

PBS Continuing Education Activity Documentation Form For Endorsed PBS Facilitators

THIS IS THE ONLY FORM THAT NEEDS TO BE SUBMITTED ALONG WITH YOUR RENEWAL PAYMENT. Other documentation is not required UNLESS you are randomly chosen for audit.

Please help us to update our PBS roster by providing your current information. This will be added to our website of Endorsed PBS Facilitators in Virginia. Please do not include any information that you would not want listed on the website.

Please list me on the roster as (check one):

Name: _____ **Company:** _____

Mailing Address: _____

City, State, Zip: _____

Email: _____ **Phone(s):** _____

- Active – accepting referrals, completing FBAs, creating PBS/PCT plans Inactive

If your status is Active:

Please mark the regions in Virginia where you would be willing to work:

- Statewide Central Tidewater Peninsula Area Northwestern
 Northern Southwestern South Central Other: _____
 N/A - Inactive My agency only (Agency name: _____)

Please mark the billing options that you accept:

- Medicaid DD Waiver DARS Provider Private Pay

Complete a total of 12 hours, 2 of which must be in ethics, and the remaining 10 hours can be from Formally Organized Learning Activities and/or Individual Professional Activities per the Allowable Activities guidelines.

I have reviewed and agree to abide by the PBS Code of Ethics and Standards of Practice _____ (initials)

Ethics Requirement				
Minimum of 2 hours/year and maximum of 4 hours/year				
Date(s)	Hours	Activity / Organization / Title (include date published if applicable)	Location	Presenter / Author

Formally Organized Learning Activities

Maximum of 10 hours/year: College/university courses, Conferences/workshops/training events, Webinars

Maximum of 6 hours/year: PBSF Forum (maximum 3 hours each forum), Formally structured discussions/professional collaboration.

Date(s)	Hours	Activity / Title / Topic / Participants	Location / Web Address	Presenter / Author

Individual Professional Activities

Maximum of 4 hours/year: Mentoring of a PBS candidate, Serving on a board

Maximum of 5 hours/year: Curriculum development

Maximum of 6 hours/year: Publication of articles or books, Presentation or training, Serving on a committee or work-group, Self-study Audio/video recordings/podcast/computer based learning, Self-study Literature review/literature review groups.

Date(s)	Hours	Activity / Organization / Title (include date published if applicable) / Topic / Participants	Location / Web Address	Presenter / Author

TOTAL NUMBER OF CEA HOURS ACCUMULATED: _____