

Professional development points for COMS recertification



Applicants for COMS recertification must accrue 100 points in the most recent five years and submit an online recertification application before the current certification expires. Evidence is uploaded into the ACVREP online recertification tracker.

There are four categories. A minimum of 25 points must come from Category 1: Continuing Education, but the other 75 points can come from any of the four categories.

Category 1: Continuing Education

Mandatory minimum 25 points, but all 100 points may be earned in this category.

ACVREP- Approved Workshops, Seminars, Conferences: 1 point = hour

Documentation Required: signed certificate of completion stating hours earned.

University/College Courses: 1 semester credit hour = 15 points; 1 trimester credit hour = 14 points; 1 quarter credit hour = 10

Documentation Required: university/college official transcript documenting course completion.

University/College Continuing Education Unit (CEU): 1 credit point equivalent to 10 contact hours = 10 points

Documentation Required: university/college official transcript or university/college certificate of completion, stating contact hours earned.

Category 2: Professional Experience

Maximum 50 points. To earn points in this category you must have a minimum of 360 hours of professional experience (paid or as a volunteer) = 50 points/5 years in one or more of the following roles:

- Direct service provider
- University/college BVI department professor/administrator
- University/college BVI internship supervisor
- Administrator in BVI services
- Consultant in BVI services

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Documentation Required: Statement on agency, or university/college letterhead stating the 360 hours has been met in the most recent 5 years and in what exact role.

- A direct service provider's statement must verify the direct O&M service hours. ●
- A consultant may, in lieu of a letter, provide copies of contracts, paid invoices, or equivalent evidence of the hours of completed work.

Category 3: Publications and Presentations

Maximum 50 points.

Editorials = 2 points

Documentation required: copy of published editorial.

Journal Articles: Peer reviewed original research = 25 points; Peer reviewed publication on practice = 20 points; Not peer reviewed = 5 points

Documentation Required: copy of article or journal providing evidence of peer review.

Peer Reviewer – Journal Article = 1 point/article; Textbook Chapter = 5 points/chapter

Documentation required: evidence from publisher for which peer review was done in the form of a signed letter on publisher's letterhead.

Newsletter Article = 1 point; Newsletter Editing = 5 points / issue

Documentation Required: copy of the newsletter/link to newsletter.

Textbook (Published) Author = 50 points; Chapter Author = 20 points; Editor = 25 points

Documentation Required: index or other evidence of role.

Published Review of Journal or Book = 10 points

Documentation Required: copy of review/link to review.

Published Research Abstract = 2 points

Documentation Required: copy of abstract/link to abstract.

Unpublished Completed Master's/ Doctoral Thesis = 50 points

Documentation Required: copy of thesis/link to thesis.

Guest/Periodic Lecturing College/University Course = 2 points / hour

Documentation Required: signed letter from college/university on their letterhead stating number of hours of lecture.

Presentation Professional Conference/CE Program = 2 points / hour

Documentation Required: Signed letter or Certificate from conference or CE program provider evidencing your presentation date and hour(s).

Category 4: Professional Services

Maximum 50 points.

Local/National/International Organisation Officer/Committee Chair = 10 points per year
Documentation Required: signed letter of organization letterhead stating the position and years of service verifying at least two meetings per year during years of service.

Local/National/International Organisation Board/Committee Member = 5 points per year
Documentation Required: signed letter of organization letterhead stating the position and years of service verifying at least two meetings per year during years of service.

ACVREP Subject Matter Expert Committee = 2 points/hour

Documentation Required: email from ACVREP President verifying hours of service in most recent 5 years including subcommittee hours.

Service on a Committee for Employer = 2 points/year

Documentation Required: signed letter from Employer on letterhead evidencing years of service verifying at least 5 committee meetings per year during years of service.

Onsite/Offsite Supervisor for Practicum or Internship = 0.25 points / hour

End Document.

