Technical Assistance Bulletin

TO: WV Birth to Three Practitioners

FROM: Mel Woodcock, CSPD Coordinator
           WV Birth to Three

DATE: **August 1, 2007 – Revised July 1, 2016**

ISSUE: **Annual Credential Requirements and Clarification of Contact Hour Requirements for Maintaining Enrollment as a WV Birth to Three Practitioner**

The purpose of this Technical Assistance Bulletin is to provide the annual credential enrollment requirements for WV Birth to Three practitioners and to clarify the process for documentation of contact hours required for maintaining enrollment as a WV Birth to Three practitioner.

Enrollment Period	Credential/Enrollment Update Requirements
Initial Enrollment Requirements	Attend Orientation and meet entry level enrollment requirements prior to enrollment in WV Birth to Three.
1st Annual Enrollment Update	Within the first year of practice, practitioners must attend Principles of Practice, obtain three contact hours related to WV Core Knowledge and Core Competencies for Early Childhood Professionals, and pass the WV Birth to Three Competency Test. ***It is highly recommended that practitioners attend Principles of Practice training within the first three months of enrollment.**
Ongoing Enrollment Requirements	Each year after the 1st year annual update, must obtain 21 contact hours related to WV Core Knowledge and Core Competencies for Early Childhood Professionals.

Contact hours related to the WV Birth to Three core competency areas 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), Early Head Start/Head Start, Local County Boards of Education, Regional Administrative Units (RAU), State or National Professional Associations, WV Department of Education, WV STARS, WV Birth to Three or West Virginia Department of Health and Human Resources. Contact hours are only valid if training/coursework was attended during the relevant 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 practitioner's responsibility to complete the attached "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
   B. Number of hours in attendance
   C. Certificate of attendance, or verification as presenter

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

In the event a practitioner must take a leave of absence for personal reasons (illness, birth of a baby, or other family circumstances), the practitioner 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.   Extensions may be awarded in limited situations.

Any questions concerning these or other enrollment requirements may be forwarded to the HELP desk at Covansys, 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

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.