from an approved educational institution, taken during the appropriate certification/licensure time period, will be considered **to meet the entire continuing education hour (CE) requirement for renewal.**

K. Courses claimed for continuing education hours must be beyond the course work necessary to meet the educational requirement for DMH professional credentialing.

L. CE hours will not be prorated.

M. The renewal fee is not prorated.

N. DMH allows for the preapproval of various conferences, workshops/educational activities, etc., for DMH professional credentialing continuing education hours. *Information on activities which have received CE preapproval will be maintained by DMH and may also be maintained on the agency (DMH) website.*

O. For continuing education activities which have not been through the CE preapproval process, the continuing education activities will be subject to the approval of the Division at the time of renewal.

P. Within the parameters outlined above, opportunities for CE accrual include, but are not limited to: training provided through the certified/licensed individual's place of employment (including DMH-required training as indicated in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*), DMH-sponsored training opportunities, and/or conferences/workshops approved by the Division.

Q. Relevant training which is completed on an annual basis may only be counted once during the two-year renewal cycle period.

R. Continuing education activities should be presented by a qualified presenter and contain clearly-outlined learning objectives. Meetings, regular work activities, staffing sessions, breaks, social activities, etc., do not count towards fulfilling the CE requirement.

S. Any activity completed for the purpose of achieving the Addictions Therapist certification (such as the web-based training component for upgrade from PCAT to CAT) is not eligible for CE credit.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.13 Reporting the Renewal Continuing Education Requirement

A. Documentation of successful completion of continuing education hours (e.g., training records, staff development printouts, official college transcripts, conference certificates, etc.) should be housed with the Staff Development Officer (SDO) at the individual's current place of employment. The renewing individual should also keep a copy.

B. As part of the renewal process, each renewing individual is asked to attest to the fact that he/she has obtained the required number of appropriate continuing education hours.

C. Unless randomly-selected for audit, renewing individuals in Current Status do not submit CE documentation to the Division of PLACE. *Individuals in Inactive Status must report CE activities at the time of renewal.*

D. **For DMH credentialing purposes only**, CE documentation should be maintained for six months following the conclusion of the given renewal year.

E. Issues related to the CE renewal requirement not expressly covered in this document will be handled on a case-by-case basis by the Division and/or the PLACE Review Board.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.14 Renewal Application

A. Prior to the renewal deadline, the Division will send a renewal notice to each renewal-eligible individual's self-reported home and/or email address. The Division will also notify Staff Development Officers (SDOs) of the upcoming renewal deadline.

B. In addition to the renewal directions found in this document, the renewal notice will include specific, current instructions on how to renew. Specific directions in the current year's renewal packet, along with directions provided on each renewal form, must be followed.

C. Each person who wishes to renew his/her credential must submit a renewal application packet to the Division by the established deadline which includes all required forms and fees. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

D. Failure to receive a renewal notice does not relieve the individual from the renewal requirement. Individuals should keep their addresses/contact information updated with the Division.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.15 Renewal Audit

A. Following the conclusion of each renewal period, the Division of PLACE reserves the right to audit randomly-selected renewed individuals to determine compliance with the continuing education requirement. The audit process will include a sample of randomly-selected renewed individuals.

B. If an individual is randomly selected for audit, both the individual and the program SDO will be notified. Along with the notification, the Division will provide detailed instructions for audit procedures.

C. If randomly selected for audit, the renewed individual (in conjunction with the program SDO) will be required to submit to the Division documentation to validate successful completion of the renewal continuing education requirement. (Examples of sufficient documentation would include, but are not limited to: training records, staff development printouts verified by the SDO, conference certificates, and official college transcripts). This documentation must be submitted within a deadline prescribed by the Division.

D. **In the case of noncompliance,** the audited individual will have up to six months to comply, during which time the credential will be placed in Suspended Status (covered more fully in Chapter Nineteen); the individual will be unable to practice with his/her credential during the period of suspension. Failure to comply within six months will result in the automatic loss of credentialing.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.16 Special Requests during Renewal

A. *Inactive Status Request*: An individual who is not employed in the state mental health system at the time of renewal may want to request Inactive Status. Individuals must initiate this request by the established renewal deadline and submit all required renewal forms. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

B. *Retired Status Request*: An individual who has retired from state mental health system employment at the time of renewal may want to request Retired Status. Individuals must do so by the renewal deadline.

C. *Relinquished Status Request*: An individual who no longer wants to hold the credential may request Relinquished Status. Individuals must do so by the renewal deadline.

D. *Certification/licensure status information is covered more fully in Chapter Eighteen*. In addition to the information in Chapter Eighteen, instructions on making special requests at the time of renewal will also be included in the current renewal packet; interested individuals should contact the Division of PLACE for assistance.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.17 Certificate/License Renewal

A. Each individual who successfully renews his/her **Current** credential (CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA) may continue to use the appropriate professional title and practice as such for the next two-year certification/licensure period.

B. Each individual who successfully renews his/her **Inactive** credential (CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA) may continue to use the appropriate professional title; however, he/she must not practice with the Inactive credential during the next two-year certification/licensure period (until he/she returns to Current Status).

C. The terms of administrative appeal are applicable to the renewal process.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.18 Certification/Licensure Expiration – CMHT/LCMHT

A. **Renewal Deadline**

1. The renewal application packet and fee are due on or before June 30th (or closest prior working day, as prescribed in the current renewal notice) of the given renewal year.

2. Any certified/licensed individual wishing to request Inactive, Retired or Relinquished Status at the time of renewal must submit the request so that the Division receives it by the established renewal deadline. Otherwise, without proper renewal, the individual's credential will automatically be changed to Lapsed Status.

3. Unless successfully renewed, an individual's certificate/license ceases to be valid after June 30th at the end of the certification/licensure period.

4. Any certified/licensed individual for whom the Division has not received a renewal application packet (or a special request) by June 30th will be expired; his/her certification/licensure status will automatically be changed to Lapsed Status.

B. **Late Renewal**

1. Between July 1st and July 31st (or closest prior working days, as determined by the Division), professional certification/licensure which has lapsed due to failure to renew may be rectified upon submission of all required renewal forms and payment in full of the Renewal Fee PLUS payment of a Late Renewal Fee (as required).

2. All problems with renewal applications (or special requests submitted at the time of renewal) must be resolved by July 31st (or closest prior working day, as determined by the Division).

3. Incomplete renewal applications or renewal applications with unresolved deficiencies received by the renewal deadline may be maintained on file through July 31st (or closest prior working day) to allow individuals an opportunity to resolve problem(s). After July 31st (or closest prior working day, as determined by the Division), these credentials are expired and automatically changed to Lapsed Status if the deficiencies were not satisfactorily resolved by this date - no exceptions.

4. The certification/licensure of any individual who has not successfully completed either renewal or a special request by July 31st (or closest prior working day, as determined by the Division) is expired. The status of any such individual's credential will automatically be changed to Lapsed Status.

C. **Beginning August 1st**

1. On and after August 1st, an individual who failed to renew or successfully make a status change remains in Lapsed Status and will not be allowed to renew.

2. Following the conclusion of renewal season, each state mental health system program will be provided a list of program employees whose credentials lapsed.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.19 Certification/Licensure Expiration – CIDDT/LCIDDT

A. **Renewal Deadline**

1. The renewal application packet and fee are due on or before June 30th (or closest prior working day, as prescribed in the current renewal notice) of the given renewal year.

2. Any certified/licensed individual wishing to request Inactive, Retired or Relinquished Status at the time of renewal must submit the request so that the Division receives it by the established renewal deadline. Otherwise, without proper renewal, the individual's credential will automatically be changed to Lapsed Status.

3. Unless successfully renewed, an individual's certificate/license ceases to be valid after June 30th at the end of the certification/licensure period.

4. Any certified/licensed individual for whom the Division has not received a renewal application packet (or a special request) by June 30th will be expired; his/her certification/licensure status will automatically be changed to Lapsed Status.

B. **Late Renewal**

1. Between July 1st and July 31st (or closest prior working days, as determined by the Division), professional certification/licensure which has lapsed due to failure to renew may be rectified upon submission of all required renewal forms and payment in full of the Renewal Fee PLUS payment of a Late Renewal Fee (as required).

2. All problems with renewal applications (or special requests submitted at the time of renewal) must be resolved by July 31st (or closest prior working day, as determined by the Division).

3. Incomplete renewal applications or renewal applications with unresolved deficiencies received by the renewal deadline may be maintained on file through July 31st (or closest prior working day) to allow individuals an opportunity to resolve problem(s). After July 31st (or closest prior working day, as determined by the Division), these credentials are expired and automatically changed to Lapsed Status if the deficiencies were not satisfactorily resolved by this date - no exceptions.

4. The certification/licensure of any individual who has not successfully completed either renewal or a special request by July 31st (or closest prior working day, as determined by the Division) is expired. The status of any such individual's credential will automatically be changed to Lapsed Status.

C. **Beginning August 1st**

1. On and after August 1st, an individual who failed to renew or successfully make a status change remains in Lapsed Status and will not be allowed to renew.

2. Following the conclusion of renewal season, each state mental health system program will be provided a list of program employees whose credentials lapsed.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.20 Certification Expiration – CCSS/CCSS-II

A. **Renewal Deadline**

1. The renewal application packet and fee are due on or before September 30th (or closest prior working day, as prescribed in the current renewal notice) of the given renewal year.

2. Any certified individual wishing to request Inactive, Retired or Relinquished Status at the time of renewal must submit the request so that the Division receives it by the established renewal deadline. Otherwise, without proper renewal, the individual's credential will automatically be changed to Lapsed Status.

3. Unless successfully renewed, an individual's certificate ceases to be valid after September 30th at the end of the certification period.

4. Any certified individual for whom the Division has not received a renewal application packet (or a special request) by September 30th will be expired; his/her certification status will automatically be changed to Lapsed Status.

B. **Late Renewal**

1. Between October 1st and October 31st (or closest prior working days, as determined by the Division), professional certification which has lapsed due to failure to renew may be rectified upon submission of all required renewal forms and payment in full of the Renewal Fee PLUS payment of a Late Renewal Fee (as required).

2. All problems with renewal applications (or special requests submitted at the time of renewal) must be resolved by October 31st (or closest prior working day, as determined by the Division).

3. Incomplete renewal applications or renewal applications with unresolved deficiencies received by the renewal deadline may be maintained on file through October 31st (or closest prior working day) to allow individuals an opportunity to resolve problem(s). After October 31st (or closest prior working day, as determined by the Division), these credentials are expired and automatically changed to Lapsed Status if the deficiencies were not satisfactorily resolved by this date - no exceptions.

4. The certification of any individual who has not successfully completed either renewal or a special request by October 31st (or closest prior working day, as determined by the Division) is expired. The status of any such individual's credential will automatically be changed to Lapsed Status.

C. **Beginning November 1st**

1. On and after November 1st, an individual who failed to renew or successfully make a status change remains in Lapsed Status and will not be allowed to renew.

2. Following the conclusion of renewal season, each state mental health system program will be provided a list of program employees whose credentials lapsed.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.21 Licensure Expiration – LA

A. **Renewal Deadline**

1. The renewal application packet and fee are due on or before June 30th (or closest prior working day, as prescribed in the current renewal notice) of the given renewal year.

2. Any licensed individual wishing to request Inactive, Retired or Relinquished Status at the time of renewal must submit the request so that the Division receives it by the established renewal deadline. Otherwise, without proper renewal, the individual's credential will automatically be changed to Lapsed Status.

3. Unless successfully renewed, an individual's license ceases to be valid after June 30th at the end of the licensure period.

4. Any licensed individual for whom the Division has not received a renewal application packet (or a special request) by June 30th will be expired; his/her licensure status will automatically be changed to Lapsed Status.

B. **Late Renewal**

1. Between July 1st and July 31st (or closest prior working days, as determined by the Division), professional licensure which has lapsed due to failure to renew may be rectified upon submission of all required renewal forms and payment in full of the Renewal Fee PLUS payment of a Late Renewal Fee (as required).

2. All problems with renewal applications (or special requests submitted at the time of renewal) must be resolved by July 31st (or closest prior working day, as determined by the Division).

3. Incomplete renewal applications or renewal applications with unresolved deficiencies received by the renewal deadline may be maintained on file through July 31st (or closest prior working day) to allow individuals an opportunity to resolve problem(s). After July 31st (or closest prior working day, as determined by the Division), these credentials are expired and automatically changed to Lapsed Status if the deficiencies were not satisfactorily resolved by this date - no exceptions.

4. The licensure of any individual who has not successfully completed either renewal or a special request by July 31st (or closest prior working day, as determined by the Division) is expired. The status of any such individual's credential will automatically be changed to Lapsed Status.

C. **Beginning August 1st**

1. On and after August 1st, an individual who failed to renew or successfully make a status change remains in Lapsed Status and will not be allowed to renew.

