

**Guidelines and Procedures for the  
Certification of Parent Education Programs**

NEW YORK STATE UNIFIED COURT SYSTEM  
PARENT EDUCATION BOARD

Honorable Evelyn Frazee, *Chairperson*

Honorable Judith S. Kaye  
*Chief Judge*

Honorable Jonathan Lippman  
*Chief Administrative Judge*

*January 2006*

**NYS UNIFIED COURT SYSTEM  
PARENT EDUCATION AND AWARENESS PROGRAM**

website: [www.nycourts.gov/ip/parent-ed](http://www.nycourts.gov/ip/parent-ed)

e-mail: [nyparent-ed@courts.state.ny.us](mailto:nyparent-ed@courts.state.ny.us)

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**I. Introduction**

In New York State pursuant to the State's Parent Education and Awareness Program (PEAP), parents who divorce, separate or are involved in custody or visitation disputes may be directed to participate in education programs designed to provide information and practical tools on how to reduce the stress of their break-up on their children and protect them from the negative effects of parental conflict. Following the Guidelines developed by the Parent Education Board (PEB or the "Board") and set forth below, the Office of Court Administration will certify and monitor local providers of such services who wish to accept court-referred participants, to ensure the quality and efficacy of these programs, including special protocols to screen out families affected by domestic violence.

- A. **Purpose.** The purpose of the Parent Education Board Guidelines and Procedures for the Certification of Parent Education Programs (hereinafter "the Guidelines") is to set minimum standards for parent education programs to be approved for participants referred by the courts of the State of New York.
- B. **Definitions.** For the purposes of these Guidelines, the following definitions will apply.
1. ***Parent Education Program:*** A parent education program provides information to parents about the impact of parental breakup or conflict on children, how children experience family change, and ways in which parents can help their children manage the family reorganization. The program curriculum should be child-centered and directed primarily toward promoting children's healthy adjustment and development by educating parents about ways they can minimize the stress of family change and protect their children from the negative effects of ongoing parental conflict.
  2. ***Program Administrator:*** The individual / employee associated with the parent education provider ultimately responsible for developing and administering all aspects of the parent education program.

3. *Court*: The term “court” is interpreted as a judge or justice who may refer parents to parent education on his or her own initiative or upon the recommendation of a judicial hearing officer (JHO), support magistrate (formerly known as hearing examiner), court attorney referee, or matrimonial referee.

## II. The New York State Parent Education and Awareness Program

- A. Best Practices. The Guidelines set forth herein reflect the Board’s research on best practices, which indicate that the most effective parent education has the following characteristics and attributes:
  - Based on research documenting risk and protective factors influencing children’s long-term adjustment.
  - Consistency of program information and delivery by knowledgeable and skilled presenters/facilitators.
  - Comprehensive take-home information.
  - Classes offered in a group setting with an opportunity for constructive discussion that can help normalize the separation/divorce experience for parents.
  - Integration of domestic violence concerns in program administration, content and presentation.
  - Interactive development of skills and strategies for dealing with a number of problematic situations that arise after separation.
  - Longer programs to avoid information overload that can occur by packing everything into a short program.
- B. Objective. The structure and content of parent education programs proposed for New York State is child-centered and concerned primarily with promoting children’s healthy adjustment and development by educating parents about what they can do to reduce the stress of the family transition and to protect their children from the negative effects of ongoing parental conflict.
- C. Goal. The goal is to provide parents with information, practical strategies, and tools that they can use to mitigate the deleterious effects of divorce and separation on children.

