

Positive Behavior Support Facilitator ***Continuing Education Activities (CEA) Guidelines***

As a PBS Facilitator, you are responsible for accumulating at least 12 hours of Continuing Education Activities (CEAs) each year between July 1 and June 30. We had hoped to include an ethics requirement for 2010, but creating it has taken longer than we anticipated. Therefore, although we encourage ethical practice, the ethics requirement will not be mandatory until next year's renewal.

Continuing Education Activities are made up of the activities listed on the enclosed page. Facilitators must engage in *at least three different types* of activities per year.

You will be mailed a confirmation form and an invoice for your renewal fee by Bobbi Piguet from the Partnership for People with Disabilities. You must submit complete a documentation form that states that you have completed these activities and mail it back. After your form is returned, you will then receive a confirmation letter that states that your endorsement is current (this is the form that will need to be submitted to DMAS if you are a Medicaid Waiver provider).

The only paperwork that is required is the documentation form and your renewal fee. This year, the renewal fee has increased to \$75.00. If this fee causes undo hardship, please contact Molly and payment arrangements will be considered. It is important that your check and the documentation form be sent together, so that the Partnership is clear on who has renewed. Each year, two or three random PBS Facilitators will be audited and required to submit evidence that documents each activity. It is highly recommended that you retain evidence of each continuing education activity in your personal records in case you are randomly audited. Keep in mind that *only* PBS Facilitators who are audited need to submit that information.

The annual cycle for Continuing Education Activities is from July 1 through June 30. If you are a newly endorsed Facilitator, your confirmation form will not be due until June 30 of the next full year cycle after you are endorsed. For example: If you were endorsed on January 5, 2010, then the date that your documentation form is due will not be until be June 30, 2011.

If you have any questions about these requirements, please contact:

Molly Dellinger-Wray, (804) 828-6926 (mdwray@vcu.edu)

Continuing Education Activities

must complete a total of 12 hours activities in three or more activities

Attendance at ethics training, readings on ethics, or presentation on ethics Two or more hours must be related to topics on ethics. **For audit purposes: facilitators must submit the training description; the title, author, and date for literature; or outline of training if conducted training session.**

Mentoring a PBS facilitator trainee. Mentoring provided as a continuing education activity must be offered free of charge to the candidate. (All other mentoring hours that the facilitator provides to trainees, but are not submitted for professional development may be offered at a fee.) **For audit purposes: facilitators must submit a mentoring log.**

Attendance at professional conferences. The conference must address the needs of individuals who benefit from PBS services. The subject matter may consist of PBS, PCP, mental health, developmental disabilities or disability related material. **For audit purposes: facilitators must submit the conference program (signed by the presenter) or certificate of attendance.**

Presentation of PBS or Person-Centered Planning materials at conferences, workshops, or training events. Facilitators may submit presentations, workshops, or training events. **For audit purposes: facilitators must provide the date, time and an outline of the presentation.**

Publications on PBS, Person-Centered Planning. Facilitators may submit time spent preparing a publication on a PBS or PCP topic. **For audit purposes: facilitators must provide a copy of the publication.**

College credit. Time spent in a college level class on a topic related to PBS may be submitted. **Facilitators must achieve a pass or a 'B' or better to claim the time in the class. For audit purposes: facilitators must provide a copy of their transcript.**

Training of facilitators. Facilitators may provide training to others who are preparing to become facilitators. **For audit purposes: facilitators must provide a copy of the outline for training, and the details of the training (who was trained, where the training took place, when the training took place).**

PBS/Person Centered Planning curriculum development. Facilitators may develop curriculum materials and submit time spent developing a PBS or person-centered planning curriculum. **For audit purposes: facilitators must provide a copy of curriculum.**

Attendance at PBS or PCP trainings or workshops. These events must address the needs of individuals who benefit from PBS services. **For audit purposes: facilitators must submit the training outline or similar documentation (must have date, name of trainer, location, and hours spent) and have had the trainer sign that document to get credit for this time.**

Literature review. Facilitators can earn continued education time reading journal articles, web based literature, and/or books. The subject matter may consist of PBS, PCP, mental health, developmental disabilities or disability related material. **For audit purposes: facilitators must submit the name of resource, author, publisher and time spent must be documented.**

****Please note: In 2011, an ethics test will be made available as a required CEA. PBS Facilitators will be given study guidelines and must receive at least an 85% score on the ethics test. The test may be taken as many times as needed to receive a passing score.**

Continuing Education Activity Documentation Form
For Endorsed PBS Facilitators
Year: 7/1/10-6/30/11

The list of Activities must equal to at least 12 total hours. Refer to Handout of CEA Guidelines for more information.

| Date | Hours | Activity | Location | Presenter Or author |
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TOTAL Hours Accumulated:

PBS Facilitator Signature **Date**