

Wood County Board Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0574 (BS) Subject: Positive Supports First Certification of Trainer
Effective Date: 01-01-00 Last Revision: 09-11-14
Person Responsible: Behavior Support Committee

Approvals/Date: Brianne Stuber Claude R. Hopton 10/9/14
Superintendent, WCBDD Date Department Director Date
10/14/14

- CERTIFICATION OF NEW TRAINER:**
1. The certification process for a new trainer includes:
 - A. Attendance and successful completion of the Positive Supports First Instructor Training.
 - B. New trainers will demonstrate successful completion by co-teaching two scheduled Positive Support First classes with the Behavior Support Specialist.
 - C. Attendance in scheduled meetings with WCBDD Behavior Specialist.
 2. A sign-in sheet will be sent to the Human Resources Department.
- RECERTIFICATION FOR CURRENT POSITIVE SUPPORTS FIRST TRAINER:**
1. To remain a certified Positive Supports First trainer:
 - A. The trainer will attend a minimum of one update annually designated for trainers and taught by the Behavior Support Specialist.
 - B. Attendance in scheduled meetings with WCBDD Behavior Specialist.
 2. A sign-in sheet will be sent to the Human Resources Department.
- REVOCAION OF CERTIFICATION OF TRAINER:**
1. The process of revocation of an existing certification is indicated when a trainer does not consistently apply or is not in a position to apply value-based principles through interaction or interventions with persons served. The revocation determination is applied in the following situations:
 - A. When the trainer does not teach in accordance with the approved Positive Supports First curriculum and techniques.
 - B. When the trainer does not strive to uphold the "Credo for Support" for persons served.
 - C. When the trainer does not apply the essential skills of influencing, supporting, and compromising.
 - D. When the trainer does not attend the update or does not make arrangements to reschedule an update if unable to attend.
 - E. The Superintendent of WCBDD may determine that a trainer's certification be revoked based on the criteria established and upon joint recommendation by the WCBDD Behavior Support Specialist.
 - F. When the trainer leaves the agency.