### III. Certification Process

- A. Time Line. Each provider of a parent education program (“provider”) that wishes to accept court-referred participants must be certified under these Guidelines. In order to receive certification, existing providers must submit a Certification Application within sixty (60) days of the effective date of these Guidelines. Newly developed programs must submit a Certification Application and receive certification prior to being eligible to receive court-referred participants. Providers are under a continuing duty to advise the Board of changes in program or administration; for example, but not limited to, changes in staff, contact information, presenters/ facilitators, location, and class schedules.
- B. Certification Application. To receive certification, a provider must submit information and/or documentation that demonstrates that it is in compliance with the Guidelines. A Certification Application Form (hereinafter Application) is attached as **Appendix A**. Additional forms may be downloaded from the Board’s website ([www.nycourts.gov/ip/parent-ed](http://www.nycourts.gov/ip/parent-ed)) or requested from the Board staff directly at **PEAP Administrator, Re: Forms, 140 Grand Street, Suite 701, White Plains, NY 10601**, or by e-mail at [nyparent-ed@courts.state.ny.us](mailto:nyparent-ed@courts.state.ny.us).

Each provider must submit **three (3) copies** of the Application and appended materials for each program. The Application must address **all** of the elements. If a provider expects that it will not be able to comply with a requirement, an explanation must be provided.

A brief discussion of each element of the Application follows in Sections IV-VII.

- C. Waiver or Modification of Requirements. A waiver or modification of one or more of the requirements for certification or re-certification may be requested by a provider and must be included in the provider’s Application as well as in the cover letter to the Application. Requests which need to be made between certification/re-certification applications must be made by letter to the Board sent via first class mail to the address listed above, noted as **Re: Waiver/Modification Request (PEAP Administrator)**.

Such request will be granted in the sole discretion of the Board after review and consideration of the impact of the deviation upon the underlying intent and purpose of the guidelines as discussed in the October 2003 Report.

- D. On-Site Review. Certification Applications will be reviewed by the Board

in a timely manner. After an initial review of the Certification Application, an On-Site Review of the program will be conducted by the Parent Education and Awareness Program Statewide Administrator.

The On-Site review will include observation of the presentation of a full program cycle and may include an interview of the program administrator as deemed necessary and appropriate. To promote consistency in the review process, the PEAP Administrator will receive training and direction and will use a uniform written instrument to evaluate the programs.

- E. Review and Action by the PEB. The written Application and On-Site Review report will be considered by an interdisciplinary panel of three members. A unanimous recommendation by the panel for certification may be accepted by the Board without further action. If the panel's recommendation is not unanimous, or if the recommendation is to deny the Application, the full Board will review the entire Application before determining whether certification will be awarded. Any determination by the Board will carry by a simple majority vote.

The Board will notify the provider of its determination by letter sent via first class mail. Approved providers will be compiled in a list that will be updated and distributed regularly to all District Administrative Judges for dissemination to Supreme Court Justices sitting in matrimonial parts, Family Court Judges, judicial hearing officers handling family matters, support magistrates, court attorney referees, and matrimonial referees in their districts. Lists of approved programs will also be made available on the Board's website and as discussed in the Board's full report. Providers are requested to complete the Provider/Program Information Sheet (**Appendix B**) and provide updates when information changes to keep the PEAB apprised of its current information so the list of approved programs has correct information. Approved programs may indicate in advertisements and other uses that their program is Board certified.

Denial of Application letters will also be sent to providers via first class mail. Denials are discussed further at Section VIII.

In this initial phase of implementing the Parent Education and Awareness Program, all certifications will be conditional pending the on-site review of the program, presentation by the Board of a program to educate administrators or their designees on the training of presenters, and the opportunity for providers to review the Board-provided Parent's Handbook to determine if they wish to provide additional materials to parents.

#### IV. Provider Information

- A. Organizational Structure. Each provider must state the name(s) and contact information of the sponsoring organizations and provide an explanation of the sponsoring organization's legal structure (e.g., incorporated, d/b/a), types of services delivered (e.g., legal, mental health, mediation), nature of its staffing devoted to parent education programs (e.g., number and whether volunteer or paid, full-time or part-time), and any other information deemed relevant to the provision of parent education programs. A provider may be requested to submit copies of the organization's Articles of Incorporation and Bylaws, if any, as well as up-to-date lists of the Governing Boards / Directors / Owners / Members, complete with names and contact information, if, in its discretion, the Board finds this information to be necessary to its review.
- B. Administration Information. The name(s) and title(s) of the individual(s) responsible for administering the parent education program, brief job description, and contact information must be provided.
- C. Program Information. Provide information about the general location of classes (e.g., lower, eastside Manhattan; Four Corners, downtown Rochester) as well as the geographic area/county(ies) served by the program. Also provide names and addresses of any other parent education program that serves this same area.