2. Following the conclusion of renewal season, each state mental health system program will be provided a list of program employees whose credentials lapsed.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 16.22 Certification/Licensure Expiration – CAT/LCAT

A. **Renewal Deadline**

1. The renewal application packet and fee are due on or before June 30th (or closest prior working day, as prescribed in the current renewal notice) of the given renewal year.

2. Any certified/licensed individual wishing to request Inactive, Retired or Relinquished Status at the time of renewal must submit the request so that the Division receives it by the established renewal deadline. Otherwise, without proper renewal, the individual's credential will automatically be changed to Lapsed Status.

3. Unless successfully renewed, an individual's certificate/license ceases to be valid after June 30th at the end of the certification/licensure period.

4. Any certified/licensed individual for whom the Division has not received a renewal application packet (or a special request) by June 30th will be expired; his/her certification/licensure status will automatically be changed to Lapsed Status.

B. **Late Renewal**

1. Between July 1st and July 31st (or closest prior working days, as determined by the Division), professional certification/licensure which has lapsed due to failure to renew may be rectified upon submission of all required renewal forms and payment in full of the Renewal Fee PLUS payment of a Late Renewal Fee (as required).

2. All problems with renewal applications (or special requests submitted at the time of renewal) must be resolved by July 31st (or closest prior working day, as determined by the Division).

3. Incomplete renewal applications or renewal applications with unresolved deficiencies received by the renewal deadline may be maintained on file through July 31st (or closest prior working day) to allow individuals an opportunity to resolve problem(s). After July 31st (or closest prior working day, as determined by the Division), these credentials are expired and automatically changed to Lapsed Status if the deficiencies were not satisfactorily resolved by this date - no exceptions.

4. The certification/licensure of any individual who has not successfully completed either renewal or a special request by July 31st (or closest prior working day, as determined by the Division) is expired. The status of any such individual's credential will automatically be changed to Lapsed Status.

C. **Beginning August 1st**

1. On and after August 1st, an individual who failed to renew or successfully make a status change remains in Lapsed Status and will not be allowed to renew.

2. Following the conclusion of renewal season, each state mental health system program will be provided a list of program employees whose credentials lapsed.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 17: Fees

Rule 17.1 Fee Schedule

A. **DMH Mental Health Therapist Program - Initial Application Fee: $75.00**

This fee is due with the submission of an **initial** application packet; **this is a one-time fee**. Individuals who paid the application fee when applying for PCMHT should **not** pay this fee again when applying to upgrade to CMHT. Individuals applying directly for CMHT (thus skipping PCMHT) must pay this one-time fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

B. **DMH Intellectual and Developmental Disabilities Therapist Program – Initial Application Fee: $75.00**

This fee is due with the submission of an **initial** application packet; **this is a one-time fee.** Individuals who paid the application fee when applying for PCIDDT should **not** pay this fee again when applying to upgrade to CIDDT. Individuals applying directly for CIDDT (thus skipping PCIDDT) must pay this one-time fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

C. **DMH Community Support Specialist Program - Initial Application Fee: $30.00**

This fee is due with the submission of an **initial** application packet; **this is a one-time fee.** Individuals who paid the application fee when applying for PCCSS should **not** pay this fee again when applying to upgrade to CCSS. Individuals applying directly for CCSS (thus skipping PCCSS) must pay this one-time fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

D. **DMH Licensed Administrator Program – Initial Application Fee: $75.00**

This fee is due with the submission of an **initial** application packet; **this is a one-time fee.** Individuals who paid the application fee when applying for admission into the program as an "LA Program Participant" should **not** pay this fee again when progressing from "LA Program Participant" to "LA Licensure" *(i.e., if progressing from "LA Program Participant" to "LA Licensure," no additional application fee is required)*. Individuals applying directly for "LA Licensure" (thus skipping the LA Program Participant Phase) must pay this one-time fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

E. **DMH Addictions Therapist Program - Initial Application Fee: $75.00**

This fee is due with the submission of an **initial** application packet; **this is a one-time fee.** Individuals who paid the application fee when applying for PCAT should **not** pay this fee again when applying to upgrade to CAT. Individuals applying directly for CAT (thus skipping PCAT) must pay this one-time fee. **This is a ONE TIME fee; applicants should not pay the application fee twice.**

F. **DMH Mental Health Therapist Program - Web-based Training Component Fee: As prescribed by DMH**

DMH may prescribe appropriate, non-excessive fees for the DMH Mental Health Therapist Program web-based training component to cover administrative costs; this fee is subject to change.

G. **DMH Intellectual and Developmental Disabilities Therapist Program - Web-based Training Component Fee: As prescribed by DMH**

DMH may prescribe appropriate, non-excessive fees for the DMH Intellectual and Developmental Disabilities Therapist Program web-based training component to cover administrative costs; this fee is subject to change.

H. **DMH Community Support Specialist Program - Web-based Exam/Training Fee: As prescribed by DMH**

DMH may prescribe appropriate, non-excessive fees for the DMH Community Support Specialist Program web-based exam/training component to cover administrative costs; this fee is subject to change.

I. **DMH Addictions Therapist Program - Web-based Training Component Fee: As prescribed by DMH**

DMH may prescribe appropriate, non-excessive fees for the DMH Addictions Therapist Program web-based training component to cover administrative costs; this fee is subject to change.

J. **DMH Mental Health Therapist Examination Fee: $50.00**

This is the initial fee for the DMH Mental Health Therapist Examination (*i.e., examination fee for PCMHTs for whom it is their **first** examination opportunity and for individuals who are registering for the examination in preparation for applying directly for CMHT.)* This fee is subject to change.

K. **DMH Mental Health Therapist Reexamination Fee: $25.00**

This is the fee assessed when a PCMHT needs to take the DMH Mental Health Therapist Examination a second, third, or fourth time. This fee is subject to change.

L. **DMH Intellectual and Developmental Disabilities Therapist Examination Fee: $50.00**

This is the initial fee for the DMH Intellectual and Developmental Disabilities Therapist Examination *(i.e., examination fee for PCIDDTs for whom it is their **first** examination opportunity and for individuals who are registering for the examination in preparation for applying directly for CIDDT.)* This fee is subject to change.

M. **DMH Intellectual and Developmental Disabilities Therapist Reexamination Fee: $25.00**

This is the fee assessed when a PCIDDT needs to take the DMH Intellectual and Developmental Disabilities Therapist Examination a second, third, or fourth time. This fee is subject to change.

N. **DMH Licensed Administrator Program Examination Fee: $15.00** *(per each examination)*

This is the initial fee for each first-time administration of a DMH Licensed Administrator Program examination.

O. **DMH Licensed Administrator Program Reexamination Fee: $14.00** *(per each reexamination)*

This is the fee assessed when a DMH Licensed Administrator Program Participant needs to take a DMH Licensed Administrator Program examination a second, third, or fourth time.

P. **DMH Addictions Therapist Examination Fee: $50.00**

This is the initial fee for the DMH Addictions Therapist Examination *(i.e., examination fee for PCATs for whom it is their **first** examination opportunity and for individuals who are registering for the examination in preparation for applying directly for CAT.)* This fee is subject to change.

Q. **DMH Addictions Therapist Reexamination Fee: $25.00**

This is the fee assessed when a PCAT needs to take the DMH Addictions Therapist Examination a second, third, or fourth time. This fee is subject to change.

R. **DMH Mental Health Therapist Program - Renewal Fee: $60.00** *(subject to change at renewal)*

This fee is due with the renewal packet, is subject to change at the time of renewal, and is reflected in the renewal notice. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

S. **DMH Intellectual and Developmental Disabilities Therapist Program - Renewal Fee: $60.00** *(subject to change at renewal)*

This fee is due with the renewal packet, is subject to change at the time of renewal, and is reflected in the renewal notice. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

T. **DMH Community Support Specialist Program - Renewal Fee: $20.00** *(subject to change at renewal)*

This fee is due with the renewal packet, is subject to change at the time of renewal, and is reflected in the renewal notice. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

U. **DMH Licensed Administrator Program - Renewal Fee: $60.00** *(subject to change at renewal)*

This fee is due with the renewal packet, is subject to change at the time of renewal, and is reflected in the renewal notice. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

V. **DMH Addictions Therapist Program - Renewal Fee: $60.00** *(subject to change at renewal)*

This fee is due with the renewal packet, is subject to change at the time of renewal, and is reflected in the renewal notice. *(Individuals in Inactive Status are exempt from the renewal **fee.**)*

W. **Late Renewal Fee: $25.00**

In addition to the renewal fee, this additional fee is assessed when an individual has allowed his/her certification/licensure to lapse after the prescribed renewal deadline but wishes to renew during the "late renewal" time period. *(Individuals in Inactive Status are exempt from the renewal **fee**.)*

X. **Certificate/License Replacement Fee: $25.00**

Upon written (or email) request and payment of the certificate/license replacement fee, an individual may be issued a replacement certificate/license. Additional information on certificate/license replacement is covered in Chapter Fourteen.

Y. **Reinstatement Fee: $50.00**

This fee is assessed when an individual makes a request to reinstate his/her certification/license.

Z. **Mailing Label/Email Address/Roster Publication Fee**: **$35.00**

This fee is due with the request for mailing labels or email addresses. This fee is applicable per category of professional credentialing. Mailing label/email address requests will be processed within 14 working days of receipt of the request and payment (as applicable); the Division reserves the right to refuse any request for mailing labels/email addresses. *(Mississippi state agencies making a mailing label/email address request are exempt from the "Mailing Label/Email Address/Roster Publication Fee.")*

AA. **Insufficient Funds Fee: $25.00**

This fee may be imposed by the Division for any check returned due to insufficient funds. Once a return check fee is imposed, remittance to correct the problem will only be accepted via money order.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 17.2 General Fee Provisions

A. **All fees pertaining to DMH professional credentialing are nonrefundable and nontransferable.**

B. If an application or other credentialing fee is submitted in error, it will not be refunded.

C. Fees are subject to change, with appropriate prior notice.

D. Fees are not prorated.

E. Fees must be paid in full in a manner prescribed and accepted by DMH. Check or money orders must be made payable to the Mississippi Department of Mental Health. **Cash is not accepted.**

F. Fees are subject to deposit upon receipt; checks are not held for deposit.

G. No application, renewal application, examination registration etc., is considered complete without the required fees.

H. Processing of an application, renewal application, examination registration and/or any associated credentialing activities, etc., will cease immediately upon return of a check due to insufficient funds. Associated credentialing activities (e.g., crediting of successful examination attempts and/or future ability to register for examinations/reexaminations) will be immediately discontinued until the problem has been satisfactorily corrected by a deadline prescribed by the Division.

I. An individual or program whose check has been returned due to insufficient funds may remedy the situation by paying the appropriate fee PLUS the Returned Check Fee by money order only (by a deadline prescribed by the Division).

J. Employers may pay multiple employees' credentialing fees with one check. The check and associated applications/renewal applications, etc., must be submitted together - no exceptions. The employer must clearly identify and match each person and purpose the check covers with the corresponding check. Additionally, the check must only cover DMH PLACE professional credentialing fees. Otherwise, the Division reserves the right to return the fee/materials to the program.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 18: Professional Responsibilities

Rule 18.1 Scope of Practice – DMH Mental Health Therapist

A. DMH professional credentials are valid only in Mississippi's "state mental health system." DMH Mental Health Therapists may only use their credential title if actively employed in the state mental health system *(or in Inactive Status).*

B. Provisionally Certified Mental Health Therapists (PCMHTs), Certified Mental Health Therapists (CMHTs) and Licensed Clinical Mental Health Therapists (LCMHTs) are certified/licensed to provide mental health services (involving application of the principles, methods, and procedures of mental health service provision) within Mississippi's "state mental health system." CMHTs and LCMHTs are also certified/licensed to supervise the provision of mental health services (involving application of the principles, methods, and procedures of mental health service provision) within Mississippi's "state mental health system."

C. DMH Mental Health Therapists (PCMHTs, CMHTs, and LCMHTs) are also certified/licensed to provide (or supervise the provision of) community support services and/or ID/DD waiver support coordination services (involving application of the principles, methods and procedures of community support service provision and/or ID/DD waiver support coordination service provision) within Mississippi's "state mental health system," as per the definitions of "community support services" and "ID/DD waiver support coordination services" located in the glossary section of this document and the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers* **and as appropriate to the population being served**.

D. The scope and type of mental health services, community support services, and/or ID/DD waiver support coordination services provided (or supervised, as appropriate) by DMH Mental Health Therapists, as well as the principles, methods and procedures of mental health services, community support services, and/or ID/DD waiver support coordination services which are provided (or supervised, as appropriate) by DMH Mental Health Therapists, must

be consistent with and in compliance with the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*.

E. DMH Mental Health Therapists should only practice within the boundaries of their education, training, supervised or other relevant professional experience, and credential(s) held.

F. DMH Mental Health Therapist certification or licensure does not qualify an individual to provide services outside this scope of practice or in private practice.

G. Practicing beyond the scope of practice may lead to sanctions as described in Chapter Nineteen.

H. A person issued a certificate/license by the Mississippi Department of Mental Health may use the title appropriate to his/her category of professional certification/licensure while in the employ of a state mental health system program (or while in Inactive Status).

