

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

**APPLICATION FOR FULL CERTIFICATION AS A
MENTAL HEALTH PROFESSIONAL PERSON**

CERTIFICATION COMMITTEE PROCEDURES

The Professional Person Certification Committee has established the following procedures:

1. After all required documents have been received, the application will be reviewed at the next scheduled Committee meeting. Meetings are held every other month. Based upon the information submitted, the Committee will decide if the applicant is qualified for certification.
2. The applicant will be notified of the Committee's decision within 10 days of the meeting. If the applicant is approved, arrangements will be made for the administration of the certification examination. Certification will be granted upon successful completion of the examination.
3. If the Committee finds that the applicant is not qualified for certification, the applicant will be notified of the reasons for this decision.
4. The Committee may request additional information which will be considered at the next meeting following receipt of the information.
5. An applicant who has been denied certification may submit a written appeal of the Committee's decision to the Director of the Department of Public Health and Human Services.
6. If the committee has not received all parts of the application after one year of receipt of any part of the application, the file will be closed and the materials destroyed. At that point, the applicant will need to reapply.