#### V. Curriculum

- A. Presenter Manual/Materials. A copy of the manual or materials used by the presenters / facilitators must be submitted. The submission must indicate curriculum content that is in compliance with the Board's October 2003 Report, to wit:
1. Introduction to Parent Education, including domestic violence caveats.
  2. Parenting and Child Well-Being
  3. Legal Process (unless waived pursuant to a Waiver Application, see *supra* section III, C and *infra* section VI ).
  4. Concluding Remarks
- B. Optional Additional Curriculum. A description and/or materials regarding any additional curriculum that the provider chooses to cover plus a statement as to the duration of the additional instruction must be submitted. Possible topics may include, but are not limited to:

1. Small-Group Skills Practice (e.g., conflict management, communication, “business partner” approach)
  2. Parenting Plans
  3. Resource / Financial Management
- C. Additional Materials for Parents. Materials to be made available to parents in addition to the Parent’s Handbook, which will be supplied to all providers by the, Board must be submitted.<sup>1</sup>

## VI. Class Format and Presentation

- A. Class Structure. Each program should be a minimum of six (6) hours and a maximum of eight (8) hours in duration, presented in two sessions. This requirement may be waived, upon good cause shown, permitting programs to present the information in a single four (4)-hour session. The material that must be included in this shortened presentation would be:
1. Introduction to Parent Education, including domestic violence caveats.
  2. Parenting and Child Well-Being.

The Legal Process portion of the curriculum will be eliminated and less interactive presentation formats will be employed to shorten the program to the four (4)-hour length.

State the length of each class and days on which the classes are scheduled. *Example*: Two, three-hour classes, scheduled on consecutive Saturdays.

- B. Class Size. A statement that the program will comply with the following:
1. Class size limited to no more than 50 people.
  2. 1:15 Facilitator/Attendee ratio for any small group sessions.
- C. Class Composition. State whether the class is composed of parents involved in Family Court only, Supreme Court only, or parents from both Family and Supreme Courts.

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<sup>1</sup> The Parent’s Handbook will be supplied by the Board only to programs that have substantially met the certification criteria. In order to give programs an opportunity to review the Board-supplied Parent’s Handbook and determine whether they wish to provide additional materials to parents, compliance with this requirement is deferred until a date indicated in the conditional certification.

D. Presenters/Facilitators.

1. For each presenter or facilitator for the Parenting and Child Well-Being portion of the curriculum and attorney presenters a program intends to utilize at its parent education programs, the provider must submit a current resume, including full name and contact information.
2. A Certificate of Completion of Parent Education Training must also be submitted for each presenter/facilitator in the area of Parenting and Child Well-Being.<sup>2</sup> Such training must occur annually, at a minimum, and cover the following topics:
  - a. Issues concerning separation
  - b. Current research on divorce and children's adjustment
  - c. Factors related to children's healthy adjustment
  - d. Sensitivity to and the dynamics of domestic violence and appropriate referral resources
  - e. Child and adolescent development
  - f. Effective parenting practices
  - g. Skills for effective group facilitation and interactive presentations
  - h. Facilitation if there is an optional small group component
  - i. Cultural sensitivity issues as appropriate for local demographics.
3. The Parenting and Child Well-Being curriculum, ideally, will have two presenters, one male and one female, with at least one presenter in the parenting team having an advanced degree or equivalent experience. The provider must provide a statement that it will be able to comply with this requirement. If it cannot comply, the way in which it cannot comply and its alternative presentation

