

**Partnership for People with Disabilities**  
**Positive Behavior Support**  
**TRAINING APPLICATION**

**Introduction**

Becoming an endorsed Positive Behavior Support Facilitator requires training, mentoring, development of a portfolio, personal commitment, and mastery of skills. It is the expectation that ALL students will complete the endorsement process, which requires the submission of a PBS portfolio and an interview by the PBS Endorsement Board. For more information portfolio requirements, please check the PBS website: [www.vcu.edu/partnership/pbs](http://www.vcu.edu/partnership/pbs).

The application process is designed so that you, your family, and your administrative supervisor have a complete understanding of the commitment involved to ensure your eventual endorsement as a Positive Behavior Support Facilitator. It also allows the review committee to evaluate your ability to complete the endorsement process within a year of the first day of training.

**Instructions:**

**Please include your name, address, telephone and email on your application.**

Please answer each of the questions below. Your answers should address all points in each question. Your answer to all three questions should be typed and double spaced with your name and date in the top left hand corner of the page and the page number out of the total number of pages in the top right hand corner. Please place a heading before the answer to each question. For example, when answering question 1, please type Question 1 in the left margin and double space before typing your answer. (See example attached to these questions.) All of your answers together should not exceed 5 pages (not including attachments).

1. We expect training participants to complete the endorsement process within approximately one year despite the changes that can, and frequently do, occur in the context of work and life. Like any other professional training experience, participants must make it a priority to complete the required work in the light of their personal and professional responsibilities.

To demonstrate your ability to complete the entire PBS Facilitator preparation, please describe your current work responsibilities. Describe your access to teams that would receive facilitation in a Person-Centered Plan or a Positive Behavior Support Plan from you under the supervision of a mentor. Also describe how you will ensure that you can budget time to complete the training, reading, mentoring, work with teams, and preparation of your portfolio.

In this essay, include a description of the professional and personal supports that will enable you to complete this process. Describe how your supervisor will support you in completing the process including, but not limited to, releasing you from some of your regular responsibilities to attend training, mentoring, and

working with teams on PBS and Person-Centered Planning. Tell us about your commitment to completing this process, even if it requires your own personal time to do so.

2. Completing this training experience will result in your being able to provide Positive Behavior Support Facilitation to teams and potentially bill Medicaid and other third party payers for your services. To assist us in evaluating your match to this service, please describe your professional goals and how participation in this endorsement process will assist you in achieving those goals. In your response, include your philosophy in supporting individuals with disabilities who use challenging behavior in community settings.
3. Positive Behavior Support uses a team approach lead by a facilitator to help support people in a positive way. This requires excellent leadership and oral and written communication skills. Please describe positions of leadership that demonstrate your ability to assemble, facilitate, and provide technical assistance to others. Also, describe your communication skills with your colleagues.
4. Many applicants have previous training in the knowledge, skills, and abilities that are required to be a PBS Facilitator. Those candidates may become endorsed PBS Facilitators by submitting an expedited portfolio without participating in the standard PBS training. Please describe any person centered training or positive behavior support training that you may have received in the past. Your response will have no influence on your admission to the class, but will allow us to better support you in your efforts.

## *Sample Answer Sheet*

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Page 1 of 4

### Question 1

I work in a community services board as a case manager . . .

### Question 2

It has been my goal to assist people with disabilities to live. . .

### Question 3

I have demonstrated leadership in my current position by ....

### Question 4

My past experience includes ....