

# PBS Continuing Education Activities

## Allowable Activities

***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***

Ethics: Minimum of 2 hours per year; Maximum of 4 hours per year

Ethics related to PBS, standards of practice related to PBS, or laws governing behavioral science professions in Virginia.

**Allowable topics include:** Counseling Relationships (i.e. boundaries, dual relationships, etc.); Confidentiality/ Privileged Communication/Privacy (e.g. HIPPA); Advocacy and Accessibility; Cultural Competency; Informed Consent; Human Rights; Relationships with Other Professionals; Research and Publication; Teaching/ Supervision/Training; Technology and Distance Counseling; and Resolving Ethical Issues.

Definition of Activity	Documentation Required for Audits
Attending a training, conference, workshop, or webinar/podcast/technology-based training	Title, date, times, location, and presenter along with any handouts/agenda or certificate of attendance
Providing a training	PBSF must provide an outline and/or copy of the training, including date, times, and location
Participation in an ethics review panel	Name of the organization, date(s), and times with signature of chair/leader or an email containing that information
Literature review	Title of publication, author, publisher, and time spent, and publication date (must be within the last 5 years)

## Formally Organized Learning Activities:

Definition of Activity	Documentation Required for Audits
<p>College/University courses – time spent in an accredited college/university level class on a topic related to PBS, other behavioral sciences, or disability related topics (including online classes); facilitators must achieve a pass or a 'B' or better to claim the time in the class  <b>Maximum of 10 hours per year</b></p>	<p>Copy of the transcript</p>
<p>Attendance at local, state, and national conferences, workshops or training events related to PBS, Person Centered Thinking, other behavioral sciences or disability related topics  <b>Maximum of 10 hours per year</b></p>	<p>Conference/workshop/training/program name, date, times, and agenda/outline, and/or certificate of attendance</p>
<p>Webinars – professionally oriented and related to PBS, Person Centered Thinking, other behavioral sciences, or disability related topics  <b>Maximum of 10 hours per year</b></p>	<p>Name, title of the webinar, date, times, presenter name along with a printout of the registration, materials (e.g. agenda) and/or certificate of attendance or completion</p>
<p>PBSF Forum sponsored by the Partnership for People with Disabilities  <b>3 Hours per forum; Maximum of 6 hours per year</b></p>	<p>Topic of discussion, location, times, and agenda</p>
<p>Formally structured discussions and professional collaboration regarding professional issues (e.g. discussions surrounding PBS in VA, changes in regulations, etc.). The subject matter may consist of PBS, Person Centered Thinking, other behavioral sciences or disability related topics  <b>Maximum of 6 hours per year</b></p>	<p>Topic of discussion, location, times, other participants, and agenda</p>

## Individual Professional Activities:

Definition of Activity	Documentation Required for Audits
<p>Publication of articles or books – publications on PBS or Person Centered Planning (for example: professional journal articles, books); facilitators may submit time spent preparing the publication</p> <p><b>Maximum of 6 hours per year</b></p>	<p>Copy of the publication</p>
<p>Presentation or training – presentation of PBS, Person Centered Thinking, or other disability related topics at professional conferences, workshops or training events</p> <p><b>Maximum of 6 hours per year</b></p>	<p>Topic, date, times, outline/agenda of the presentation, and name of the organization to which it was presented</p>
<p>Professional Service: Mentoring of a PBS Candidate</p> <p><b>Maximum of 4 hours per year</b></p>	<p>The mentor must meet the requirements set by the Partnership for People with Disabilities as an approved mentor. For audit purposes the facilitator must submit a mentoring log including topics addressed/objectives for the mentee.</p>
<p>Serving on a board that serves individuals who may benefit from PBS services (e.g. Human Rights, Non-Profit Organizations serving individuals who may benefit from PBS Services)</p> <p><b>Maximum of 4 hours per year</b></p> <p>Serving on a committee or work-group related to PBS in VA (e.g. PBS Committees, DBHDS Work-groups or committees related to PBS/PCT)</p> <p><b>Maximum of 6 hours per year</b></p>	<p>Statement of the mission of the organization, statement of role of the PBSF in the organization, documentation of time spent in the organizational activities, signature of the chief presiding officer of the organization or an email from the chief presiding officer containing the same information</p> <p>Name of the committee or work group, purpose of the committee or work group, and documentation of time spent in the committee or work group activities, signature of the presiding committee chair or leader of the work group or an email from the presiding committee chair or leader containing the same information</p>

Curriculum development – time spent developing a PBS or person-centered curriculum for professional use <b>Maximum of 5 hours per year</b>	Copy of the curriculum
Self Study: Audio recordings, video recordings, podcasts, computer based learning (this does not include online college or university courses) <b>Maximum of 6 hours per year</b>  Literature review or study/literature review groups which include more than one participant <b>Maximum of 6 hours per year</b>	Name of the site/recording, topic(s) covered, time spent, date of recording (must be within the last 5 years) and any materials or results of any tests or quizzes related to the self-study course  Literature review or literature review groups- Title, name of resource, author, publisher, time spent, publication date (must be within the last 5 years) and the names of other participants if it was a group review