

Parent Education in Virginia Revised Policies & Procedures

Effective July 2023

With the passage of HB 1581 ([Bill Tracking - 2023 session > Legislation \(virginia.gov\)](#)), the authority to approve Parent Education seminar providers returned to the Office of the Executive Secretary (OES). This change was effective July 1, 2023.

As the entity responsible for administering the Parent Education program, the Dispute Resolution Services (DRS) division within OES adopted new or revised policies and procedures, as described below, to provide guidance to current and future seminar providers.

NOTE: The following is not a comprehensive list of all policies and procedures that govern Parent Education seminars and providers. Rather, it is meant to enumerate and explain only those policies and procedures that have been revised or created in response to the passage of HB 1581.

Approval & Notification

- DRS staff will approve qualified providers and notify the Chief Judge and Clerk of Court in the local court(s) where the provider wishes to conduct seminars. Providers no longer need approval of the local court.
- If an approved provider stops conducting seminars for more than one year, then wishes to resume activity, they must first attend another train-the-trainer (TTT) session and be approved by DRS. The same requirement applies to any individual who completes a TTT session, but does not conduct any seminars within the following one year period.
 - In such cases, the TTT session will be provided at no cost to the provider.

Physical Location & List of Courts to Serve

- As always, providers must have at least one physical location – suitable for conducting in-person seminars (i.e., a room with a door and not a commercial business) – in the Commonwealth of Virginia. Providers will automatically be listed in each jurisdiction where they have a physical location, unless the provider requests otherwise.
- Providers may request to be listed in up to three (3) additional jurisdictions per provider that are adjacent to a jurisdiction where they are listed.
 - “Adjacent” in this case means that the localities share a physical border, or that one can drive directly from one to the other. For example, Northampton County is adjacent to Virginia Beach and Accomack, but not to Northumberland or Hampton.

- These additional localities do not all need to be adjacent to the one with a physical location, however at least one does. For example, a provider in Hampton could be listed in Chesapeake and Norfolk, but not in Henrico and Richmond.
- Localities contained entirely by another locality may list the surrounding county without counting against the total. For example, a provider in Harrisonburg may also be listed in Rockingham County without restricting their ability to list up to 3 additional, adjacent localities.
- Providers may request to be listed in more than 3 additional, adjacent localities. However, approval is contingent upon the number of providers already in the requested localities, the distance from the provider's closest seminar location, and additional factors as determined by OES-DRS.

Statistical Reporting REQUIREMENT

- As a condition of approval, all providers agree to provide DRS with quarterly reports containing the number of participants in their seminars. In order to increase compliance with this requirement:
 - DRS may remove the listing(s), and revoke the ability to conduct seminars, of any approved provider who fails to submit a report for two (2) consecutive quarters.

Initial Application Process

- The formal application to become an approved seminar provider will now take place at the beginning of the process:
 - Interested individuals may download the application from the DRS website (*see web address below*), complete it, and submit it to the Parent Education Coordinator (*see application for mailing and email addresses*). The Coordinator will then contact the applicant to gather further information to determine if they are qualified to conduct the seminars. If the applicant is qualified, they will be scheduled to attend a future TTT session.
 - In those instances where an individual contacts the Parent Education Coordinator prior to completing the formal application, the Coordinator will first interview the individual to determine if they are qualified to conduct the seminars. If the individual is qualified, the Coordinator will request a formal application and, upon receipt, schedule a time for the applicant to attend a future TTT session.

For more information about Parent Education seminars in Virginia, visit: [Parent Education \(vacourts.gov\)](https://vacourts.gov)