

# PARENT EDUCATION SEMINAR INSTRUCTOR APPROVAL REQUEST

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**This form is used to request approval to conduct educational seminars as described in Virginia Code Section § 16.1-278.15.**

## **I. INSTRUCTOR INFORMATION**

Name (printed) \_\_\_\_\_  
FIRST MIDDLE LAST

Mailing Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Web Site \_\_\_\_\_

## **II. PROFESSIONAL QUALIFICATIONS**

### **A. Skills, Knowledge, and Experience**

Check all boxes that apply:

- ☐ Knowledge of Child Development
- ☐ Background in Divorce/ Separation issues
- ☐ Knowledge of Family Abuse, including Domestic Violence and Child Abuse
- ☐ Experience teaching adult audiences
- ☐ Group facilitation skills

### **B. Licenses and Certifications**

Check all boxes that apply:

☐ Licensed/ certified mental health practitioner.  
(specify: ..... ) [Since (year): ]

☐ Licensed clinical social worker [Since (year): ]

☐ Family mediator, certified by the Office of the Executive Secretary, who has conducted a minimum of 10 family cases as a certified mediator  
[Since (year): ]

## PARENT EDUCATION SEMINAR INSTRUCTOR APPROVAL REQUEST

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☐ Licensed attorney, in good standing with the Virginia State Bar, emphasis on Juvenile and Family Law matters [Since (year):     ] VSB No: \_\_\_\_\_

☐ Parenting Coordinator [Since (year):     ]

☐ Parent Educator [Since (year):     ]

☐ Clergy who conducts marriage and family counseling [Since (year):     ]

☐ Other closely related profession.  
Please list: \_\_\_\_\_ [Since (year):     ]

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☐ Applicant represents their professional licenses or certifications identified in this section have remained in good standing and that the applicant has never had a revocation or suspension of a professional license or certification.

OR

☐ Applicant has no current professional license or certification, nor has one ever been revoked or suspended.

OR

☐ Applicant has had a professional license or certification revoked or suspended.

### C. Education

Applicant holds the following degrees:

Institution	Degree Attained	Major	Year

If applicant does not have a degree, list relevant coursework and work experience on a separate sheet and attach.

## PARENT EDUCATION SEMINAR INSTRUCTOR APPROVAL REQUEST

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### III. APPROVAL REQUEST

If approved as an instructor, applicant intends to join an existing organization approved by the Office of the Executive Secretary and listed on vacourts.gov

Check all boxes that apply

☐ YES ☐ NO

If **YES**, which organization? \_\_\_\_\_

If **NO**:

I plan on providing seminars in this court jurisdiction

\_\_\_\_\_

☐ I understand that I must have a physical teaching location within the jurisdiction of the court listed above

☐ I request to conduct seminars by webinar

### IV. CRIMINAL HISTORY

Has applicant ever been convicted, as an adult, of a felony, or are such charges pending against applicant? ☐ YES ☐ NO

If yes, describe on the lines provided below (add additional sheets if necessary).

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Has applicant ever been convicted, as an adult, of a misdemeanor, or are such charges pending against applicant? ☐ YES ☐ NO

If yes, describe on the lines provided below (add additional sheets if necessary).

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### V. RESUME and REFERENCES

Please attach a current resume and at least two (2) letters of professional reference attesting to your good character and qualifications. Check the following as applicable:

☐ Resume is attached

☐ Two letters of reference are attached

## PARENT EDUCATION SEMINAR INSTRUCTOR APPROVAL REQUEST

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### VI. SIGNATURE [required]

By my signature below I certify that the above information is true, and that I understand and agree to the following:

- ❖ If this application is approved, I must attend a Train the Trainer course approved by the Division of Dispute Resolution Services (DRS) at the Office of the Executive Secretary (OES) before I am able to lead Parent Education Seminars pursuant to Virginia Code Section [§ 16.1-278.15](#);
- ❖ If I am approved as a Parent Education Seminar Instructor, that I must provide in writing to Dispute Resolution Services any changes in my qualifications described above;
- ❖ If I am not joining an existing organization, any additional instructors teaching for my organization will also meet the qualifications listed in the application;
- ❖ If I am not joining an existing organization, I must report statistical information (such as number of seminars and attendees per seminar) to DRS on a quarterly basis or as otherwise requested;
- ❖ I will ensure all attendees receive [Parent Education Evaluation Forms](#) following the conclusion of each Parent Education Seminar I lead; and
- ❖ I will comply with the [Parent Education Policies](#) maintained by DRS

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**Signature of Applicant**

**Date**

All applications should be sent to:  
Dispute Resolution Services  
Office of the Executive Secretary  
Supreme Court of Virginia  
100 N. Ninth Street, Third Floor  
Richmond, VA 23219  
Email: [parenteducation@vacourts.gov](mailto:parenteducation@vacourts.gov)

## PARENT EDUCATION SEMINAR INSTRUCTOR APPROVAL REQUEST

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### FOR DRS OFFICE USE ONLY - PLEASE LEAVE BLANK

A. Applicant attended a “Train the Trainer” session on

\_\_\_\_\_

B. Applicant was denied approval for the following reasons

\_\_\_\_\_

C. Applicant observed a seminar conducted by

\_\_\_\_\_ on the following date:

D. Applicant plans to use the approved curriculum entitled

\_\_\_\_\_

E. Applicant will be joining the following organization approved to conduct seminars

\_\_\_\_\_

F. Applicant is applying to be listed in the following courts

\_\_\_\_\_

☐ Applicant is approved to conduct seminars by webinar

### VII. RECOMMENDTION OF PARENT EDUCATION COORDINATOR

☐ I recommend that this applicant be approved to conduct PE Seminars

☐ I do NOT recommend that this applicant be approved to conduct PE Seminars

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Signature of Parent Education Coordinator

Date