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<sup>2</sup> A required program titled "Training the Trainers" was offered at the New York State Bar Association Center, Albany, New York on Wednesday, May 11, 2005. This training was developed to help programs seeking certification to provide proper training for their presenters. Material covered included ways to integrate domestic violence sensitivity and ideas and techniques for presentation of the required child well-being curriculum. Substantial assistance, in the form of training techniques, models and materials, is provided to assist providers in adapting or designing their programs to meet the new criteria. A video tape of the program is available for those who were unable to attend the May 11, 2005 training. A copy may be obtained by calling toll free at (888-809-2798 or by e-mail at [nyparent-ed@courts.state.ny.us](mailto:nyparent-ed@courts.state.ny.us).

plan must be described.

4. Presenters of the Legal Process curriculum, ideally, will be one male and one female with one attorney and one judicial officer, as defined below, and should meet the following criteria:
  - a. Attorney
    - i. Admitted to practice in the State of New York; and
    - ii. Devotes a substantial portion of his/her practice to the areas of matrimonial and/or family law, or
    - iii. Serves as a law guardian, principal law clerk or court attorney in a Supreme Court matrimonial part or Family Court.
  - b. Judicial Officer
    - i. Current or former Family Court judge with experience with custody / visitation matters, or
    - ii. Current or former Supreme Court justice who has experience with matrimonial matters, or
    - iii. Support magistrate (formerly hearing examiner), or
    - iv. Court attorney referee, or
    - v. Matrimonial referee.
5. To preserve the integrity of parent education and to avoid the appearance of impropriety, each nonjudicial presenter/facilitator must sign a statement prior to presenting that he/she:
  - a. Will not solicit OR will not solicit or accept<sup>3</sup> referrals for private professional services for pay from participants.
  - b. Has not had a final order of protection and does not have a current temporary order of protection issued against him/her, has not been convicted of harassment, assault or similar offense against a present or former intimate partner or spouse, and has no pending investigation for child abuse or neglect or any "indicated" finding after an investigation for child abuse or neglect against him/her.

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<sup>3</sup> The preferred language is "will not solicit or accept" referrals. However, it is recognized that in the more rural areas where there may not be as many professionals, this not practical. The choice of language is left to the provider based on its assessment of the availability of mental health and legal professionals in its geographic area.

A uniform Ethics Statement is available from the Board (**Appendix C**).

## VII. Administration

- A. Eligibility Determination Process. While the Board trusts that its recommendations to courts on how to screen parents to identify victims of domestic violence will be effective and adequate, it recognizes that the court's determination is not an easy one and that parents who are victims of domestic violence may be inadvertently referred to attend parent education.<sup>4</sup> As an additional safeguard, all referrals to parent education shall be subject to eligibility requirements. A draft court-referral form is attached for your information (**Appendix D**).

The Application must include a copy of the provider's enrollment form which should contain the following questions:

Are you currently in danger of your partner or ex-partner doing any of the following:

1. Physically hurting you by, for example, pushing, grabbing, slapping, hitting choking or kicking?
2. Threatening to hurt you, your children or someone close to you?
3. Stalking, checking up on you or following you?
4. Making you afraid?

\_\_\_\_\_ Yes (You will be contacted by the program administrator. **Please indicate the safest way to contact you.**) \_\_\_\_\_

\_\_\_\_\_ No (None of the above applies to me or I choose not to answer these questions at this time.)

