

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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

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**CERTIFICATION COMMITTEE PROCEDURES**

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The Professional Person Certification Committee has established the following procedures:

1. When 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 ten 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, one year from the date of the Committee's receipt of **PART I** of the application package all necessary documents have not been received, the materials on file will be discarded. The applicant will need to resubmit all materials in order to be considered for certification.