Technical Assistance Bulletin

TO: WV Birth to Three Practitioners

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

DATE: **February 4, 2010- Revised July 1, 2016**

ISSUE: **Revision of Initial and Annual Credential Requirements for Service Coordinators Effective July 1, 2016**

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.

Enrollment Period	Credential Requirements for those enrolled before 7/1/16	Credential Requirements for those enrolled after 7/1/16
Initial Enrollment	Meet entry level Personnel Standards, attend "Orientation to WV Birth to Three", "Introduction to Service Coordination", "COSF", "CAPTA" and "Transition" trainings, and pass the WV Birth to Three Competency Test.	Meet entry level Personnel Standards, attend "Orientation to WV Birth to Three", "Introduction to Service Coordination", "COSF", "CAPTA" and "Transition" trainings, and pass the WV Birth to Three Competency Test.
1st Annual Enrollment Update	Within the first year of practice, attend the following trainings: "Principles of Practice", "Team Facilitation", and "Assistive Technology for Infants and Toddlers".	Within the first year of practice, attend the following trainings: "Principles of Practice", "Team Facilitation", and "Assistive Technology for Infants and Toddlers".
2nd Annual Enrollment Update for All Service Coordinators	Before the second annual due date, obtain **36** contact hours related to WV Birth to Three core competencies.	Before the second annual due date, obtain **21** contact hours related to WV Birth to Three core competencies.
Ongoing Enrollment Updates for All Service Coordinators	Each year after the 2nd annual update, obtain **21** contact hours related to WV Birth to Three core competencies.	Each year after the 2nd annual update, obtain **21** 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; WV STARS; 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. 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

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. .