



COMMUNITY OF LEARNERS FREQUENTLY ASKED QUESTIONS

Q. If an individual's hire date falls midway through a study group experience, can the study group hours be split between two cycles of the 20 hours/2 years training requirement?

A. An individual will receive credit for the hours completed during the year in which they actually completed them. For example: If ten hours are completed during one two year period, and five hours are completed during another two year period; the individual will receive ten hours for the first two year period, and five hours for the second two year period. The facilitator for the study group should complete a JFS 01307 In-Service training form at the completion of each meeting to document actual hours and date of attendance.

Q. What is the maximum number of hours that I can receive credit for when participating in a study group?

A. A participant can receive a maximum of 15 hours of approved specialized training credit for each study group in which they participate.

Q. Should I submit my Memorandum of Commitment to the PD Registry to be documented in my professional profile?

A. The Registry does not currently have a way to document these hours. A process for documenting these hours will be developed in the future. For now, the individual should keep a copy of their Memorandum of Commitment in their file as documentation of participation.

Q. Do I have to complete my pre-requisite requirements prior to participating in the study group?

A. Yes, you must first complete your pre-requisite requirements before participating in an approved study group.