I. Professional identification is directly affected by employment. DMH-credentialed individuals who experience a change in or separation from state mental health system employment are expected to follow the relevant guidelines below.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.2 Scope of Practice – DMH Intellectual and Developmental Disabilities Therapist

A. DMH professional credentials are valid only in Mississippi's "state mental health system." DMH Intellectual and Developmental Disabilities Therapists may only use their credential title if actively employed in the state mental health system *(or in Inactive Status).*

B. Provisionally Certified Intellectual and Developmental Disabilities Therapists (PCIDDTs), Certified Intellectual and Developmental Disabilities Therapists (CIDDTs) and Licensed Clinical Intellectual and Developmental Disabilities Therapists (LCIDDTs) are certified/licensed to provide intellectual/developmental disability services (involving application of the principles, methods, and procedures of intellectual/developmental disability service provision) within Mississippi's "state mental health system." CIDDTs and LCIDDTs are also certified/licensed to supervise the provision of intellectual/developmental disability services (involving application of the principles, methods, and procedures of intellectual/developmental disability service provision) within Mississippi's "state mental health system."

C. DMH Intellectual and Developmental Disabilities Therapists (PCIDDTs, CIDDTs, and LCIDDTs) are also certified/licensed to provide (or supervise the provision of) community support services and/or ID/DD waiver support coordination services (involving application of the principles, methods and procedures of community support service provision and/or ID/DD waiver support coordination service provision) within Mississippi's "state mental

health system," as per the definitions of "community support services" and "ID/DD waiver support coordination services" located in the glossary section of this document and the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers* **and as appropriate to the population being served.**

D. The scope and type of intellectual/developmental disability services, community support services, and/or ID/DD waiver support coordination services provided (or supervised, as appropriate) by DMH Intellectual and Developmental Disabilities Therapists, as well as the principles, methods and procedures of intellectual/developmental disability services, community support services and/or ID/DD waiver support coordination services which are provided (or supervised, as appropriate) by DMH Intellectual and Developmental Disabilities Therapists, must be consistent with and in compliance with the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*.

E. DMH Intellectual and Developmental Disabilities Therapists should only practice within the boundaries of their education, training, supervised or other relevant professional experience, and credential(s) held.

F. DMH Intellectual and Developmental Disabilities Therapist certification or licensure does not qualify an individual to provide services outside this scope of practice or in private practice.

G. Practicing beyond the scope of practice may lead to sanctions as described in Chapter Nineteen.

H. A person issued a certificate/license by the Mississippi Department of Mental Health may use the title appropriate to his/her category of professional certification/licensure while in the employ of a state mental health system program (or while in Inactive Status).

I. Professional identification is directly affected by employment. DMH-credentialed individuals who experience a change in or separation from state mental health system employment are expected to follow the relevant guidelines below.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.3 Scope of Practice - DMH Community Support Specialists

A. DMH professional credentials are valid only in Mississippi's "state mental health system." DMH Community Support Specialists may only use their credential title if actively employed in the state mental health system *(or in Inactive Status).*

B. Provisionally Certified Community Support Specialists (PCCSSs) and Certified Community Support Specialists (CCSSs/CCSS-IIs) are certified to provide or supervise community support, ID/DD Waiver support coordination, IDD targeted case management, and

wraparound facilitation services (involving application of the principles, methods and procedures of community support, ID/DD Waiver support coordination, IDD targeted case management and wraparound facilitation service provision) within Mississippi's "state mental health system."

C. The scope and type of community support, ID/DD Waiver support coordination, IDD targeted case management and/or wraparound facilitation services provided by Provisionally Certified Community Support Specialists (PCCSSs) and Certified Community Support Specialists (CCSSs/CCSS-IIs) as well as the principles, methods and procedures of community support, ID/DD Waiver support coordination, IDD targeted case management or wraparound facilitation service provision must be in compliance with the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers.*

D. DMH Community Support Specialists should only practice within the boundaries of their education, training, supervised or other relevant professional experience, and credential(s) held.

E. DMH Community Support Specialist certification does not qualify an individual to provide services outside this scope of practice or in private practice.

F. Practicing beyond the scope of practice may lead to sanctions as described in Chapter Nineteen.

G. A person issued a certificate/license by the Mississippi Department of Mental Health may use the title appropriate to his/her category of professional certification/licensure while in the employ of a state mental health system program *(or while in Inactive Status).*

H. Professional identification is directly affected by employment. DMH-credentialed individuals who experience a change in or separation from state mental health system employment are expected to follow the relevant guidelines below.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.4 Scope of Practice - DMH Licensed Administrators

A. DMH professional credentials are valid only in Mississippi's "state mental health system." DMH Licensed Administrators may only use their credential title if actively employed in the state mental health system *(or in Inactive Status).*

B. DMH Licensed Administrators (LAs) are licensed to oversee/supervise/administer the provision of services (involving the application of the principles, methods and procedures of behavioral health/intellectual disabilities/developmental disabilities service provision) within Mississippi's "state mental health system."

C. The scope and type of oversight/supervision/administration of behavioral health/intellectual disabilities/developmental disabilities services provided by DMH Licensed Administrators (LAs) as well as the principles, methods and procedures of behavioral health/intellectual disabilities/developmental disabilities oversight/supervision/administration and/or service provision are expected to be consistent with and in compliance with the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers* as well as any other applicable rules and regulations.

D. DMH Licensed Administrators should only practice within the boundaries of their education, training, supervised or other relevant professional experience, and credential(s) held.

E. DMH Licensed Administrator licensure does not qualify an individual to provide services outside this scope of practice or in private practice.

F. Practicing beyond the scope of practice may lead to sanctions as described in Chapter Nineteen.

G. A person issued a certificate/license by the Mississippi Department of Mental Health may use the title appropriate to his/her category of professional certification/licensure while in the employ of a state mental health system program *(or while in Inactive Status).*

H. Professional identification is directly affected by employment. DMH-credentialed individuals who experience a change in or separation from state mental health system employment are expected to follow the relevant guidelines below.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.5 Scope of Practice – DMH Addictions Therapist

A. DMH professional credentials are valid only in Mississippi's "state mental health system." DMH Addictions Therapists may only use their credential title if actively employed in the state mental health system *(or in Inactive Status).*

B. Provisionally Certified Addictions Therapists (PCATs), Certified Addictions Therapists (CATs) and Licensed Clinical Addictions Therapists (LCATs) are certified/licensed to provide alcohol and other drug use treatment services (involving application of the principles, methods, and procedures of alcohol and other drug use treatment service provision) within Mississippi's "state mental health system." CATs and LCATs are also certified/licensed to supervise the provision of alcohol and other drug use treatment services (involving application of the principles, methods, and procedures of alcohol and other drug use treatment service provision) within Mississippi's "state mental health system."

C. DMH Addictions Therapists (PCATs, CATs, and LCATs) are also certified/licensed to provide (or supervise the provision of) community support services (involving application of the principles, methods and procedures of community support service provision) within

Mississippi's "state mental health system," as per the definition of "community support services" located in the glossary section of this document and the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers* **and as appropriate to the population being served.**

D. The scope and type of alcohol and other drug use treatment services and/or community support services provided (or supervised, as appropriate) by DMH Addictions Therapists, as well as the principles, methods and procedures of alcohol and other drug use treatment services and/or community support services which are provided (or supervised, as appropriate) by DMH Addictions Therapists, must be consistent with and in compliance with the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers.*

E. DMH Addictions Therapists should only practice within the boundaries of their education, training, supervised or other relevant professional experience, and credential(s) held.

F. DMH Addictions Therapist certification or licensure does not qualify an individual to provide services outside this scope of practice or in private practice.

G. Practicing beyond the scope of practice may lead to sanctions as described in Chapter Nineteen.

H. A person issued a certificate/license by the Mississippi Department of Mental Health may use the title appropriate to his/her category of professional certification/licensure while in the employ of a state mental health system program (or while in Inactive Status).

I. Professional identification is directly affected by employment. DMH-credentialed individuals who experience a change in or separation from state mental health system employment are expected to follow the relevant guidelines below.

Source: Section 41-4-7 of the Mississippi Code of 1972, Annotated

Rule 18.6 Reporting Changes in Vital Information

A. DMH-credentialed individuals and DMH Licensed Administrator Program Participants are required to notify the Division within 14 working days of a change in legal name, address or employment.

B. **Name Change**

1. Each credentialed individual should ensure that his/her current wall certificate bears his/her current legal name. An individual whose legal name has changed is expected to request a new certificate reflecting the new name. Once the new certificate is generated, the previous certificate is invalid.

2. To request a name change, the individual should submit a written/email request for a name change, along with a copy of legal documentation of the name change and payment of the name change fee. The request should indicate the new name as it should appear on the replacement certificate. **Name changes reported at the time of an upgrade application do not have to be accompanied by a request, a copy of the legal documentation or the name change fee; this exemption does not apply to renewal applications.**

3. Only individuals in good standing who are currently employed in the state mental health system *(or in Inactive Status)* may request a replacement certificate.

C. **Address Change**

An individual whose email address, mailing address and/or telephone number has changed is expected to contact the Division with the new information.

D. **Employment Change**

1. **Upon separation of the credentialed individual from state mental health system employment**, the individual's DMH professional credential will become null and void unless he/she provides notification of reemployment in the state mental health system or requests and receives an appropriate credential status change according to the procedures established by the Division, as covered in the "Separation from State Mental Health System Employment" section below.

2. Notification of a change in place of employment (not job title) must be submitted in writing/email to the Division of PLACE by either the credentialed individual/DMH Licensed Administrator "Program Participant" OR the place of employment from which the individual is separating.

3. An individual who is either leaving state mental health system employment or changing to a new state mental health system program should follow the requirements under "Separation from State Mental Health System Employment" below.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.7 Separation from State Mental Health System Employment

A. It is the responsibility of the DMH-credentialed individual/DMH Licensed Administrator "Program Participant" to keep track of his/her employment situation (and the potential for notification of separation of employment via the separating employer), accordingly.

B. Once the Division receives written/email notification of separation from employment (as outlined above), the Division will allow the individual a period of up to 30 calendar days from the date of notification to pursue one of the following options:

1. **If the individual has become employed with a new "state mental health system" program**, the individual should update his/her employment information with the Division by submitting a new Verification of Employment Form from the new place of employment.

2. **If the individual IS NO LONGER EMPLOYED in the "state mental health system**," the individual may request with the Division a status change for his/her DMH credential (or DMH "Program Participant" phase). **Status change options include:**

    a. Request Relinquished Status (available to provisional and full certification/licensure);
    b. Request Extended Status (available only to provisional certification/DMH Licensed Administrator "Program Participants");
    c. Request Inactive Status (available only to full certification/licensure); and,
    d. Request Retired Status (available only to full certification/licensure).

C. More information on credentialing statuses and how to obtain a status change is listed under the "Credential Status Change Requests," "Provisional Certification Status Categories," "DMH Licensed Administrator Program Participant Status Categories" and "Full Certification/Licensure Status Categories" sections in this document.

D. During this 30-day period, unless employed in a state mental health system program and in good standing, individuals in this situation are not allowed to practice with their DMH credential.

E. At the end of the 30-day period, if no appropriate action is taken by the credentialed individual to either: 1) update his/her employment or 2) request an appropriate status change, the credential will expire and be changed to either Lapsed or Defaulted Status, as appropriate; this is an automatic process – no notification by the Division will be made. Lapsed and Defaulted Status mean the credential is expired, and the individual no longer holds the credential. *(Likewise, at the end of the 30-day period, if no appropriate action is taken by the DMH Licensed Administrator "Program Participant" to either: 1) update his/her employment or 2) request an appropriate status change, the "Program Participant" phase will expire and be changed to Defaulted Status; this is an automatic process – no notification by the Division will be made. Defaulted Status means the DMH Licensed Administrator "Program Participant" phase has expired.)*

F. Status change requests which are **initiated by the DMH-credentialed individual/DMH Licensed Administrator "Program Participant"** are subject to Review Board approval.

G. If a DMH-credentialed individual/DMH Licensed Administrator "Program Participant" has a question about what to do if he/she has left state mental health system employment, the individual should contact the Division for assistance at the earliest indication of such separation.

H. DMH-credentialed individuals/DMH Licensed Administrator "Program Participants" must be aware that notification of separation of employment may come from either the separating employer OR the individual. The Division does not notify a DMH-credentialed individual/DMH Licensed Administrator "Program Participant" when a separating employer has made this notification. The DMH-credentialed individual/DMH Licensed Administrator "Program Participant" is held to the 30-day time frame, regardless of whether the notification of employment separation came from the individual or the separating employer.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.8 Status Change Requests

A. DMH-credentialed individuals (or DMH Licensed Administrator "Program Participants") needing to make a status change request should submit the request in writing (or via email) to the Division of PLACE, along with any pertinent supporting information. Applicable credentialing timelines must be met.

