



## Technical Assistance Bulletin

**TO:** WV Birth to Three Practitioners

**FROM:** Mel Woodcock, CSPD and Policy Coordinator  
WV Birth to Three

**DATE:** February 4, 2010- 4th Revision May 3, 2021

**ISSUE:** Revision (UPDATE) of Initial and Annual Credential Requirements for Service Coordinators Effective May 3, 2021

The purpose of this Technical Assistance Bulletin is to clarify the initial and annual credential requirements and the process for documenting contact hours for maintaining enrollment in the WV Birth Three System under the discipline of Service Coordinator.

Enrollment Period	Credential/Enrollments Update Requirements
<b>Initial Enrollment</b>	Meet entry level Personnel Standards, attend "Introduction to Service Coordination", "WV Birth to Three Child Outcome Summary Form", "Creating IFSP Outcomes" and "Transition" trainings, and pass the WV Birth to Three Competency Test.
<b>1<sup>st</sup> Annual Enrollment Update</b>	Within the first year of practice, attend the following trainings: "Principles of Practice", "Facilitating Teams Virtually", and "Keys to Participation-Adaptions and Modifications for Infants and Toddlers".
<b>2<sup>nd</sup> Annual Enrollment Update for All Service Coordinators</b>	Before the second annual due date, obtain <b>21</b> contact hours related to WV Birth to Three core competencies.
<b>Ongoing Enrollment Updates for All Service Coordinators</b>	Each year after the 2 <sup>nd</sup> annual update, obtain <b>21</b> contact hours related to WV Birth to Three core competencies.

Contact hours related to the WV Core Knowledge and Core Competencies for Early Childhood Professionals are acceptable if issued through any of the following organizations: Institutions of Higher Education who are accredited through the Higher Learning Commission (a credit hour will equal 10 contact hours); State or National Professional Associations; WV Department of Education; Early Head Start/Head Start, Local County Boards of Education, WV STARS, Regional Administrative Units (RAU); WV Birth to Three; or the WV Department for Health and Human Resources.

Contact hours are only valid if training/coursework was attended during the relevant annual period of enrollment. Individuals, who present coursework and/or training sessions as referenced above, may count credit for one presentation of a particular course/training annually.

It will be each individual service coordinator's responsibility to complete the "Documentation of Annual Professional Development Hours" to be submitted with the required annual enrollment update packet. The following supporting documentation of training attendance must be maintained by the individual practitioner and made available for audit:

- A. Course description and/or agenda
- B. Number of hours in attendance
- C. Certificate of attendance, or verification from presenter

Knowingly falsifying records **will** result in disciplinary action including possible dis-enrollment from the WV Birth to Three System.

In the event a service coordinator must take a leave of absence for personal reasons (illness, birth of a baby, or other family circumstances), the service coordinator remains responsible for completing all annual credential requirements by the annual due date. If the individual is not able to meet the annual credential requirements due to the leave of absence, an extension may be requested in writing via email at [Regina.K.Woodcock@wv.gov](mailto:Regina.K.Woodcock@wv.gov). Extensions may be awarded in limited situations.

Any questions concerning these or other enrollment requirements may be forwarded to the HELP desk at Convansys/CSC or to the appropriate WV Birth to Three Regional Technical Assistance Specialist.

HELP Desk Convansys/CSC - <http://www.eikids.com/wv/matrix/contact/index.asp>  
BTT TA Specialist Map - [http://www.wvdhhr.org/birth23/files/TA\\_Coordinator\\_Map.pdf](http://www.wvdhhr.org/birth23/files/TA_Coordinator_Map.pdf)

WV Birth to Three reserves the right to require specific training when the WV Birth to Three System, through continuous quality assurance and monitoring activities, identifies areas for improvement within the system or when Federal or State regulation changes require additional training.