The Application must contain a statement that the program administrator understands and will execute his/her duty to:

1. Review the responses to the foregoing questions on the program enrollment forms, contact any parent who responded "yes" and explain that he/she has the

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<sup>4</sup> See, Pages 8-16 of the October 2003 Report.

choice whether or not to attend, and note the determination of eligibility if the parent chooses not to attend (see, October 2003 Report, pp. 13-15, 51-52, and 54-55). **A parent may opt out of attending parent education if domestic violence is present. It is important to note, however, that the presence of domestic violence does not require a parent education provider to exclude a parent from attending parent education. The decision whether to attend must be left to the parent.**

2. Review and determine requests for ineligibility. Parents may also be found ineligible to attend programs if to do so would create undue hardship, including, for example, inability to procure transportation or child care. The existence of a language barrier also may constitute a ground for ineligibility. It is the responsibility of the program administrator to first attempt to provide that assistance to a parent, e.g., arranging payment of reasonable transportation costs or providing an interpreter, which will enable him/her to attend. Attendance may also be excused if a parent has complied with a court directive to attend parent education or has completed a certified parent education program within the preceding five (5) years (5-year rule). If the parent presents satisfactory proof of parent education attendance within the preceding five (5) years, he/she will not be required to attend unless the parent is appearing with a different spouse/partner. If suitable arrangements cannot be made or if the 5-year rule is met, the parent may be found ineligible to attend by the program administrator.
3. Issue Certificates of Compliance to parents who attend as well as to parents choosing not to attend due to domestic violence concerns or who are otherwise found ineligible to attend by the program administrator (see, October 2003 Report, pp. 51-52 and 56-57). Certificates of Compliance will be supplied to providers by the Board (see **Appendix E**).

The fact that a parent has been found ineligible to attend parent education is not to be communicated to the Court. While a certificate can provide positive reinforcement as well as verification of attendance, it also has the potential of being abused by a parent who attaches a copy to court papers as a demonstration of interest in his/her child. To avoid the improper use of a certificate, the standardized Certificate of Compliance developed by the Board

**must** be used and provided by parent education providers to parents who attend a full parent education program as well as to parents found by the program administrator to be ineligible to attend. To give the Court feedback about compliance with a referral, the program administrator shall provide to the Court the names of parents issued Certificates of Compliance **without any indication whatsoever as to whether the Certificate of Compliance was issued based on attendance or ineligibility.**

Provide the name of the person(s) who will be performing these functions together with his/her contact information.

- B. **Safety Protocols.** In order to reduce the potential for violence and confrontation, providers must be sensitive to the mechanics of safe delivery of parent education. The Application must set forth that administrative arrangements have been instituted by the provider to create a safe environment for all attendees and staff, as follows:
1. Separating, divorcing or former partners must attend separate sessions on different days or at different locations, irrespective of an expressed desire by the parents to attend the same class. Neither parent will be advised of the class that the other parent is attending.
  2. Attendance lists and records must be kept confidential.
  3. To the extent practicable, class locations are not publicized. State address(es) of class location.
  4. To the extent possible, classes are held at different locations and at varying times, including day time, early evening, and weekends so that an abusive partner cannot track the other partner and all parents enjoy an equal opportunity to attend given varying work and child care schedules. State dates and times of classes.
  5. Classes are conducted in safe locations that are well-lit and easily accessible to transportation and parking.
  6. Implementation of a safety plan that includes arrangements for security personnel or law enforcement on-site or readily available. Set forth the details of the safety plan including, but not limited to, whether weapons screening will be conducted, there will be intervention if a parent is disruptive, and a parent will be escorted to transportation, if requested.
- C. **ADA Compliance.** The class site and program must be in compliance with requirements of the Americans with Disabilities Act (ADA). In addition to its other provisions, the ADA requires that interpreters be made available

for hearing impaired parents. State whether the classroom is handicap accessible and there are arrangements for hearing impaired interpreters, if needed.

