

PBS Renewal Procedures

General Information about PBS Renewal

Continuing Education Activities (CEAs) and renewal fees are determined by a sub committee of the elected Virginia Board for Positive Behavior Support (PBS) and managed by the VCU Partnership for People with Disabilities. PBS renewals are due by June 30th each year for every PBS Facilitator who has been endorsed for at least one full year. If CEA documentation and renewal fees are received on time, the cost to renew is \$85 (subject to change, please review current renewal information for fee). Partnership staff **must** have your current email by the time renewal emails go out in May. Renewal submissions received after July 1st will be considered late and will be charged a late fee of \$15, bringing the total fee to \$100. Upon submission of documents detailing the correct amount and types of CEA hours and the renewal fee, a renewal letter will be sent via email for the upcoming year.

Important Note

Effective immediately, a completed Verification Form for each CEA is required and must be submitted along with the CEA Documentation Form. Submissions that do not include the required Verification Form(s) may be considered incomplete and could delay processing. Please ensure all required documentation is included prior to submission.

What do I do if I missed the PBS renewal date?

Once endorsed, Virginia PBS Facilitators are encouraged not to allow their endorsement to lapse. If you missed PBS renewal by up to 11 months (May 31st of the following year), you may pay the late renewal fee of \$15 plus the \$85 renewal fee, for a total of \$100, and submit CEAs for the current year to be considered up to date on your renewal.

If you have not renewed for anywhere from 1 to 4 years, you will need to pay a reinstatement fee of \$175, and submit CEAs for each year missed, along with materials to verify these CEAs via an audit. CEAs may have occurred during any time during your lapsed renewal time, but need to be the equivalent of the CEA hours required for the time lapsed. CEAs can be made up in larger amounts than 12 per year if needed to apply to lapses of greater than 1 year. See the guidance materials (Verification of CEA) concerning what materials are required for an audit of your CEAs, and please send those along with your CEA Documentation Form. Required documentation forms will be sent via email once you contact Partnership staff about renewal.

If you have missed PBS renewal for 5 years or more, you will need to submit a new Expedited Positive Behavior Support Portfolio for review by the Endorsement Board. You will have an Endorsement Board interview to ensure that your skills have been kept up to date, which requires a fee of \$250.

Please contact pbsrenewal@vcu.edu should you have any questions.