



Technical Assistance Bulletin

TO: WV Birth to Three Practitioners

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

DATE: **June 1, 2008**

ISSUE: **Revision of Initial and Annual Credential Requirements for Service Coordinators Enrolling after June 1, 2008**

The purpose of this Technical Assistance Bulletin is to revise the initial and annual credential requirements for individuals enrolling in the WV Birth Three System under the discipline of Service Coordinator after June 1, 2008. Individuals enrolled prior to June 1, 2008 will continue to follow the credential requirements as per the TA Bulletin, “Annual Credential Requirements and Clarification of Contact Hour Requirements for Maintaining Enrollment as a WV Birth to Three Service Coordinator” dated August 1, 2007.

Enrollment Period	Previous Credential Requirements	Revised Credential Requirements Effective May 15, 2008
Initial Enrollment	Meet entry level Personnel Standards and attend “Orientation to WV Birth to Three” and “Introduction to Service Coordination” trainings.	Meet entry level Personnel Standards, attend “Orientation to WV Birth to Three”, “Introduction to Service Coordination”, “Overview of WV Birth to Three Documentation/Forms” and “Transition” trainings, and pass the WV Birth to Three Competency Test.
1st Annual Enrollment Update	Within the first year of practice, attend “Principles of Practice”, “Transition”, “Overview of WV Birth to Three Documentation/Forms” trainings, obtain nine (9) contact hours related to WV Birth to Three core competencies, and pass the WV Birth to Three Competency Test.	Within the first year of practice, attend “Principles of Practice”, “Team Facilitation”, “Assistive Technology for Infants and Toddlers” and “CAPTA” trainings.

2nd Annual Enrollment Update	Each year after 1 st annual update, must obtain 36 contact hours of WV Birth to Three approved training.	Each year after 1 st annual update, must obtain 36 contact hours of WV Birth to Three approved training.
Ongoing Enrollment Updates	Each year after 1 st annual update, must obtain 36 contact hours of WV Birth to Three approved training.	Each year after the 2 nd annual update, must obtain 21 contact hours related to WV Birth to Three core competencies.

Contact hours related to the WV Birth to Three core competency areas are acceptable if issued through any of the following organizations: Accredited Institutions of Higher Education (a credit hour will equal 10 contact hours), State or National Professional Associations, WV Department of Education, WV STARS, or WV Birth to Three. 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 service coordinator’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.

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 (see website for listing).

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.