



(573) 644-1710

www.natproca.org

email: Info@natproca.org

515 East High Street Ste 202; Jefferson City MO 65101

2026 RENEWAL FORMS FOR NPCA

*Recovery and Public Safety Specialist (**RPSS**) - Previously Named Harm Reduction Specialist (**HRS**)

PLEASE READ THE RENEWAL INSTRUCTIONS IN THEIR ENTIRETY BEFORE COMPLETING RENEWAL FORMS.

Due to the transition, you are NOT being audited this year therefore ALL renewals MUST include completed demographics page 1 and 2, sign and dated code of conduct, a copy of your 6 hours of Ethics Training and sign and dated attestation form to verify you have completed the other required training hours. You should keep ALL training hours on file in case there is a question about your submission and you are asked to provide documentation of all 20 hours.

PLEASE REFERENCE THE CHART BELOW FOR THE RENEWAL REQUIREMENTS AND FEE:

- A. RPSS formerly HRS - 20 total hours; 6 hours of ethics; 8 hours of harm reduction hours**
- **Renewal Fee \$100**
 - **Inactive fee \$50**

Renewal hours must be completed after the date listed on your RPSS formerly HRS certification (the date it was issued). This date can be located on the paperwork you received when you were issued your certification.

EDUCATION HOURS

Outside Education Hours:

Outside education is any continuing education related to one or more of the performance domains such as workshops or seminars presented in a formal classroom setting, applicable college coursework, self-study courses, or home study/online courses. Acceptable verification includes certificates or transcripts, verification must include name of education provider or school, name of applicant, title of course, date of course, number of hours of course and signature of education provider. **If your ethics or general hours fall in this category you MUST provide training certificates or transcripts.**

Agency In-Service Hours:

An in-service training is any training provided only for the staff in your agency/company this does not include your regular working hours. **If your ethics or general hours fall into this category, the in-service form MUST be signed by your supervisor and include employee name, title of trainings, date of trainings and**

number of hours of trainings. OR you must attach copies of the sign-in sheets for each in-service training listed sign-in sheets must also include employee name, title of training date of training, number of hours of training, and trainer signature.

UNABLE TO RENEW AT THIS TIME - STAFF ASSISTANCE - If you have had a serious illness, or an extended period of unemployment, or other serious event recently in your life and feel you cannot renew your credential at this time, **immediately call the office (573) 644-1710. The staff will try to work with you to adjust the timeline to avoid reinstatement process/fees.**

INACTIVE STATUS PROCEDURE:

- 1. Only Professionals who do NOT use their credential for employment purposes may request at the time of their renewal to place their credential on inactive status.**
- At the time of their renewal when they request inactive status, the professional will only pay half of the current renewal fee, complete the demographic information on the renewal form and sign the Code of Ethical Practice and Professional Conduct and authorization and release.
- At each renewal date to follow that the professional wishes to remain on inactive status – they pay half of the current renewal fee and submit half the education hours required for that renewal period; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and Authorization and Release.
- To return to active status at the professional’s renewal date, he/she will pay the full renewal fee and submit the total number of education hours as required; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and Authorization and Release.
- Should a professional wish to return to active status at any point before their next renewal date they will pay the full renewal fee and submit the total number of continuing education hours required for their July 31, 2026 renewal. Their renewal date will remain the same AND THEY MUST SUBMIT ALL CERTIFICATES—NOT JUST ETHICS HOURS.

Contact NPCA Staff at (573) 644-1710 or send an email to Info@natproca.org if you have additional questions.

SUBMISSION OPTIONS

Your renewal forms may NOT be emailed or faxed. Your choices are to submit them using the online automated renewal system at www.natproca.org , or you can mail your documentation with fee to:

NPCA

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Jefferson City, MO 65101



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DEMOGRAPHIC AND FEE PAGE (Page 2)

MISSOURI CREDENTIALING BOARD- 428 EAST CAPITOL 3rd Floor; Jefferson City, MO 65101

Your Required Demographic Information Below (Please Type or Print Very Legibly)

Gender: Female; Male; Decline to State; Other: _____

Ethnicity: American Indian/Native Alaskan/Native American; Asian; Black/African American;
 Decline to State; Hispanic/Latino; Multi-Racial/Ethnic; Native Hawaiian/Pacific Islander
 White; Other: _____

Salary: \$0-\$14,999; \$15,000-\$24,999; \$25,000-\$34,999; \$35,000-\$44,999; \$45,000-\$54,999
 \$55,000-Over; Decline to State

Military Service: Never served in the military;
 Active duty for training in the Reserves or National Guard;
 On Active duty in the past, but not now for the Reserves or National Guard;
 Now on active duty;
 On active duty in the past, but not now;
 Veteran

Primary Language: English; Spanish; Chinese; Tagalog; Vietnamese; Arabic; French;
 Korean; Russian; German; Other: _____

Secondary Language: N/A; English; Spanish; Chinese; Tagalog; Vietnamese; Arabic;
 French; Korean; Russian; German; Other: _____

Highest Level of Education Completed: Associates Arts/Science Degree; Bachelor Arts/Science Degree;
 Doctorate; High School Diploma or HiSET; Some College Credit;
 No High School Diploma or HiSET; Vocational Certificate; Other: _____



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Renewal Application—Attestation Statement

I, _____, attest I have completed all the necessary hours to renew my certification for the July 31, 2026
Renewal including all required Ethics hours.

I understand that National Professional Credentialing Association (NPCA) has the authority to request my
certificates/documentation at any time and it is my responsibility to maintain my training certificates.

Signed By: _____

Date: _____



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Signature Page for Code of Conduct and Authorization and Release

I have read and will abide by the current RPSS Ethics Code listed on the website www.natproca.org under the Ethics Code Link.

Authorization and Release

I hereby certify all of the information given herein is true and complete to the best of my knowledge and belief. I also authorize any relevant investigations, or the release of personal information to the National Professional Credentialing Board, its agents, or contractors pursuant to this application/renewal procedure.

I understand falsification of any portion of this application/renewal will result in my being denied credentialing, or revocation of same upon discovery.

I further agree to hold the National Professional Credentialing Board and its Board Members, officers, agents, staff, peer evaluators and examiners, free from any civil liability for damages or complaints by reason of any action that is within the scope and arise out of the performance of their duties which they, or any of them, may take in connection with this application/renewal, the examination, the grades with respect to any examination, and/or the failure of the NPCA to issue me said credential or renewal.

This Authorization and Release shall also apply to personal information requested by the Board at any time following credentialing with connection with any investigation concerning allegations that could lead to disciplinary action against me.

Date

Printed Name

Date

Signature

Reminder:

All Renewals **MUST** submit a copy of their ethics training hours.