B. Individuals needing assistance regarding status change requests should contact the Division for assistance.

C. Status change requests which are **initiated by the DMH-credentialed individual/DMH Licensed Administrator "Program Participant"** are subject to Division of PLACE and/or Review Board approval. The Division/Review Board reserves the right to deny any submitted status change request**.**

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.9 Provisional Certification Status Categories

The following status categories are applicable to individuals holding **provisional** certification (i.e., PCMHT, PCIDDT, PCAT and PCCSS):

A. **Current Status**

1. An individual holding provisional certification which is in good standing (including timely submission of all forms, fees, changes of information, etc.) and without sanctions will be considered to be in Current Status.

2. An individual whose credential is in Current Status is able to practice within the scope of practice of his/her respective credentialing program and the ethical standards/principles.

3. In order to maintain Current Status, a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) is expected to notify the Division in writing (or via email) within 14 working days of a change in vital information such as name, address, employment, etc.

4. The name of a person whose credential is in Current Status will appear on any list produced by the Division if he/she is Current at the time the list is produced.

B. **Extended Status**

1. Extended Status – General Information:

    a. In rare and extenuating circumstances, the Review Board may grant a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) Extended Status on his/her provisional certification.
    b. Extended status will only be granted to a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) who is in good standing at the time of the request.
    c. To obtain an extension, the individual should submit a written/email request to the Division of PLACE. The Division will subsequently present the request to the Review Board. In the request, the provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) should specifically request Extended Status, provide an explanation as to why the extension is needed and indicate a specific time period for the extension. Any documentation which supports the request should also be submitted. The Review Board may verify the circumstances surrounding the request.
    d. An individual on Extended Status is expected to comply with the terms of the extension as granted by the Review Board. Failure to do so may result in Defaulted Status.
    e. The maximum allowable time frame for which an extension may be granted is up to six months *(subject to the approval of the PLACE Review Board).*
    f. If the extension request is granted, the provisional expiration date will be moved to the new expiration date, with no break in provisional credentialing dates. However, if the extension request is not granted, the provisional credential will automatically default, **effective per the original provisional expiration date.**
    g. If a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) is approved for Extended Status, he/she will only be allowed one (1) extension.
    h. **Second or subsequent Extended Status requests will not considered.**

2. Extended Status – Individual needs more time to upgrade:

    a. Due to extenuating circumstances, the Review Board may grant Extended Status to an individual who is unable to complete all requirements to upgrade to full certification within the required two-year (24 consecutive months) time limit. An extension is intended to allow a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) additional time to complete the upgrade requirements.
    b. An individual granted Extended Status who is currently employed in the state mental health system is allowed to practice with their respective provisional

credential (i.e., PCMHT, PCIDDT, PCAT and PCCSS) and is expected to complete all requirements of provisional certification by the approved deadline for the extension.

3. Extended Status – Individual has left State Mental Health System Employment:

    a. The Review Board may also grant Extended Status to a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT and PCCSS) who has temporarily left employment in a state mental health system program.
    b. An individual granted an extension due to having left state mental health system employment may neither practice with his/her DMH provisional credential (i.e., PCMHT, PCIDDT, PCAT and PCCSS) nor register through DMH for any certification activities for upgrade.
    c. An individual on Extended Status for this reason would need to submit a written/email request to be returned to Current Status, along with a new Verification of Employment Form from the individual's new place of employment.
    d. Upon returning to Current Status, the individual will again be allowed to practice with his/her DMH provisional credential (i.e., PCMHT, PCIDDT, PCAT and PCCSS) and will be able to register (through DMH) for and attend any certification activities required for upgrade.
    e. An individual who was previously in Extended Status and who has been returned to Current Status is expected to complete all requirements of provisional certification by the approved deadline.

C. **Defaulted Status**

1. Defaulted Status means the individual's provisional credential has expired and is no longer valid. A provisionally-certified individual may default for the following reasons including, but not limited to:

    a. Failure to complete all upgrade requirements during the two-year, 24 consecutive month Provisional Certification Period;
    b. Failure to submit an upgrade application so that it is received by the Division within established timelines;
    c. Failure to submit a request for Extended Status, or other status change request, so that it is received within established timelines;
    d. Review Board's determination of failure to submit a satisfactory request for Extended (or other) Status;
    e. Failure to comply with the terms of an extension granted by the Review Board;
    f. Separation from employment in the state mental health system without appropriate change in status category; and/or,
    g. Failure of the DMH Mental Health Therapist Examination/DMH Intellectual and Developmental Disabilities Therapist Examination/DMH Addictions Therapist Examination, as applicable, a fourth time.

2. Upon defaulting from the respective DMH professional credentialing program, the individual immediately ceases to hold provisional certification (i.e., PCMHT, PCIDDT, PCAT or PCCSS).

3. Defaulting from the respective DMH professional credentialing program immediately overrides any other status category held by a provisionally-certified individual.

4. To return to Current Status, an individual in Defaulted Status would be required to repeat the application process meeting all current requirements, including any specific requirements determined necessary by the Review Board.

5. Except in rare and extenuating circumstances, as determined on a case-by-case basis by the Review Board, a provisionally-certified individual (i.e., PCMHT, PCIDDT, PCAT or PCCSS) who has defaulted twice in a DMH professional credentialing program will not be allowed to reapply for the same DMH professional credentialing program a third time.

D. **Relinquished Status**

1. A provisionally-certified individual who determines that he/she no longer needs/wants to hold and maintain professional certification may submit a written/email request to the Review Board requesting Relinquished Status. The Review Board may verify the circumstances surrounding the request.

2. Once approved for Relinquished Status, the individual no longer holds the credential. The individual's certificate is null and void.

3. To return to Current Status, a provisional individual in Relinquished Status would be required to repeat the application process, meeting all current requirements, including any specific requirements determined necessary by the Review Board.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.10 DMH Licensed Administrator Program Participant Status Categories

The following status categories are applicable to individuals who have been admitted into the **DMH Licensed Administrator Program as a "Program Participant"** and are working towards licensure as a "DMH Licensed Administrator"; **individuals in the "Program Participant" phase DO NOT hold the "DMH Licensed Administrator" credential.**

A. **Current Status**

1. An individual who has been admitted into the DMH Licensed Administrator program as a "Program Participant" and is in good standing (including timely submission of all forms, fees, changes of information, etc.) and without sanctions will be considered to be in Current Status.

2. An individual who is a DMH Licensed Administrator "Program Participant" in Current Status should comply with the ethical standards/principles.

3. In order to maintain Current Status, a DMH Licensed Administrator "Program Participant" is expected to notify the Division in writing (or via email) within 14 working days of a change in vital information such as name, address, employment, etc.

4. The name of a DMH Licensed Administrator "Program Participant" who is in Current Status will appear on any such list of DMH Licensed Administrator "Program Participants" produced by the Division if he/she is Current at the time the list is produced.

B. **Extended Status**

1. Extended Status – General Information:

    a. In rare and extenuating circumstances, the Review Board may grant a DMH Licensed Administrator "Program Participant" Extended Status on his/her "Program Participant" phase.
    b. Extended status will only be granted to a DMH Licensed Administrator "Program Participant" who is in good standing at the time of the request.
    c. To obtain an extension, the individual should submit a written/email request to the Division of PLACE. The Division will subsequently present the request to the Review Board. In the request, the DMH Licensed Administrator "Program Participant" should specifically request Extended Status, provide an explanation as to why the extension is needed and indicate a specific time period for the extension. Any documentation which supports the request should also be submitted. The Review Board may verify the circumstances surrounding the request.
    d. A DMH Licensed Administrator "Program Participant" on Extended Status is expected to comply with the terms of the extension as granted by the Review Board. Failure to do so may result in Defaulted Status.
    e. The maximum allowable time frame for which an extension may be granted is up to six months *(subject to the approval of the PLACE Review Board).*
    f. If the extension request is not granted, the DMH Licensed Administrator "Program Participant" will automatically default, **effective per the original "Program Participant" expiration date (i.e., 24 consecutive months from date of admittance into the DMH Licensed Administrator program as a "Program Participant").**
    g. If a DMH Licensed Administrator "Program Participant" is approved for Extended Status, he/she will only be allowed one (1) extension.
    h. **Second or subsequent Extended Status requests will not considered.**

2. Extended Status – "Program Participant" needs more time to complete the Independent Study and Training (IST) requirement and/or apply for licensure:

a. Due to extenuating circumstances, the Review Board may grant Extended Status to a "Program Participant" who is unable to complete all DMH Licensed Administrator Independent Study and Training (IST) requirements in order to obtain licensure within the required two-year (24 consecutive months) "Program Participant" phase time limit. An extension is intended to allow a DMH Licensed Administrator "Program Participant" additional time to complete the IST requirements and/or to submit an application for licensure, once all IST requirements have been met.
b. An individual granted Extended Status who is currently employed in the state mental health system is expected to complete all IST requirements by the approved deadline for the extension and submit the application for licensure no later than the last working day of the month following the approved extension deadline date.

3. Extended Status – Individual has left State Mental Health System Employment:

   a. The Review Board may also grant Extended Status to a DMH Licensed Administrator "Program Participant" who has temporarily left employment in a state mental health system program.
   b. An individual granted an extension due to having left state mental health system employment may not register for any Independent Study and Training (IST) activities **through DMH** towards licensure.
   c. An individual on Extended Status for this reason would need to submit a written/email request to be returned to Current Status, along with a new Verification of Employment Form from the individual's new place of employment.
   d. Upon returning to Current Status, the individual will again be allowed to register through DMH for any IST activities required for licensure.
   e. An individual who was previously in Extended Status and who has been returned to Current Status is expected to complete all IST requirements by the approved deadline.

C. **Defaulted Status**

1. Defaulted Status means the individual's DMH Licensed Administrator "Program Participant" phase has expired. A DMH Licensed Administrator "Program Participant" may default for the following reasons including, but not limited to:

   a. Failure to complete all Independent Study and Training (IST) requirements during the two-year, 24 consecutive month "Program Participant" phase period;
   b. Failure of any DMH Licensed Administrator examination four (4) times;
   c. Failure to submit a request for Extended Status so that it is received within established timelines;
   d. Review Board's determination of failure to submit a satisfactory request for Extended Status;

e. Failure to comply with the terms of an extension granted by the Review Board;
f. Failure of the LA "Program Participant" who has completed the IST requirement to submit an application for licensure within the prescribed timeline; and/or,
g. Separation from employment in the state mental health system without appropriate change in status category.

2. Upon defaulting from the DMH Licensed Administrator Program as a "Program Participant," the individual's "Program Participant" phase has expired.

3. Defaulting from the DMH Licensed Administrator Program as a "Program Participant" immediately overrides any other status category held by a DMH Licensed Administrator "Program Participant."

4. To return to Current Status, a DMH Licensed Administrator "Program Participant" in Defaulted Status would be required to repeat the DMH Licensed Administrator application process meeting all current requirements, including any specific requirements determined necessary by the Review Board.

5. Except in rare and extenuating circumstances, as determined on a case-by-case basis by the PLACE Review Board, a DMH Licensed Administrator "Program Participant" who has defaulted twice in the DMH Licensed Administrator professional credentialing program as a "Program Participant" will not be allowed to reapply for this same DMH professional credentialing program a third time.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.11 Full Certification/Licensure Status Categories

The following status categories are applicable to individuals holding **full** certification/licensure (i.e., CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA).

A. **Current Status**

1. An individual holding certification/licensure which is in good standing (including timely submission of all forms, fees, changes of information, etc.) and without sanctions will be considered to be in Current Status.

2. An individual whose credential is in Current Status is able to practice within the scope of practice of this credentialing program and the ethical standards/principles.

3. In order to maintain Current Status, a fully certified/licensed individual (i.e., CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA) is expected to notify the Division in writing (or via email) within 14 working days of a change in vital information such as name, address, employment, etc.

4. The name of a person whose credential is in Current Status will appear on any list produced by the Division if he/she is Current at the time the list is produced.

B. **Inactive Status**

1. The Review Board may grant Inactive Status to a fully-certified/licensed individual who is leaving employment in the state mental health system and who wishes to maintain the credential.

2. Inactive Status will only be granted to a fully-certified/licensed individual who is in good standing (Current Status) at the time of the request.

3. In order to pursue Inactive Status, the certified/licensed individual must submit a written/email request to the Division of PLACE. The Division will present the request to the Review Board. In the request, the fully-certified/licensed individual should request Inactive Status, provide an explanation as to why the status change is needed and indicate a specific time period for the inactivity. Documentation which supports the request may be submitted along with the request. The Review Board may verify the circumstances surrounding the request.

    a. **Individuals granted Inactive Status must meet renewal requirements**, including completion of required continuing education requirements. *(Individuals in Inactive Status are exempt from the renewal **fee**.)* Otherwise, the certified/licensed individual's credential will lapse.
    b. An individual in Inactive Status is allowed to continue to use the professional title behind his/her name, but is not allowed to practice with the credential.
    c. A person in Inactive Status may be returned to Current Status upon submission of a written/email request, along with an appropriate Verification of Employment Form reflecting current employment within the state mental health system.

