



# Technical Assistance Bulletin

**TO:** WV Birth to Three Practitioners

**FROM:** WV Birth to Three

**DATE:** **January 3, 2023- Revision February 10, 2023**

**ISSUE:** **Revision (UPDATE) of Initial and Annual Credential Requirements for Direct Service Practitioners for All Initial and Annual Enrollments Due After January 1, 2023**

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 as a Direct Service Practitioner.

Enrollment Period	Credential/Enrollments Update Requirements
<b>Initial Enrollment</b>	Meet entry level Personnel Standards and attend “Orientation to WV Birth to Three”
<b>1<sup>st</sup> Annual Enrollment Update</b>	Within the first year of practice, attend the following WV Birth to Three trainings: <ul style="list-style-type: none"> <li>• “Creating Meaningful Child and Family IFSP Outcomes”</li> <li>• “Family Guided Routines Based Interventions (FGRBI)”</li> <li>• FGRBI – Community of Practice 1- “Family Centered, Culturally Responsive Services and Supports”</li> <li>• FGRBI – Community of Practice 2 – “Functional Participation Based Outcomes”</li> <li>• FGRBI – Community of Practice 3 - “Everyday Routines, Activities and Places”</li> <li>• FGRBI – Community of Practice 4 - “Embedded Evidenced- Based Instruction”</li> <li>• FGRBI – Community of Practice 5 - “Family &amp; Caregiver Coaching”</li> <li>• “WV Birth to Three Child Outcome Summary Form”</li> </ul>
<b>Ongoing Enrollment Updates for All Direct Service Practitioners</b>	Each year after the 1st annual update, obtain <b>15</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 direct service provider's responsibility to submit a WV STARS Professional Development Record (Training Transcript) and/or 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 direct service provider must take a leave of absence for personal reasons (illness, birth of a baby, or other family circumstances), the direct service provider 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 Gainwell Technologies or your WV Birth to Three Regional Technical Assistance Specialist.

HELP Desk Gainwell Technologies - <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.