

BUREAU FOR BEHAVIORAL HEALTH (BBH)

CONTINUING EDUCATION HOURS PROTOCOL

The training presentations BBH approves must promote work skills, values, knowledge and/or ethical consideration. The responsibilities of BBH are to assure the instructor has demonstrated competence in the area of training knowledge as well as experience in the area they are representing and the materials being presented are beneficial to the community and enhance the continued learning of the professionals.

The WV Bureau for Behavioral Health (BBH) has the approval of several professional organizations to provide continuing education hours (CE's) for behavioral health related events. In order to maintain approved CE provider status, the protocol below must be followed.

1. The training organization will submit a formal request for CE's to be granted at least thirty (30) days prior to the event and be accompanied by ALL required documents or CE hours will NOT be considered.
2. The three disciplines BBH can approve are Social Work (SW), Licensed Professional Counselors (LPC) and Addiction & Prevention Professionals (WVCBAPP)
3. The request must be accompanied by –
 - Resumes of the presenters
 - Detailed agenda including breaks and mealtimes
 - Presentations and/or a detailed outline of what will be presented
 - All marketing materials (if available)
 - A statement on the agenda or marketing materials that CE's are pending, not approved.
4. Upon receipt, our BBH Licensed Professionals Approval Team will review for acceptance.
5. If approved, (Vicky Hatfield, Administrator, BBH CE Program) will send an Approval Notification Email with the following –
 - Blank CE Attendance List. (sponsor must print enough copies to accommodate the number of attendees)
 - Blank Evaluation Sheet for the attendees to complete. (one for each instructor/presenter; sponsor must print enough copies to give each attendee per instructor/presenter)
 - Certificate with the hours approved, disciplines approved, date, location and name of training. The sponsor will be responsible to write or type the name of each attendee and deliver the certificates to each person completing the training.
6. Within thirty days (30) of training completion, it is required that BBH receive the completed Attendee List AND the completed Evaluation Sheets for our records. The hard-copy records are retained for five years (5). This will enable a person to contact our office if they have lost a certificate or a certificate was destroyed and receive a duplicate. Non-receipt of required documents may result in non-acceptance of future requests.

Please note - When planning your training for all three disciplines, one person must have a Master's Degree (at minimum). The person with the degree must be involved either as an organizer, presenter or representative attendee.

BBH CE's Contact

Questions and/or concerns should be directed to Vicky E. Hatfield at (304) 352-5586 or vicky.e.hatfield@wv.gov

Disciplines

The BBH is pre-approved to provide CE's by the following professional organizations only. Please look at each board's standards below to determine whether training will meet the criteria.

WV Certification for **Addiction & Prevention Professionals**

www.wvcbapp.org

WV Board of Examiners in **Counseling (LPC)**

www.wvbec.org

WV Board of **Social Work** Examiners (**SW**)

www.wvsocialworkboard.org