C. **Lapsed Status**

1. Lapsed Status means the fully-certified/licensed individual's credential has expired and is no longer valid. A fully-certified/licensed individual's credential may lapse for any of the following reasons, including but not limited to:

    a. Failure to renew professional certification/licensure according to established timelines;
    b. Failure to make a special request, according to established timelines and obtain an appropriate certification/licensure status;
    c. Review Board's determination of failure to submit a satisfactory request for a status change;
    d. Failure to comply with the terms of the status change request approved by the Review Board; and/or,

e. Separation from state mental health system employment without appropriate status change.

2. Lapsing from the program immediately overrides any other status category held by a fully-certified/licensed individual. Upon lapsing, the individual immediately ceases to hold certification/licensure.

D. **Retired Status**

1. The Review Board may grant Retired Status to an individual who has retired and is no longer employed in the state mental health system. Retired status is intended for individuals who have ceased working because they have either reached the age of retirement or have accumulated the number of work years to retire.

2. In order to pursue Retired Status, the individual (upon retirement) must submit a written/email request to the Division of PLACE. The Division will present the request to the Review Board. In the request, the individual should request Retired Status and indicate the date of retirement. The Review Board may verify the circumstances surrounding the request. The individual granted Retired Status is no longer required to meet renewal requirements/fees and is permitted to keep his/her certificate/license.

3. A DMH credential in "Retired" status may be eligible to count towards meeting the supervisor qualification for verification of appropriate work experience for applicants applying for full certification/licensure, permitting that all other supervisor/supervision requirement parameters are met, and as determined acceptable by the Division and/or Review Board.

E. **Relinquished Status**

1. A fully-certified/licensed individual who determines that he/she no longer needs/wants to hold and maintain professional certification/licensure may submit a written/email request to the Review Board requesting Relinquished Status.

2. The Review Board may verify the circumstances surrounding the request. Once approved for Relinquished Status, the individual no longer holds the credential. The individual's certificate/license is null and void.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.12 Certification/Licensure Reinstatement

A. An individual whose **full certification/licensure** (CMHT/LCMHT, CIDDT/LCIDDT, CAT/LCAT, CCSS/CCSS-II and LA) has expired **within the past three years**, as determined by the Division's records (Relinquished, Retired or Lapsed Status) and who **expired in good standing**, may be eligible to reactivate his/her certification/licensure.

B. Reinstatement of certification/licensure is determined on a case-by-case basis, at the discretion of the Division and the Review Board. Individuals desiring reinstatement should submit a written/email request for reinstatement to the Division. The Division will subsequently review and present the request to the Review Board. Along with the request, the individual must submit a Verification of Employment Form which documents current state mental health system employment. If the request for reinstatement is subsequently approved, the individual must then submit (by a prescribed deadline) the following to the Division in order to finalize reinstatement: 1) paying the reinstatement fee, paying past renewal fees (including late charges), as determined by the Division or Review Board; and, submitting acceptable documentation of continuing education credit as determined by the Division or Review Board. Fees are subject to change.

C. Individuals interested in reinstatement should contact the Division for additional information.

D. **Reinstatement is not available to provisionally-certified individuals.**

E. **During a renewal year, an individual desiring reinstatement must wait six months before applying for reinstatement.**

F. Beyond three years, post-expiration, total reapplication is required.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.13 Credential Verification and Reporting

A. Upon request, the Division reports specific information about DMH-credentialed individuals. The fields of information which may be shared with individuals making inquiry are:

1. Name;
2. Type of certification/licensure;
3. Certificate/License number;
4. Date of issuance;
5. Date of expiration;
6. Credential status; and,
7. Whether or not formal disciplinary action has been taken against the individual.

B. During renewal season, the Division reserves the right to hold such verification requests until all credentialing records are up-to-date, post renewal.

C. The Division does not provide application submission/status verifications.

D. The Division does not provide verifications that a provisional applicant has met his/her upgrade application deadline.

E. The Division reserves the right to deny any credential verification request.

F. The Division may provide one set of mailing labels OR email addresses (per category of professional credentialing), upon receiving a request for this information along with receipt of the mailing label/email address/roster publication fee. Mailing label/email address requests will be processed within 14 working days of receipt of the request and payment (as applicable); the Division reserves the right to refuse any request for mailing labels/email addresses. *(Mississippi state agencies making such a request are exempt from the "Mailing Label/Email Address/Roster Publication Fee.")*

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 18.14 DMH Principles of Ethical and Professional Conduct

All applicants and individuals holding a DMH professional credential shall read and adhere to ethical standards/principles as established by the PLACE Review Board and the Mississippi Department of Mental Health.

A. **Introduction**

1. The State Legislature granted Statutory Authority for Mississippi Department of Mental Health (DMH) professional credentialing programs in 1996. As a result, the Division of Professional Licensure and Certification (PLACE) was a DMH division created to develop and implement the programs. Having been amended by the State Legislature in 1997, Section 41-4-7 of the *Mississippi Code of 1972, Annotated* currently includes a provision authorizing the Mississippi State Board of Mental Health to certify/license case managers [i.e., community support specialists], mental health therapists, intellectual and developmental disabilities therapists, mental health/intellectual and developmental disabilities program administrators, addiction counselors [i.e., addictions therapists] and others as deemed appropriate by the Mississippi State Board of Mental Health.

2. The Mississippi Department of Mental Health (DMH) Division of Professional Licensure and Certification (PLACE) Review Board serves as the governing body for the everyday professional conduct of DMH-credentialed individuals. Individuals credentialed through DMH may identify with different professional associations and are often certified or licensed by other groups with promulgated codes of ethics.

3. The safety, health, welfare and best interest of the individuals and families receiving services, and the public at large, are the primary guiding principles for appropriate professional conduct of all individuals holding a DMH professional credential.

4. Applicants and individuals holding a DMH professional credential are required to read and adhere to all parts of the *DMH Principles of Ethical and Professional Conduct* listed below, with the exception of any parts superseded by federal or state law, policy, or rules and regulations adopted by the Mississippi State Board of Mental Health, Mississippi Department of Mental Health and/or the Mississippi Department of Mental Health Professional Licensure and Certification (PLACE) Review Board.

Applicants and individuals holding a DMH professional credential are also required to read and maintain familiarity with the corresponding "Grounds for Disciplinary Action" in the following chapter. Lack of knowledge or unfamiliarity with these ethical principles and the corresponding "Grounds for Disciplinary Action" is not a defense against an allegation of unethical conduct.

5. Applicable federal and state laws, these principles, the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers (as applicable)*, agency/program policies and any other pertinent rules and regulations must be observed when conducting business as a DMH-credentialed professional. Alleged violations of the principles may be subject to disciplinary action if the PLACE Review Board finds that a person is guilty of any violation of the principles and/or corresponding "Grounds for Disciplinary Action." Information on disciplinary action is covered in Chapter Nineteen.

6. The *DMH Principles of Ethical and Professional Conduct* herein referred to as "the principles," provide a minimal ethical standard for the professional behavior of individuals credentialed through DMH. The principles provide a level of expectation for ethical practice from all who hold a DMH credential. In addition, the principles provide an enforceable standard for all DMH-credentialed individuals and, in conjunction with the corresponding "Grounds for Disciplinary Action," facilitate an avenue of recourse in the case of an ethical violation. The absence of an exact reference to a specific behavior or situation among these principles and corresponding "Grounds for Disciplinary Action" does not mean that the behavior or situation is either ethical or unethical. Rather, these ethical principles and corresponding "Grounds for Disciplinary Action" are not exhaustive in nature. Individuals uncertain about whether or not a certain course of action is ethical should seek guidance and assistance from supervisors, colleagues, legal counsel, appropriate regulatory bodies, or other appropriate authorities prior to the onset of such action. Both laws and ethics govern the actions of DMH-credentialed individuals. When making decisions regarding professional behavior, DMH-credentialed individuals must consider all applicable laws and regulations.

7. While the principles cannot guarantee ethical practice by all DMH-credentialed individuals or resolve all issues, the intent of the principles is to provide guidelines for individuals who, in good faith, seek to make reliable ethical judgments. **Seven general principles of ethical and professional conduct follow.**

B. Principle I: Professional Responsibilities

1. Individuals holding a current credential from the Mississippi Department of Mental Health (DMH) must be employed by a program which receives funding from or is certified or operated/administered by the DMH.

2. Individuals who hold a DMH professional credential must notify the Division of Professional Licensure and Certification upon any change affecting credential status, especially a change in employment or change in name.
3. Individuals holding a DMH professional credential must represent themselves as competent only within the boundaries of their education, training, license(s)/ certification(s), supervised experience and other relevant professional experience.
4. Individuals holding a DMH professional credential must provide services only within the boundaries of their education, training, license(s)/certification(s), supervised experience and other relevant professional experience. Services provided must be based on the most current information and knowledge available within the scope of services of DMH.
5. DMH-credentialed individuals do not diagnose, treat or otherwise provide services which are outside the recognized boundaries of their competencies.
6. Individuals who hold another professional credential shall abide by all principles contained herein.
7. The principles do not alleviate the individual's responsibility to other ethical, programmatic or professional guidelines. Rather, the principles must be adhered to in addition to other applicable ethical, programmatic and professional criteria.
8. Individuals holding a DMH professional credential strive to become and remain proficient in professional practice and the performance of professional functions.
9. DMH-credentialed individuals must, at a minimum, complete the required continuing education component respective to their DMH professional credential. DMH-credentialed individuals monitor continually their effectiveness as professionals and take measures to improve when necessary.
10. DMH-credentialed individuals monitor themselves for signs of impairment from their own physical, mental/behavioral, substance use or emotional problems and refrain from offering or providing services when impaired.
11. DMH-credentialed individuals identify their professional credentials in an accurate manner which is not false, misleading, deceptive or otherwise fraudulent. DMH credentialed-individuals only attest to certifications/licensures which are valid and in good standing.
12. DMH-credentialed individuals maintain accurate and adequate service provision records and other related records in accordance with applicable laws and regulations. DMH-credentialed individuals are honest, accurate and objective in reporting their professional activities and assessments to appropriate third parties, including but not limited to, courts, health insurance companies and other third-party payment sources.
13. When providing services, DMH-credentialed individuals strive to use techniques, processes and modalities which are evidenced-based and/or which are otherwise scientifically-grounded.
14. DMH-credentialed individuals who verify an applicant's submitted work experience for DMH professional credentialing must meet the definition of "Qualified Supervisor" for the respective DMH professional credentialing program and must have engaged in "active supervision" (as defined in the "Glossary" section of this document) of the submitted work experience.
15. DMH-credentialed individuals who verify an applicant's submitted work experience for DMH professional credentialing should only endorse/recommend the applicant for

certification/licensure when they believe that the applicant is qualified for the endorsement/recommendation.

16. When applicable, DMH-credentialed individuals plan, design, conduct and/or report research in a manner consistent with applicable ethical principles, federal and state laws, institutional/programmatic rules and regulations and scientific standards governing research.
17. Individuals holding a DMH professional credential must comply with all applicable sections of the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*, as appropriate (including, but not limited to, the *Operational Standards'* sections pertaining to confidentiality, ethical conduct and the rights of individuals receiving services).

C. **Principle II: Confidentiality**

1. Individuals holding a credential from DMH have an obligation to respect the confidentiality rights of the individuals with whom they work and must take reasonable precautions to preserve confidentiality.
2. The individual receiving services (or person(s) legally authorized to consent on his/her behalf) and other interested parties should be informed at the outset of service provision of the nature of confidentiality and the possible limits to confidentiality.
3. Members of a treatment team or those collaborating on the care of an individual shall maintain confidentiality within the parameters of the treatment setting.
4. The confidentiality rights of individuals must be maintained at all times across situations and locations, such as in waiting areas to which the public has access, while speaking on the telephone or in conversing with colleagues.
5. Confidential information may only be disclosed with appropriate valid consent from the individual receiving services or a person legally authorized to consent on behalf of the individual.
6. All information collected for the purpose of service delivery must be kept confidential and released only when authorized by redisclosure consent or state (or federal) law.
7. DMH-credentialed individuals take precautions to ensure the confidentiality of all information transmitted through the use of any medium.
8. Individuals involved in family, couples, marital or group counseling must be informed of their individual right to confidentiality.
9. DMH-credentialed individuals must preserve the confidentiality of information shared by others, as well as agency policy concerning the disclosure of confidential information and must explain such policy to the individual receiving services.
10. When consulting with colleagues, DMH-credentialed individuals do not share confidential information which could lead to the identification of an individual who is receiving services with whom they have a confidential relationship unless they have obtained the prior consent of the person. Information may only be shared to the extent necessary to achieve the purposes of consultation.
11. When DMH-credentialed individuals are required by law, institutional/programmatic policy, or extraordinary circumstances to serve in more than one role in judicial or administrative proceedings or in the service provision environment, they clarify role

expectations and the parameters of confidentiality with the individuals they serve and with their professional colleagues.

