



# EDUCATION APPROVAL APPLICATION

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## PROVIDER STATUS: INITIAL & RENEWAL

### INFORMATION & DIRECTIONS – READ CAREFULLY

Provider Status is for organizations who wish to obtain VCB approval for educational trainings they offer or sponsor.

#### BENEFITS OF BEING AN APPROVED EDUCATION PROVIDER

- Assured of offering training that professionals must acquire for recertification
- Organization can market trainings as VCB Approved
- Approved education is listed on the VCB website which is the first place professionals seeking recertification are directed for education.
  - The website is searchable by organization, topic, region, credential, online or in person training and date.
- Approved education is searchable by credential and if it fulfills ethics hours on the website so professionals can easily find hours they need for recertification and initial applications.

#### REQUIREMENTS FOR THE ORGANIZATION

1. Education eligible for VCB approval must be focused on evidence - based and best practice content that is well established and consistent with the educational domains of those certified.
2. Education must use a formal structure.
3. Education must occur in Virginia unless the organization is an online education provider.
4. Each training must be submitted using the Education Approval Form. Note: there are two Education Approval Forms depending on the type of training you are submitting – in person or online.

#### PROVIDER STATUS AGREEMENT TERMS & CONDITIONS

1. The agreement period is one-year.
2. Trainings cannot carryover into another year if they are not used.
3. A predetermined, non-refundable fee is set by VCB for review of trainings. The fee is paid at the beginning of the agreement.
4. Upon review and approval of the agreement, the organization will receive an assigned VCB Provider Status number which will be used and referred to throughout the one-year agreement period.
5. The organization must establish one contact person who will correspond with VCB. This will be the only person whom VCB will provide information to regarding training approval and is the only person who should submit training approval applications to VCB.
6. Prior to the end of the agreement year, information on renewing your Provider Status will be sent to the contact person.

**VCB RESERVES THE RIGHT TO APPROVE OR DENY EDUCATION BASED ON A FULL REVIEW OF CONTENT AND INSTRUCTION.**

## PROVIDER STATUS APPLICATION

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

### TYPE OR PRINT LEGIBLY

**CHECK ONE:**  Initial Application  Renewal Application -

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

I agree to adhere to VCB's requirements, terms and conditions for Provider Status. Failure to do so could result in cancellation of Provider Status with VCB or the denial of education hours submitted for VCB approval. This agreement is effective for one-year from date of processing and receipt of payment. I understand the contact person above is the only person who is to submit education approval to VCB.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Select the category for the number of trainings your organization will submit for VCB approval. If you need additional trainings approved, the cost is \$65/training until the end of the agreement year.

	NUMBER OF TRAININGS	FEE
<input type="checkbox"/>	1-5	\$100
<input type="checkbox"/>	6-10	\$150
<input type="checkbox"/>	11-15	\$200
<input type="checkbox"/>	16-20	\$250
<input type="checkbox"/>	College/University	\$250
<input type="checkbox"/>	21 & Above	\$300

## PAYMENT INFORMATION: FEE MUST ACCOMPANY APPLICATION

**PAYMENT (CHECK ONE):**  Check  Money Order  VISA  MasterCard  Discover  American Express

*Checks & Money Orders made payable to VCB*

Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sec. Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Email address for receipt (*credit card only*): \_\_\_\_\_

## TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

- **EMAIL:** [info@vacertboard.org](mailto: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

***Please allow 5-10 business days for review and processing of your application.***

To confirm receipt of your application, or check on the status, you must email [info@vacertboard.org](mailto:info@vacertboard.org).