



Technical Assistance Bulletin

TO: WV Birth to Three Practitioners

FROM: WV Birth to Three

DATE: January 3, 2023- **5th Revision December 10, 2024**

ISSUE: **Revision (UPDATE) of Initial and Annual Credential Requirements for Service Coordinators 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 under the discipline of Service Coordinator.

Enrollment Period	Credential/Enrollments Update Requirements
Initial Enrollment	Meet entry level Personnel Standards and attend “Orientation to WV Birth to Three”
1 st Annual Enrollment Update	<p>Within the first year of practice, attend the following WV Birth to Three trainings:</p> <ul style="list-style-type: none">• “Creating Meaningful Child and Family IFSP Outcomes”• “Family Guided Routines Based Interventions”• “Keys to Participation-Adaptions and Modifications for Infants and Toddlers”• “Motivational Interviewing – Transforming Conversations, Strengthening Families”• “WV Birth to Three Child Outcome Summary Form”,• “Supporting the Transition from WV Birth to Three” <p>And pass the WV Birth to Three Service Coordinator Competency Test.</p>
Ongoing Enrollment Updates for All Service Coordinators	Each year after the 1 st annual enrollment, obtain 15 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 of Health. Contact hours are only valid if training/coursework was attended during the relevant annual period of enrollment.

It will be each individual service coordinator'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 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 Kristy.M.Stout@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

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.