EDUCATION APPROVAL APPLICATION

INDIVIDUAL: FOR RECERTIFICATION

EDUCATION APPROVAL FOR RECERTIFICATION INFORMATION

FOR ALL PROFESSIONALS SEEKING EDUCATION APPROVAL

1. An education approval application can be submitted at the time of recertification or when a training is completed.
2. A professional will be notified of approval via email only no more than 30 days after submission.
3. VCB does not accept general staff meetings, supervision, staff rounds, case management as education, or time spent sponsoring others as education.
4. VCB reserves the right to determine how many hours will be granted, which may differ from the hours of the granting organization.
5. VCB reserves the right to deny approval of any training or college/university course.

HOW DO I KNOW IF I NEED EDUCATION APPROVAL?

If your certificate of attendance does not say "VCB Approved Hours", you attended an out-of-state training, or you are using a college/university course, it is likely you will need to seek VCB Approval for your education. Prior to submitting for education approval, you should search VCB's website to see if your training is listed. If your out-of-state education was approved by an IC&RC member board of that state, no further VCB approval is necessary. Proof of the IC&RC member board approval must be submitted.

REQUIRED DOCUMENTATION

1. **Certificate of attendance:** must include attendee name, training title, date of training, number of hours and sponsoring organization.
2. **Documentation from organization:** must include title of training, description of training content, date, presenter and name of sponsoring organization.
3. **Online Training:** the entire course must be submitted for review. If the training did not have a post-test, it will not be approved.
4. **College/University Course:** a syllabus or course content and copy of the transcript must be included. Only courses from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation will be approved.
5. **Trainers:** If you were the trainer, include a letter from sponsoring organization verifying the date, title, and length of training. Trainers receive the same number of hours as the attendees.
6. **Published Work:** work written by the certified professional and published by a professional publishing house may meet up to 10 hours of education. A copy of the work must be submitted.

EDUCATION APPROVAL APPLICATION FOR INDIVIDUALS

Form can be completed and saved. You may then print the appropriate pages to submit to VCB.

<u>**TYPE OR PRINT LEGIBLY**</u>
USE ONE FORM PER TRAINING OR COLLEGE/UNIVERSITY COURSE

TYPE OF EDUCATION: □ In Person   □ Online   □ College/University Course   □ Trainer   □ Published Work

Date Submitted: _____   Credential Expiration Date: _____

Sponsoring Organization: _____

Title: _____

Date of Training: _____   Location: _____   Total Hours: _____
                                    City, State or Online

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

- **EMAIL:** info@vacertboard.org *NOTE: Only PDFs are acceptable. VCB does not accept photos of applications.*
- **FAX:** 717-540-4458
- **MAIL:** VCB: 298 S. Progress Avenue | Harrisburg, PA 17109