12. Permission for the use of electronic recording of interviews must be secured, prior to the interview, from the individual receiving services or a person legally authorized to consent on behalf of the individual receiving services.
13. Confidentiality may be waived if disclosure is necessary to prevent serious, foreseeable, and imminent harm to oneself or other identifiable person or when laws or regulations require disclosure without an individual's consent.
14. The confidentiality privilege for the individual receiving services is waived if the individual brings charges against a DMH-credentialed individual.
15. Confidentiality may be waived in compliance with appropriate statutes.
16. DMH-credentialed individuals must respect the confidentiality of individuals' case records and related documentation. Compilation, storage and dissemination of individual case records, including related documentation, must be in accordance with all applicable federal and state laws and the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*, as applicable. This provision includes both paper case records and electronic health records or electronic filing.
17. In all instances, individuals who hold a credential from DMH should disclose the least amount of confidential information necessary to achieve the desired purpose.

D. **Principle III: Respect for Individuals' Rights and Dignity**

1. Individuals who hold a credential from DMH have a primary responsibility to the individual to whom they provide services. The respect of the fundamental rights, dignity and worth of all people is of the utmost importance.
2. DMH-credentialed individuals must be aware of and accept the cultural, individual and role differences which occur in the service delivery environment.
3. DMH-credentialed individuals do not discriminate against any individual because of race, color, creed, gender, religion, national origin, age, disability or political affiliation.
4. DMH-credentialed individuals actively work to eliminate the effect of bias on service provision, and they do not knowingly participate in or condone discriminatory practices.
5. DMH-credentialed individuals must be respectful of and responsive to individuals with cultural needs.
6. DMH-credentialed individuals must practice appropriate, relevant and sensitive interventions which enable effective work in cross-cultural situations.
7. DMH-credentialed individuals must maintain a fundamental respect for the beliefs, customs, institutions and ethnic heritages of all individuals served.

E. **Principle IV: The Service Provision Relationship**

1. DMH-credentialed individuals obtain appropriate, valid informed consent to service provision and related procedures and use language which is clear and understandable to the individual. When persons are legally incapable of giving informed consent,

DMH-credentialed individuals obtain informed permission from a legally-authorized person, if such substitute is legally permissible.

2. The specific content of the informed consent may vary depending upon the individual and the plan of care; however, informed consent generally requires that the individual receiving services: a) has the capacity to consent; b) has been adequately informed of significant information concerning service provision processes/procedures, including the purpose of the services; c) has been adequately informed of potential risks and benefits of service provision; d) has been informed of the requirements of a third-party payer and relevant costs; e) has been informed of reasonable alternatives; f) has been informed of the individual's right to refuse or withdraw consent and the time frame covered by the consent; g) has been informed of the limits of confidentiality; h) has freely and without undue influence expressed consent; i) has provided consent which is appropriately documented; and, j) has been provided with an opportunity to ask questions.

3. DMH-credentialed individuals are aware of their influential positions with respect to the individuals and family members they serve and avoid exploiting the trust and dependency of such persons. DMH-credentialed individuals should not take unfair advantage of any professional relationship or exploit an individual to further their own interests.

4. DMH-credentialed individuals should avoid conflicts of interest which interfere with the exercise of professional and impartial judgement. DMH-credentialed individuals should inform individuals receiving services when a real or potential conflict of interest arises and should take reasonable steps and precautions to resolve the issue in a manner which, first and foremost, protects the individual receiving services and the individual's interests.

5. DMH-credentialed individuals should make every effort to avoid dual or multiple relationships with individuals receiving services and/or their immediate family members which could impair professional judgment or increase the risk of exploitation or potential harm to the individual receiving services and/or his/her immediate family members. Dual or multiple relationships occur when DMH-credentialed individuals relate to the individuals they serve in more than one relationship, whether professional, social or business. Such relationships include (but are not limited to) business or close personal relationships with an individual receiving services and/or the individual's immediate family members. Dual or multiple relationships can occur simultaneously or consecutively.

6. DMH-credentialed individuals who anticipate a potential conflict of interest with an individual who is receiving services should clarify their role with the individual; take appropriate action to minimize any conflict of interest/potential for professional judgement impairment and/or risk of exploitation; and, should document appropriate precautions taken.

7. DMH-credentialed individuals avoid entering into nonprofessional relationships with current/former individuals receiving services, their significant others, and/or their immediate family members when the interaction is potentially harmful to the individual receiving services. This interaction applies both to in-person and electronic interactions or relationships.

F. **Principle V: Technology-Assisted Service Provision and Social Media**

1. DMH-credentialed individuals recognize that service delivery takes place through an increasing number of technological formats. DMH-credentialed individuals strive to understand the growing and changing nature of technology and the provision of services via electronic means. DMH-credentialed individuals seek to understand the evolving benefits and concerns related to the use of electronic/digital service delivery techniques and the use of technology in service provision. In accordance with applicable laws, rules/regulations and policies, DMH-credentialed individuals make every effort to ensure confidentiality and to meet ethical, legal, and institutional/programmatic requirements for the use of technological resources. DMH-credentialed individuals who use technology-driven resources in the course of service provision develop the necessary skills and technical proficiency for the use of such resources.

2. DMH-credentialed individuals who maintain a **personal** social media presence should strive to maintain professional boundaries with regards to their personal social media use. Thus, DMH-credentialed individuals should take care to avoid any **purposeful** overlap between personal social media activities and professional activities.

3. DMH-credentialed individuals take precautions to avoid disclosing confidential information through public social media.

G. **Principle VI: Reporting Abuse and Ethical Misconduct**

1. DMH-credentialed individuals must meet reporting requirements as outlined by the Vulnerable Persons Act and the Child Abuse/Neglect Reporting statutes.
2. Individuals holding a DMH credential who witness or have knowledge of unethical or discriminatory practices of other individuals who hold a DMH credential are obligated to report such practices to the Division of Professional Licensure and Certification.
3. DMH-credentialed individuals do not harass or seek retaliation against a colleague or employee who has acted in a responsible and ethical manner to expose inappropriate, unethical or discriminatory practices.
4. DMH-credentialed individuals, as needed and as requested, willingly cooperate with the PLACE Review Board's complaints evaluation and investigation process, along with any resultant disciplinary hearings.

H. **Principle VII: Sexual Harassment/Misconduct/Drug-Free Workplace**

1. Sexual harassment/misconduct is considered to be any unwelcome solicitation, physical advance or verbal or nonverbal conduct which is sexual in nature.
2. Sexual harassment/misconduct can consist of a single onerous act or multiple persistent or pervasive acts.
3. Individuals who hold a credential from DMH will not knowingly engage in behavior which is sexually harassing or demeaning to persons with whom they interact within the service delivery environment.
4. Any behavior that could be construed as sexual harassment during the DMH-credentialed individual's function of providing services for a program which is certified, funded, and/or operated/administered by the Mississippi Department of Mental Health shall be subject to disciplinary action.
5. The Department of Mental Health adopted written policy in Section 71-7-1 through 71-7-31 of the *Mississippi Code of 1972, Annotated* which outlines state policy regarding a Drug-Free Workplace. Programs funded/certified/administered and individuals who hold a DMH credential are expected to abide by this provision.
6. Individuals shall refrain from the use of alcohol/illegal substances in the work environment (including any and all such locations/venues where service provision takes place).
7. DMH-credentialed individuals should not engage in any behavior in the service delivery environment which is considered to be harassing, demeaning, bullying, or otherwise disrespectful or derogatory in nature; this tenet extends to all individuals with whom the DMH-credentialed individual interacts within the service delivery environment, both individuals receiving services/family members as well as colleagues/co-workers.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 19: Complaints and Disciplinary Action

Rule 19.1 Grounds for Disciplinary Action

A. Individuals holding a DMH professional credential must conduct their activities and services in accordance with applicable federal and state laws, these *Rules and Requirements*, the *DMH Principles of Ethical and Professional Conduct*, *the DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*, as applicable, and any other applicable rules/regulations.

B. DMH-credentialed individuals do not harass or seek retaliation against a colleague or employee who has acted in a responsible and ethical manner to expose inappropriate, unethical or discriminatory practices.

C. An individual holding a DMH professional credential may be subject to disciplinary action if the PLACE Review Board finds that he/she is guilty of violation of the *DMH Principles of Ethical and Professional Conduct* and/or any of the following corresponding "Grounds for

Disciplinary Action" OR has knowledge of violation of the *DMH Principles of Ethical and Professional Conduct* and/or the following "Grounds for Disciplinary Action" and has not reported such to the Division of PLACE.

D. **Grounds for disciplinary action include, but are not limited to:**

1. Negligence or incompetence in the practice or performance of professional services or activities;
2. Engaging in dishonorable, unethical, unprofessional conduct of a character likely to deceive, defraud, or cause harm in the course of professional services or activities;
3. Engaging in lewd conduct in connection with professional services or activities;
4. Borrowing or accepting money or accepting gifts of monetary value from individuals receiving services, their family members, or other vulnerable persons; sexual (or other inappropriate contact) with individuals receiving services, their immediate family members or other vulnerable persons;
5. Physical, mental or emotional abuse of individuals receiving services, their family members or other vulnerable persons;
6. Obtaining a Department of Mental Health certificate/license or renewal certificate/license by fraud, deceit, material deception or other misrepresentation;
7. Assisting another individual in falsely obtaining a DMH professional credential;
8. Perpetrating or cooperating in fraud or material deception in obtaining or renewing professional credentialing or attempting the same;
9. Being convicted of any crime which has a substantial relationship to the professionally credentialed individual's activities and services or an essential element of which is misstatement, fraud, moral turpitude or dishonesty;
10. Commission of theft, embezzlement, fraud or other actions involving deception or deceit, or the commission of acts constituting a violation of laws regarding vulnerable persons, violent crimes or moral turpitude, whether or not the DMH-credentialed individual is criminally prosecuted and whether or not directed at individuals receiving services or the individuals' family members;
11. Exploiting individuals receiving services, their family members, or other vulnerable persons;
12. Failing to maintain proper professional and emotional boundaries with individuals receiving services or their family members;
13. Aiding, encouraging or inciting the performance of illegal acts;
14. Failure to report knowledge of unethical conduct or giving false statements during inquiries into such conduct;
15. Retaliation towards an individual who reports, in good faith, a perceived ethical violation, grievance, serious incident, and/or a concern with professional or policy noncompliance;
16. Action or inaction which indicates a clear failure to act in an ethical, moral, legal and professional manner;
17. Failure to report suspected or confirmed abuse or neglect of an individual receiving services in accordance with state reporting laws to include, but not limited to, the Vulnerable Persons Act and Child Abuse or Neglect Reporting requirements;
18. Being convicted of any crime which is a felony under federal or state law;

19. Engaging in or permitting the performance of unacceptable services personally or by assistants working under the credentialed individual's supervision due to the credentialed individual's deliberate or grossly negligent act or failure to act, regardless of whether actual damage is established;
20. Treating any person differently or detrimentally because of race, color, creed, age, gender, religion, national origin, disability or political affiliation;
21. Engaging in false or misleading advertising;
22. Revealing confidential information except as may be required by law;
23. Breach of and/or misuse of confidential information;
24. Failing to maintain case records in a secure and confidential manner, as required by applicable federal and state laws, institutional and programmatic requirements and in accordance with these *Rules and Requirements* and the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*, as applicable;
25. Failing to inform an individual receiving services of the fact that the individual no longer needs the services of the credentialed individual;
26. Failing to comply with the *DMH Principles of Ethical and Professional Conduct* with regards to dual or multiple relationships in a manner which could increase the risk of exploitation, impair professional judgement, and/or bring harm to an individual receiving services;
27. Exploiting professional relationships for personal gain;
28. Performing services for compensation or representing oneself as a DMH-credentialed professional while holding a certificate/license in Defaulted, Lapsed, Relinquished, Suspended, Surrendered, or Revoked Status;
29. Attempting to utilize the certificate/license issued by the Department of Mental Health for private practice or for services outside the scope of practice;
30. Purposeful misrepresentation of an individual's professional credentials and/or purposeful misrepresentation of credentials held by others;
31. Continuing to engage in service provision while suffering a professional impairment which renders the individual unable to provide services in a competent manner;
32. Engaging in conduct considered by the Review Board to be detrimental to the profession; and/or,
33. Engaging in any conduct considered by the Review Board to be in violation of the *DMH Principles of Ethical and Professional Conduct*.
34. Revocation by any professional credentialing body may result in disciplinary action and/or revocation of a DMH professional credential. It is the DMH-credentialed individual's responsibility to inform DMH of any previous or pending disciplinary action against him/her by any professional credentialing body or association. DMH-credentialed individuals who have had any past or currently held professional credential suspended, placed on probation, revoked, or otherwise be the subject of any disciplinary action, must promptly notify the DMH Division of PLACE.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 19.2 Complaints and Investigation

A. All complaints concerning a DMH-credentialed individual's professional service or activities must be received by the Division of PLACE.

