

**Board of Counseling**

**Possible Actions for Non-Compliance with Continuing Education Requirements;  
 Recommendations for Continuing Education Requirements**

**Disciplinary or Alternative Actions for Non-Compliance with Continuing Education Requirements.**

The Board has adopted the following guidelines for resolution of cases of non-compliance with continuing education requirements:

Cause	Possible Action
Short due to unacceptable hours	Confidential Consent Agreement (“CCA”); 30 day make up
Short 1-10 hours	CCA; 30 day make up
Short 11-15 hours	Consent Order; monetary penalty of \$300; 30 day make up
Short 16-20 hours	Informal fact-finding conference scheduled
Did not respond to audit request	Informal fact-finding conference scheduled

**NOTE:** In all cases the licensee will be audited the following renewal cycle.

**Recommendations for Continuing Education.**

The Board recommends that practitioners complete continuing education credits which focus on working with diverse populations annually to ensure the needs of all Virginians are met.