



Process for Department Approval of Trainings Required by the Intensive Behavioral Health Services (IBHS) Regulations

Prior to submitting training(s) for approval, the organization should review the list below to determine if the training is already considered approved by the Department. If the training does not require review and approval, then no further action is needed.

IBHS Trainings that Do Not Require Department Review and Approval:

Trainings offered by the state, including trainings offered by the Office of Developmental Programs (ODP), Office of Child Development and Early Learning (OCDEL), the Pennsylvania Key (PA Key), and the Pennsylvania Training & Technical Assistance Network (PaTTAN).

Trainings offered by the U.S. Department of Health and Human Services' Substance Abuse & Mental Health Service Administration (SAMHSA).

Trainings offered by a Behavior Analyst Certification Board (BACB) Authorized Continuing Education (ACE) provider.

- A list of ACE providers can be found at <https://www.bacb.com/services/o.php?page=100157>

Trainings that have been approved for continuing education credits for professional licensure or certification (i.e. NASW, APA, NCC, AMA etc.).

Trainings on the Child Protective Service Law and mandated reporting requirements provided by the following:

- Pennsylvania Family Support Alliance
- Pennsylvania Chapter of the American Academy of Pediatrics
- The University of Pittsburgh's Child Welfare Resource
- Organizations included on the list found at http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_227007.docx

Note: Trainings on the Child Protective Service Law and mandated reporting can only be provided by an organization included above.



Trainings on first aid, universal precautions and safety provided by the following:

- American Heart Association
- American Red Cross
- National Safety Council
- American Safety & Health Institute
- Medic First Aid
- Emergency Care & Safety Institute

If a training is not included on the list of trainings that do not require Department review and approval, the training organization must submit the **Request for IBHS Training Approval Form** along with all training materials to RA-PWIBHSDeptTrng@pa.gov.

Upon receipt of the training approval request, a Bureau of Children's Behavioral Health Services staff member will review the training approval form and training materials. Once the review process is complete, the Bureau of Children's Behavioral Health Services will notify the training organization of its decision by letter. If the training is approved, it will be assigned an **IBHS Training Record Number**. If the training is not approved as submitted, the decision letter will include the reason(s) the training was not approved and steps the organization must take to have the training approved.

If an organization updates or revises a Department-approved training, the revised or updated training must be reviewed by the Bureau of Children's Behavioral Health Services before it can be used. The organization must email a copy of the updated or revised training materials to RA-PWIBHSDeptTrng@pa.gov. After reviewing the updated or revised training materials, the Bureau of Children's Behavioral Health Services will notify the organization if a new request for IBHS training approval is required.