B. The individual lodging the complaint (i.e., complainant) must submit the complaint on the Mississippi Department of Mental Health-approved DMH professional credentialing complaint form(s) and the complaint form(s) must be returned sworn and notarized; the complaint must be submitted according to the instructions on the form(s). The complainant is responsible for completing the form(s) (according to the instructions) and returning the form(s) to the Division of PLACE.

C. The approved DMH professional credentialing complaint form(s) will be made available on the DMH website.

D. The following information must be included on the submitted complaint form(s):

1. The DMH-credentialed individual's name;
2. The name and contact information of the complaining party;
3. The date of the complaint;
4. A sworn statement of the complaint; and,
5. Disposition or attempts at settlement.

E. The complaint should include the charges set forth with such clarity as to inform the Division, the PLACE Review Board and the credentialed individual of the issue involved.

F. Upon receipt, the Division of PLACE will assign each complaint a case number and set up an individual case complaint file.

G. Criteria the Division of PLACE, in conjunction with DMH Senior Attorney consult, may use for determining whether or not an allegation or charge should be accepted as a formal complaint include, but are not limited to, the following:

1. Whether or not the person holds a DMH professional credential (unless the complaint concerns the use of a DMH professional credential by a person not holding the claimed credential);
2. Whether the charge, if true, would constitute a violation of the *DMH Principles of Ethical and Professional Conduct* and corresponding "Grounds for Disciplinary Action," the promulgated DMH professional credentialing *Rules and Requirements* and/or any other applicable federal or state laws or statutes which govern DMH-credentialed individuals;
3. Whether passage of time since the alleged ethical violation requires that the charge be excluded;
4. Whether sufficient, reliable proof of the charge is available;
5. Whether or not the complainant is willing to provide proof or other required information/documentation; and,

6. Whether or not the charge appears to be sustainable considering the proof available.

H. Complaints lodged with insufficient information may be unable to be addressed by the Review Board.

I. The Division of PLACE shall notify the DMH-credentialed individual that a complaint has been filed against him/her and that he/she is under investigation. Notice of the filed complaint shall be given within a reasonable amount of time from the date of receipt of the complaint, not to exceed 120 calendar days. The Division shall notify the DMH-credentialed individual of the allegation(s) and corresponding *DMH Principles of Ethical and Professional Conduct*, appropriate statutes, and/or *Rules and Requirements* violations. Once the DMH-credentialed individual receives the letter from the Division of PLACE, the DMH-credentialed individual will have 10 days to respond to the allegation(s). The DMH-credentialed individual may request an extension of up to 30 calendar days to respond to the complaint. Extensions will be granted on a case-by-case basis. Justification for additional time is determined by the Division of PLACE. All communications should be sent to the Division of PLACE and copied to the DMH Senior Attorney.

J. Substantial, jurisdictionally-appropriate formal complaints will be evaluated by the PLACE Review Board, with consult, as needed, with the DMH Senior Attorney.

K. The Mississippi Department of Mental Health and/or the PLACE Review Board may bring a complaint upon its own motion if it can be substantiated as a complaint.

L. A copy of all substantive communications pertaining to complaints/investigations will be forwarded to the DMH Senior Attorney. The Review Board, with DMH Senior Attorney consult, as needed, will determine the necessity of a disciplinary hearing.

M. Depending on the nature of the submitted complaint, information may be shared, as needed, with other pertinent offices/divisions/bureaus within the Mississippi Department of Mental Health.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 19.3 Notice of Complaint and Disciplinary Hearing

A. Upon determination that a disciplinary hearing is needed, the Review Board will notify the DMH-credentialed individual that a disciplinary hearing will be held.

B. The DMH-credentialed individual shall be notified at least 30 calendar days before the date of the disciplinary hearing. Notification will be considered to have been given if the notice was personally received by the DMH-credentialed individual or if the notice was mailed "certified, return receipt requested" to the last known address as listed with the Division of PLACE.

C. The notice will inform the DMH-credentialed individual of the facts which are the basis of the complaint and which are specific enough to enable the credentialed individual to defend against the complaints. The notice of the complaint and the disciplinary hearing shall also inform the credentialed individual of the following:

1. The date, time and location of the disciplinary hearing;
2. That the DMH-credentialed individual may appear personally at the disciplinary hearing and may be represented by counsel;
3. That the DMH-credentialed individual shall have the right to produce witnesses and evidence on his/her behalf and shall have the right to cross-examine adverse witnesses and evidence;
4. That the Rules of Evidence do not apply;
5. That the disciplinary hearing could result in sanctions being taken against the DMH-credentialed individual;
6. That the Review Board will, in writing, advise the DMH-credentialed individual of any sanction(s) to be imposed and the basis for the Review Board's action; and,
7. That disposition of any formal complaint may be made by consent order or stipulation between the Review Board and the DMH-credentialed individual.

D. The disciplinary hearing will be an informal hearing and will be presided over by the Review Board Chairperson or his/her designee.

E. Within 15 days of the disciplinary hearing, the Review Board will provide written notification to the DMH-credentialed individual as to any sanction(s) being imposed and the basis for the Review Board's action. This notification will be considered to have been given if the notice was personally received by the DMH-credentialed individual or if the notice was mailed "certified, return receipt requested" to the last known address as listed with the Division of PLACE.

F. If disciplinary action is taken against an individual, his/her employer (along with any applicable third party) may be notified by DMH.

G. All disciplinary hearing proceedings are matters of public record and shall be preserved pursuant to state law. The final disposition of any disciplinary hearing will be recorded in Board minutes.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 19.4 Sanctions

A. The Review Board may impose sanctions, singly or in combination, when it finds that a DMH-credentialed individual is guilty of violation of the tenets of any of the *DMH Principles of Ethical and Professional Conduct* and/or of the offenses referred to in the corresponding "Grounds for Disciplinary Action" section of this chapter.

B. Sanctions which may be imposed include:

1. Issuance of a letter of official reprimand to the DMH-credentialed individual; (the letter of official reprimand may require specific follow-up actions by the DMH-credentialed individual);
2. Refusal to renew a certificate/license;
3. Restriction or limitation of the individual's scope of practice;
4. Suspension of the certificate/license for any period of time;
5. Revocation of the certificate/license;
6. Approval of the individual's request for surrender of professional credential; and/or,
7. Assessment of reasonable costs for inquiries, disciplinary hearing(s) and/or complaint resolution.

C. An individual who misuses a DMH professional credentialing title or who misrepresents himself/herself by the use of any DMH professional credentialing title shall be guilty of purposeful falsification. Following evaluation and substantiation of this offense, the Review Board will issue the individual a "cease and desist" letter. Following issuance of the "cease and desist" letter, individuals engaging in repeated offenses may incur a fine of up to Five Hundred Dollars ($500.00) for each substantiated offense.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 19.5 Disciplinary Status Categories

Disciplinary status categories are applicable to individuals holding any level of credentialing available through the DMH Division of PLACE.

A. **Limited**

1. The Review Board, as a result of disciplinary action as defined in this chapter, may choose to restrict or limit a certified/licensed individual's practice.
2. To return to Current Status, an individual in Limited Status would be required to meet all requirements as determined to be necessary by the Review Board and/or DMH Executive Director.

B. **Suspended**

1. The Review Board, as a result of disciplinary action as defined in this chapter, may choose to invalidate an individual's certification/licensure for any period of time.

    a. The individual's certificate/license shall be turned over to the Division for the period of suspension.
    b. To return to Current Status, an individual in Suspended Status would be required to meet all requirements as determined to be necessary by the Review Board and/or DMH Executive Director.

2. An individual's certification/licensure may also be suspended due to noncompliance with the CE renewal requirement, as determined by the audit process described in Chapter Sixteen. (Suspended status due to CE noncompliance is NOT a disciplinary status/action.)

C. **Surrendered**

1. The Review Board, as a result of disciplinary action as defined in this chapter, may choose to request the surrender of an individual's certificate/license.
2. In addition, the certified/licensed individual may request Surrendered Status. However, the certified/licensed individual's request for Surrendered Status is subject to the approval of the Review Board and/or DMH Executive Director.
3. The surrendered certificate/license shall be turned over to the Division.
4. To return to Current Status, an individual in Surrendered Status would be required to meet all requirements as determined to be necessary by the Review Board and/or DMH Executive Director.

D. **Revoked**

1. The Review Board, as a result of disciplinary action as defined in this chapter, may revoke an individual's certification/licensure.
2. Once professional certification/licensure is revoked, the individual must return his/her certificate/license to the Division.
3. Individuals in "Revoked" status who wish to apply for any DMH professional credential must first write the PLACE Review Board and request the Review Board's permission for approval of application acceptance. In this instance, the individual in "Revoked" status should include with this written request any supporting documentation he/she deems necessary. The Review Board will then review the request and issue written notification as to whether or not this request is approved or rejected. In the event that the Review Board grants permission for the individual in "Revoked" status to submit an application for a DMH professional credential, the individual may then submit an application; the individual is subject to meeting all current requirements of the respective DMH professional credentialing program to which he/she is making application, in addition to any additional requirements determined to be necessary by the Review Board and/or the DMH Executive Director.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Rule 19.6 Disciplinary Appeal

A. Following a disciplinary hearing, an individual aggrieved by a decision of the Review Board related to disciplinary action/sanctions has the right to appeal.

1. All appeals must be initiated by filing a written notice of appeal from the aggrieved individual (i.e., appellant) by certified mail in an envelope clearly marked "Notice of

Appeal" or by email with "Notice of Appeal" in the subject line. The written notice of appeal (along with any supplemental information) should be sent to the DMH Deputy Director, with a copy to the DMH attorney.

2. The written notice of appeal to the DMH Deputy Director must be **received** by DMH within 10 calendar days of the mailing of the Review Board's action. *(The date on the Review Board letter/correspondence will be counted as Day One.)* The effective action of the decision being appealed shall not be stayed during the appeal process except at the discretion of the DMH Executive Director.

3. The written notice of appeal must have as its first line of text "Notice of Appeal" in bold-faced type (specifically stating that the notice is an appeal).

4. The written notice of appeal must contain a detailed statement of the facts upon which the appeal is based, including the reasons justifying why the appellant disagrees with the decision.

5. The DMH Deputy Director will conduct the first level of review.

6. If the DMH Deputy Director determines that the appeal merits the relief requested without any additional information requested by the DMH Deputy Director and/or DMH Attorney, the appellant will be notified within 10 calendar days of the receipt of the written appeal that the relief requested is granted.

7. If the DMH Deputy Director determines that additional information is needed to make a decision or recommendation, additional written documentation from the appellant may be requested within 10 calendar days of receipt of the appeal. The DMH Deputy Director will specify a timeline by which the additional information must be received.

8. Within 10 calendar days of the time set by the DMH Deputy Director for his/her receipt of the additional information requested, the DMH Deputy Director will:

    a. Determine that the appeal merits the relief requested and notify the appellant that the relief requested is granted; or,
    b. Determine that the appeal does not merit the relief requested and issue a recommendation of such, justifying denial of the appeal, to the DMH Executive Director, who will then conduct the second level of review of the appeal.

9. Within 10 calendar days of receipt of a recommendation for denial of an appeal from the DMH Deputy Director, the DMH Executive Director will make a final decision regarding the appeal and notify the appellant of the decision.

10. Timelines for review of appeals by the DMH Deputy Director and the DMH Executive Director may be extended for good cause as determined by the Department of Mental Health.

11. If the DMH Executive Director concurs with the findings of the DMH Deputy Director to deny the appeal, the aggrieved individual (i.e., appellant) may file a written request by certified mail in an envelope clearly marked "Notice of Appeal" and addressed to the DMH Executive Director's office or by email with the "Notice of Appeal" in the subject line, requesting a review of the appeal by the Mississippi State Board of Mental Health. The request must be received by the Department of Mental Health within 10 calendar days after the date of the notice of the DMH Executive Director's decision to deny the appeal. *(The date on the DMH Executive Director's decision letter will be counted as Day One.)*

12. The written notice of appeal to the Mississippi State Board of Mental Health must have as its first line of text "Notice of Appeal" in bold-faced type (specifically stating that the notice is an appeal).

13. The written request for review of the appeal by the Mississippi State Board of Mental Health must contain a detailed statement of the facts upon which the request for review of appeal is based, including the reasons justifying why the appellant disagrees with the decision of the DMH Executive Director.

14. The Mississippi State Board of Mental Health review of appeals under this section will be in compliance with the established policy of the Mississippi State Board of Mental Health regarding appeals.

15. The Mississippi State Board of Mental Health review of appeals under this section may be based upon written documentation and/or oral presentation by the appellant, at the discretion of the Board.

16. Decisions of the Mississippi State Board of Mental Health are final.

B. **All submitted appeals** must be clearly marked "Notice of Appeal" in bold-faced type, specifically stating that the notice is an appeal; otherwise, the submission will not be considered an appeal.

