

Professional Development Procedures

The Part C Office in conjunction with the Virginia Interagency Coordinating Council has developed procedures and forms to support the Personnel Regulations.

- Every certified practitioner must have a professional development plan. Practitioners may use the attached Professional Development Plan form or may use an alternate form provided through their agency.
- Completion of the attached Training Record is required for all certified practitioners
- In order to count toward the required hours for re-certification, training activities must be at least 2 hours in length. This can include a planned combination of activities that total two or more hours.
- The practitioner's supervisor must sign off on each line of the training record to indicate his/her awareness of the trainings/activities the employee is accessing as well as approval of the activities.
- Practitioners who work independently, rather than for an agency, must have their plan reviewed and signed by the local system manager in (one of) the system in which they work.

From November 16, 2009 ITCVA Technical Assistance Update