

## APD Protocol for the Issuance of In-Service Credits At Conferences and Seminars

The below provides an outline for APD to approve in-service credits at conferences and seminars for training offered by entities outside of the Agency:

- Any and all topics offered for in-service training credits must be specific to the service participants are enrolled to provide through the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook (see Appendix C – Service Specific Training Requirements) and/or APD’s residential licensure rule (Chapter 393 F.S., administrative rule adopted pursuant to Chapter 393 F.S.). Participant is defined as a Home and Community Based Services Waiver provider or an employee of a service provider.
- Waiver service providers requiring annual in-service training are as follows:
  - Waiver Support Coordination (24 hours of which six hours must relate to the purpose of APD waivers (person centered approach to services, work and community life))
  - Companion (four hours)
  - Personal Supports (four hours)
  - Residential Habilitation (Behavior Focused) (eight hours)
  - Residential Habilitation (Intensive Behavior) (eight hours)
  - Residential Habilitation (Standard) (eight hours)
  - Supported Employment Coaching (eight hours)
  - Supported Living Coaching (eight hours)
  - Adult Day Training (eight hours)
  - Behavior Assistant Services (eight hours)
- The entity providing the training must provide the time duration the training will be offered on any given subject to be taught. Note: Most courses will be allocated an in-service credit of one hour unless otherwise justified for more.
- Opening sessions of conferences, key note addresses, reward ceremonies, questions and answers sessions / panel discussions, lunch/breaks/social hours are not eligible to receive in-service credits.
- In-service training packets submitted for APD approval are to contain the following:
  - Title of the course
  - Name of presenter(s)
  - Date and time training is to occur
  - Number of in-service training hours requested to be approved
  - Focused audience (Supported Living Coaches, Companion providers, etc.)

- Note: In-service training that are offered may count towards multiple Waiver Service provider requirements as specified in the iBudget Handbook in the event the provider has a Waiver Agreement to perform more than one service.
  - Course syllabus and/or description
  - If applicable, list of materials participants will be required to bring to the training (e.g., iBudget Handbook)
- In-service training packets are to be sent to:

Attn: Pam London  
The Agency for Persons with Disabilities  
4030 Esplanade Way  
Suite 360  
Tallahassee, Florida 32399-0950  
[Pam.London@apdcares.org](mailto:Pam.London@apdcares.org)

- All in-service training presentation requests are to be submitted to APD no later than two months prior to the conference date to allow time for the packets to be reviewed for determination of approval or denial. Requests not received prior to the time requirement will not be reviewed nor approved by APD.
- APD will send a notification to the entity within 10 business days of the in-service training packet request is received to provide a determination of approval or denial.
- Entities may request a reconsideration of denials if justification is made evident that the subject matter addresses the service requirements specified in the iBudget Handbook and/or APD residential licensure requirements.
- Presenters of all approved in-service trainings shall provide the participants verification of attendance containing the following elements:
  - Title of the course
  - Date training occurred (day and date as well as beginning and ending time)
  - Number of in-service hours approved
  - Participant's printed name and signature
  - Printed name of the trainer and signature
  - Copy of the agenda or course syllabus / conference program
- Participants are required to maintain a copy of the in-service verification documents for their Provider Discovery Reviews (PDR) to validate meeting their Waiver training requirements. APD does not maintain a roster of participants who take Agency approved in-service training courses offered by different entities.