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*

Part 3 Chapter 20: Glossary

Rule 20.1 DMH Professional Credentialing Terms and Definitions

A. The *Mississippi Department of Mental Health (DMH) Division of Professional Licensure and Certification (PLACE) Professional Credentialing Rules and Requirements* glossary is listed below.

B. The following terms and definitions apply to DMH professional credentialing programs administered through the DMH Division of PLACE:

1. **Active Supervision:** The process by which a supervisor monitors his/her supervisee's submitted required work experience for DMH professional credentialing. "Active" supervision occurs when the supervisor has functional line oversight over the supervisee and meets regularly with the supervisee to review work performance and provide ongoing feedback and evaluation.

2. **Applicant:** An individual who has submitted a **complete** application packet for DMH professional credentialing

3. **Approved Educational Institution:** A degree-granting institution of higher learning which is accredited by a Council for Higher Education Accreditation (CHEA)-recognized and/or a United States Department of Education (USDE)-recognized accrediting body

4. **Audit:** Random selection of renewed individuals for the purpose of determining compliance with the continuing education (CE) renewal requirement

5. **Board:** The Mississippi State Board of Mental Health

6. **Certificate:** A document issued by DMH attesting to an individual's DMH professional credential

7. **Certification/Licensure Period:** Individuals holding full certification/licensure are on a two-year certification/licensure schedule, referred to as the "certification/licensure period"; fully certified/licensed individuals renew every two years by the renewal deadline.

8. **Certified Addictions Therapist (CAT):** An individual who obtains and maintains the CAT credential through the Mississippi Department of Mental Health; *this credential was formerly known as Certified Addiction Counselor (CAC).*

9. **Certified Community Support Specialist (CCSS):** An individual who obtains and maintains the CCSS credential through the Mississippi Department of Mental Health; *this credential was formerly known as Certified Case Management Professional (CCMP) and Certified Case Management Professional I (CCMP-I).*

10. **Certified Community Support Specialist II (CCSS-II):** An individual who obtained and maintains the CCSS-II credential through the Mississippi Department of Mental Health; (This level of credentialing was discontinued effective January 2009. Though no longer available to new applicants, those who obtained the CCSS-II credential prior to its discontinuance may continue to renew it as long as renewal requirements are met); *this credential was formerly known as Certified Case Management Professional II (CCMP-II).*

11. **Certified Intellectual and Developmental Disabilities Therapist (CIDDT):** An individual who obtains and maintains the CIDDT credential through the Mississippi Department of Mental Health; *this credential was formerly known as Certified Mental Retardation Therapist (CMRT).*

12. **Certified Mental Health Therapist (CMHT):** An individual who obtains and maintains the CMHT credential through the Mississippi Department of Mental Health

13. **Community Support Services:** Community support services as described in the *DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers*; community support services generally refer to an array of support services which focus on the individual's ability to succeed in the community; to identify and access needed services; and, to show improvement in school, work, family and community participation.

14. **Continuing Education (CE) Hours:** Educational/training activities required for renewal which are designed to increase the professional proficiency of an individual holding a DMH professional credential; one Continuing Education Hour (CE) consists of 60 consecutive minutes of training

15. **Credential(ing):** A generic term referring to any or all levels of DMH professional certification/licensure

16. **Date of Issuance:** The assigned date on which a DMH professional credential becomes effective

17. **Director of Community Support Services/Director of ID/DD Waiver Support Coordination/IDD Targeted Case Management Supervisor/Wraparound Facilitation Supervisor:** The Director of Community Support Services, Director of ID/DD Waiver Support Coordination, IDD Targeted Case Management Supervisor and/or the Wraparound Facilitation Supervisor provides direct oversight of a community support specialist's, ID/DD Waiver support coordinator's, IDD Targeted Case Manager's and/or a Wraparound Facilitator's work (as appropriate) and is the individual(s) at each Mississippi state mental health system program designated to verify the community support (or ID/DD Waiver Support Coordination/IDD Targeted Case Management/Wraparound Facilitation) work experience requirement for CCSS.

18. **Division/Division of PLACE:** The Department of Mental Health, Division of Professional Licensure and Certification (PLACE)

19. **DMH:** The Mississippi Department of Mental Health

20. **DMH Addictions Therapist Examination:** A comprehensive standardized examination, the content of which is based on a customized collection of e-learning courses (i.e., web-based training component) specific to the DMH Addictions

Therapist program. This examination is designed to address basic knowledge and practical information pertinent to addictions therapists in the state mental health system. Successful completion of this examination is one of the requirements for CAT.

21. **DMH Addictions Therapist Program Web-based Training Component:** A customized collection of e-learning courses (i.e., web-based training component) specific to the DMH Addictions Therapist program, upon which the content of the comprehensive standardized DMH Addictions Therapist Examination is based

22. **DMH Community Support Specialist Program Web-based Exam/Training Component:** A customized collection of e-learning courses (and corresponding standardized exams) designed to address basic knowledge pertinent to community support specialists in the state mental health system; successful completion of the web-based exam/training component is one of the requirements for CCSS.

23. **DMH Deputy Director:** The Deputy Director of the Mississippi Department of Mental Health

24. **DMH Executive Director:** The Executive Director of the Mississippi Department of Mental Health

25. **DMH Intellectual and Developmental Disabilities Therapist Examination:** A comprehensive standardized examination, the content of which is based on a customized collection of e-learning courses (i.e., web-based training component) specific to the DMH Intellectual and Developmental Disabilities Therapist program. This examination is designed to address basic knowledge and practical information pertinent to intellectual and developmental disabilities therapists in the state mental health system. Successful completion of this examination is one of the requirements for CIDDT.

26. **DMH Intellectual and Developmental Disabilities Therapist Program Web-based Training Component:** A customized collection of e-learning courses (i.e., web-based training component) specific to the DMH Intellectual and Developmental Disabilities Therapist program, upon which the content of the comprehensive standardized DMH Intellectual and Developmental Disabilities Therapist Examination is based

27. **DMH Licensed Administrator Program Examinations:** Standardized tests which are administered in the DMH Licensed Administrator program as a component of one of the Independent Study and Training requirement options. These tests are administered to measure applicable knowledge of specific rules, regulations and standards.

28. **DMH Mental Health Therapist Examination:** A comprehensive standardized examination, the content of which is based on a customized collection of e-learning courses (i.e., web-based training component) specific to the DMH Mental Health Therapist program. This examination is designed to address basic knowledge and practical information pertinent to mental health therapists in the state mental health system. Successful completion of this examination is one of the requirements for CMHT.

29. **DMH Mental Health Therapist Program Web-based Training Component:** A customized collection of e-learning courses (i.e., web-based training component) specific to the DMH Mental Health Therapist program, upon which the content of the comprehensive standardized DMH Mental Health Therapist Examination is based

30. ***DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities, and Substance Use Disorders Community Service Providers/DMH Operational Standards*:** Manual published by the Mississippi Department of Mental Health which establishes and promulgates required operational standards for programs receiving DMH certification

31. **ID/DD Waiver Support Coordination Services:** ID/DD Waiver Support Coordination Services are provided to individuals enrolled in the ID/DD Waiver. Support coordinators coordinate and monitor all services an individual on the ID/DD Waiver receives, regardless of funding source, to ensure services are adequate, appropriate, meet individual needs, and ensure the individual's health and welfare needs are met.

32. **IDD Targeted Case Management Services:** IDD Targeted Case Management Services refers to service provision under IDD community support programs and include development of a plan of services and supports and coordination and monitoring of services to ensure that services are adequate, appropriate and meet the person's unique needs.

33. **Immediate Family Member**: spouse, parent, stepparent, sibling, child or stepchild

34. **Independent Study and Training (IST) Requirement:** The prescribed program of study and training which must be successfully completed in order to obtain licensure as a "DMH Licensed Administrator." The DMH Licensed Administrator program has two IST options (the applicant chooses one).

35. **License:** A document issued by DMH attesting to an individual's DMH professional credential

36. **Licensed Administrator (LA):** An individual who obtains and maintains the LA credential through the Mississippi Department of Mental Health; *this credential was formerly known as Licensed Mental Health/Mental Retardation Administrator (LA) or Licensed DMH Administrator (LA).*

37. **Licensed Administrator (LA) Program Participant:** An individual who has been admitted into the DMH Licensed Administrator Program as a "Program Participant" and is working towards licensure as a "DMH Licensed Administrator"; individuals in the "Program Participant" phase DO NOT hold the "DMH Licensed Administrator" credential

38. **Licensed Clinical Addictions Therapist (LCAT):** An individual who obtained and maintains the LCAT credential through the Mississippi Department of Mental Health; (This level of credentialing was discontinued effective January 2009. Though no longer available to new applicants, those who obtained the LCAT credential prior to discontinuance may continue to renew it as long as renewal requirements are met); *this credential was formerly known as Licensed Clinical Addiction Counselor (LCAC).*

39. **Licensed Clinical Intellectual and Developmental Disabilities Therapist (LCIDDT):** An individual who obtained and maintains the LCIDDT credential through the Mississippi Department of Mental Health; (This level of credentialing was discontinued effective January 2009. Though no longer available to new applicants, those who obtained the LCIDDT credential prior to its discontinuance may continue to renew it as long as renewal requirements are met); *this credential was formerly known as Licensed Clinical Mental Retardation Therapist (LCMRT).*

40. **Licensed Clinical Mental Health Therapist (LCMHT):** An individual who obtained and maintains the LCMHT credential through the Mississippi Department of Mental Health; (This level of credentialing was discontinued effective January 2009. Though no longer available to new applicants, those who obtained the LCMHT credential prior to discontinuance may continue to renew it as long as renewal requirements are met.)

41. **PLACE Review Board/Review Board:** The Professional Licensure and Certification (PLACE) Review Board

42. **Provisional Certification Period:** The Provisional Certification Period is the time period an individual holds **provisional** certification (PCMHT, PCIDDT, PCAT and/or PCCSS). The Provisional Certification Period begins on the day the provisional credential is issued and can last for a maximum of 24 consecutive months. Provisional certification is temporary and nonrenewable. By the end of the Provisional Certification Period, the provisionally-certified individual is expected to have completed all requirements to upgrade to full certification.

43. **Provisionally Certified Addictions Therapist (PCAT):** An individual who obtains the PCAT credential through the Mississippi Department of Mental Health. PCAT is a temporary, nonrenewable certification. PCATs work towards full certification as a Certified Addictions Therapist (CAT); *this credential was formerly known as Provisionally Certified Addiction Counselor (PCAC).*

44. **Provisionally Certified Community Support Specialist (PCCSS):** An individual who obtains the PCCSS credential through the Mississippi Department of Mental Health. PCCSS is a temporary, nonrenewable certification. PCCSSs work towards full certification as a Certified Community Support Specialist (CCSS); this credential was formerly known as Provisionally Certified Case Management Professional (PCCMP).

45. **Provisionally Certified Intellectual and Developmental Disabilities Therapist (PCIDDT):** An individual who obtains the PCIDDT credential through the Mississippi Department of Mental Health. PCIDDT is a temporary, nonrenewable certification. PCIDDTs work towards full certification as a Certified Intellectual and Developmental Disabilities Therapist (CIDDT); *this credential was formerly known as Provisionally Certified Mental Retardation Therapist (PCMRT).*

46. **Provisionally Certified Mental Health Therapist (PCMHT):** An individual who obtains the PCMHT credential through the Mississippi Department of Mental Health. PCMHT is a temporary, nonrenewable certification. PCMHTs work towards full certification as a Certified Mental Health Therapist (CMHT).

47. **Qualified Sponsor:** An individual who meets the DMH Licensed Administrator sponsor qualifications; who agrees to endorse an applicant for DMH Licensed Administrator; and, who oversees a DMH Licensed Administrator Program Participant's progress towards achieving licensure

48. **Qualified Supervisor:** A Qualified Supervisor is an individual who meets the established professional criteria to provide supervision over (and verify) a DMH-professional credentialing applicant's required work experience and who provides "active supervision" (as defined in this document) over the applicant's submitted required work experience.

49. **Staff Development Officer (SDO):** State mental health system program employee(s) who are responsible for maintaining staff development records and assisting in the verification of ongoing continuing education for renewal applicants. The SDO also serves as a liaison between the program and the Division and as a resource to his/her program concerning DMH professional credentialing. The SDO is appointed by the Program Executive Director; a record of SDO appointments is maintained on file by the Division.

50. **State Mental Health System:** The network of programs in Mississippi which are certified, funded, and/or operated/administered by the Mississippi Department of Mental Health *(and also as outlined and defined in Section 41-4-7 of the Mississippi Code of 1972, Annotated)*

51. **Upgrade:** Progression (i.e., moving) from provisional (temporary) certification to full certification

52. **Wraparound Facilitation:** The creation and facilitation of a child and family team for the purpose of developing a single plan of care to address the needs of youth with complex mental health challenges and their families

Source: Section 41-4-7 of the *Mississippi Code of 1972, Annotated*