- D. Fees. State amount of the fee, if any, to be charged and provisions for hardship waivers. Pursuant to the Board's October 2003 Report, providers may charge a fee of no more than \$100 per person. However, because a parent should not be excluded for inability to pay, the Board recommends that each provider develop a sliding scale fee, waiver of the fee or scholarship based upon need and that such should be liberally granted. At a minimum, a parent whose income is at or below 240% of the Poverty Income Guidelines, as provided by the U.S. Department of Health and Human Services, must be eligible for a fee waiver/scholarship. Providers must maintain a record of fee waiver/scholarship requests by gender and the disposition of the request.
- E. Record Keeping. The Application for certification must contain a statement (i) acknowledging the requirement to maintain the below records, and (ii) providing the name and contact information of the person(s) responsible for performing the functions of completing and maintaining these forms, reports and logs.
1. *Program Session Statistics*. Providers are required to maintain the following specific information about each class:
    - a. location
    - b. dates
    - c. presenters/facilitators
    - d. total number of enrollees, by gender
    - e. number of enrollees, by gender, who completed attendance
    - f. number of enrollees, by gender, who did not complete attendance
    - g. number of enrollees, by gender, who did not attend
    - h. number of enrollees, by gender, who completed attendance at another class, including class date.
    - i. reason for not attending or not completing attendance, if known
    - j. referral source for each enrollee

The Program Session Statistics Form is attached as **Appendix F**.

2. *Eligibility*. A separate record must be maintained of the following information relevant to court-referred parents who raised eligibility as an issue:

- a. number of parents, by gender, found to be ineligible
- b. the reason(s) parents were found to be ineligible and the number of parents, by gender, in each category
- c. number of parents, by gender, deemed eligible despite raising eligibility as an issue
- d. for parents requesting to opt out, the reasons parents were denied the opt out request and deemed eligible and the number of parents, by gender, in each category.

The foregoing information respecting eligibility must **not** indicate or include the names of parents raising eligibility as an issue.

The Eligibility Report form is attached as **Appendix G**.

- 3. *Enrollment Forms*. The program's class enrollment forms must be maintained for inspection by the Board as part of the re-certification processes. They must be grouped by the class for which a parent was enrolled, regardless of whether the parent attended, and grouped by month submitted for those parents deemed ineligible.
- 4. *Complaint Logs*. Providers must maintain a Complaint Log tracking all complaints and comments by attendees and presenters/facilitators regarding program content/curriculum, presentation, or administration.

Logs must record

- a. date of the complaint
- b. name of the complainant and contact information
- c. nature of the complaint
- d. how complaint was addressed by the provider
- e. outcome.

The Complaint Log form is attached as **Appendix H**.

- 5. *Incident Reports*. Providers must complete and maintain an Incident Report whenever a threat, outburst, stalking or assault occurs, or is reported to have occurred, at the class or in transit to/from a class. The Report must include:
  - a. date of the incident
  - b. name of the victim/complainant and contact information
  - c. name of the perpetrator and contact information, if known,

- d. nature of relationship between perpetrator and victim, if any
- e. nature of the incident
- f. location of the incident
- g. action taken by the provider
- h. outcome.

The Incident Report form is attached as **Appendix I**.

- F. Evaluations. In an effort to properly evaluate the effectiveness of parent education and further develop and refine the provision of services, providers are required to disseminate the Confidential Participant Evaluation Survey developed by the Board. The survey should be completed anonymously by attendees (unless the attendee indicates on the survey a willingness to be contacted for a follow-up survey) and returned to program staff. The program administrator must then forward the forms to the Board's designee for tabulation and interpretation.

The Board also encourages each provider to regularly collect feedback and information from its own staff, presenters and facilitators about its programs, including issues of effectiveness, facilities, presentation methods, materials, schedules and any other factors that would impact on the success and effectiveness of the program. This information should be shared with the Board on an ongoing basis. The provider must acknowledge this requirement and intent to comply.

## **VIII. Changes in Certification**

- A. Denial, Suspension or Revocation of Certification

- 1. *Denial*. An Application for certification or re-certification may be denied by the Board if the proposed guidelines, standards and requirements, or the Application procedures and requirements are not met. In such event, the provider will be notified of the denial, and the reason(s) for the denial, by first class mail.

