

CHECKLIST FOR CERTIFICATE RENEWALS

Please adhere to the following checklist to ensure a smooth submission process:

- ☐ **Payment Method:**
 - Your renewal payment of \$15.00 should be made through our designated online payment: <https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education>.
 - NO CASHIER'S CHECK, MONEY ORDER, AND PERSONAL CHECKS WILL BE ACCEPTED.**
 - Focus on the **RENEWAL FEES**, not CEU workshop fees.
 - To process the payment online for the MCDHH Missouri Interpreter Certification Fees, follow these steps:
 1. Select Payment Category:
 - Choose "MCDHH Fees" as the payment category.
 2. Select Payment Type:
 - Choose "MCDHH Missouri Interpreter Certification Fees" as the payment type.
 3. Locate the Payment Option:
 - Look for the option labeled "Renewal Fees plus \$10 application fee" which should total \$15.00.
 4. Add and Checkout:
 - Add the \$15.00 item to your cart and proceed to checkout to complete the payment process.
- ☐ **Payment Documentation:**
<https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education> -
 - Make a photocopy of the payment receipt.
 - Include the copy of the payment receipt along with the completed renewal form.
- ☐ **Continuing Education Units (CEU):**
 - Fill out CEU log paper with title, date and how many CEUs earned.
 - Insert all relevant CEU paperwork with your submission.
 - Do not shrink or reduce the CEU forms. Half page or above is acceptable.
 - Arrange CEU paperwork in **DATE ORDER**.
 - Include all relevant CEU paperwork with your submission.
- ☐ **Late Renewals:**
 - Be aware that courses taken after November 2nd will not be considered for the following year.
 - CEUs after November 2nd and forms submitted after Dec. 2nd will be late.
 - Include the late renewal form and payment receipt of \$20.00, if altogether with the renewal form, it will be \$35.00 (\$15.00 + \$20.00).
 - The link for late renewal form is: <https://mcdhh.mo.gov/interpreter-info/> under MICS Forms.
- ☐ **Reinstatement Form:**
 - Renewals submitted after Dec. 15th must include:
 1. Renewal Form (\$15.00)
 2. Late Fee Form (\$20.00)
 3. Reinstatement Form (\$60.00)

- The link for reinstatement form is: <https://mcdhh.mo.gov/interpreter-info/> under MICS Forms.

**Mailing Address:**

Mail the complete renewal package to the following address:

MCDHH c/o MICS Coordinator
3216 Emerald Lane, Suite B
Jefferson City, MO 65109

Please ensure that all documentation is accurate and complete to facilitate the timely processing of your certificate renewal. Thank you for your attention to these details.