A provider may request a hearing and review by the Board of a denial of certification or re-certification by letter within 30 days after the date of mailing of the denial notice. Such requests should be sent via first class mail to

**Parent Education Board  
New York State Office of Court Administration**

**Re: Certification Review (PEAP Administrator)  
140 Grand Street, Suite 701  
White Plains, NY 10601**

The hearing and review will be conducted within sixty (60) days after the Board receives the request for hearing and review. The hearing and review will be on submission unless the Board, in its discretion, determines to hear witnesses.

If the Application is one for re-certification and a hearing is requested, the provider shall remain certified until the Board renders its decision unless immediate suspension, prior to the hearing, is warranted.

2. *Suspension or Revocation.* In the event the Board receives a complaint from a credible source that a provider or program is in serious breach of one or more provisions of the guidelines, standards and requirements, fully laid out in the October 2003 Report, or that egregious conduct has occurred in connection with a program, the Board may immediately suspend certification to receive court-referred participants until a hearing is conducted and determination made regarding whether certification should be continued or revoked. Two-thirds (2/3) of the members of the Board must vote for suspension.

The provider will be notified of the suspension and the reason(s) via first class mail. Such notification will also indicate that a full review by the Board will occur which may result in revocation of certification, and that a hearing may be requested.

Notification of the suspension will also be posted on the Board's website and sent to the District Administrative Judge(s) for the areas served by the provider or program for the purpose of placing the court on notice.

In the same manner as described for the denial of certification or re-certification, a provider may request a hearing and review by the Board of the suspension. The hearing and review will be conducted within sixty (60) days after the Board receives the request and on submission unless the Board, in its discretion, determines to hear witnesses. A two-thirds (2/3) vote of the members of the Board will

be necessary to revoke certification.<sup>5</sup>

- B. Changes to a Certified Program. Certifications of programs and providers are not transferrable, including from location to location, without prior approval of the Board. Where there is a transfer of ownership, change in the program administration, or a merger of programs or change of name, the provider shall notify the Board in writing and provide information about the change at least thirty (30) days prior to the change, or as soon as practical, in order to obtain approval.

A provider who wishes to change or expand the location of a program must provide the Board, in writing and at least thirty (30) days prior to the intended date of relocation / expansion,

- a. the address of the new site location
- b. premises description and ADA compliance, and
- c. a safety plan.

The addition of presenters / facilitators must be submitted to and approved by the Board. Requests by providers to add presenters / facilitators must be made in writing to the Board thirty (30) days prior to that person participating in a program / session and must be accompanied by all the information regarding presenters / facilitators required in the certification process.

- C. Voluntary Closure. An approved program shall submit to the Board a notice of intent to close a program at least sixty (60) days in advance of the proposed closure, or as soon as practical, via first class mail to the address listed above, **Re: Closure (PEAP Administrator)**. Such notice shall include a plan for appropriate notice to court-referred parents enrolled in future classes.

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<sup>5</sup> Any vote of the Board may be taken by telephone, fax, or e-mail followed by a confirmation of vote signed by the Board member.

## **IX. Recertification**

An Application for renewal of certification/recertification shall consist of a reaffirmation of that information contained in the preceding application(s) that remains unchanged and supplemented by information and materials that set forth any changes or modifications to the program or its administration since the last approval, and any additional information required by the PEB. The additional information required upon a Recertification Application includes such items as: an updated Provider/Program Information Sheet; information on the dates of classes held during the preceding certification period; a compilation for the certification period of information contained in the Program Session Statistics forms and Eligibility Report forms; if a fee is charged, the amount of the fee and the percentage of participants who received a partial or a full waiver of the fee; a copy of the complaint log or a statement that no complaints were received; a copy of any incident reports or a statement that there were no incidents reported; a statement of compliance with evaluation criteria; updated information regarding new presenters/facilitators and, for nonjudicial presenters, a resume and a copy of the Ethics Statement and, additionally, for Parenting and Child Well-Being curriculum presenters, a copy of the Certificate of Completion of Parent Education Training; copies of any new materials for presenters or participants; and such other information as the PEB may deem relevant to the recertification process.