

Suggested Procedure for Approval as Parent Education Seminar Provider

The Code of Virginia requires that Parent Education Seminar providers be approved by the court (Virginia Code §§ 16.1-278.15 and 20-103). Each court determines the number of parent education providers necessary to fulfill its needs.

The Office of the Executive Secretary, division of Dispute Resolution Services (DRS), conducts training and collects provider and curriculum information on the courts' behalf, in order to facilitate the courts' selection of Parent Education providers. The list maintained on Virginia's Judicial System Web site reflects only the Parent Education providers approved by the courts.

Suitable professional backgrounds for Parent Education Seminar providers include 1) experienced certified family mediator; 2) licensed/certified mental health professional; 3) licensed clinical social worker; 4) licensed professional counselor; 5) lawyer with practice emphasizing juvenile or family law; and 6) parenting educator. See the "[Information Requested for Court Approval](#)" form for other information that will be requested of the applicant as a part of the approval process.

Suggested Process for Court Approval:

- a. Review the lists of "[Courts Not Adding Providers](#)" and "[Courts Adding Only Local Providers](#)" on the Web site to ensure your desired court is accepting applications.
- b. Send resume to DRS's Parent Education Coordinator, Ann Warshauer, at awarshauer@vacourts.gov. (DRS will provide feedback to applicants whose backgrounds do not appear to be suitable; however, final approval or disapproval is with the courts and such applicants may continue in the approval process if they so choose.)
- c. Attend a Train the Trainer session conducted by the Parent Education Coordinator (for scheduled trainings contact Ann Warshauer at awarshauer@vacourts.gov or 703-941-2424, or Melanie Rinehults at mrinehults@vacourts.gov or 804-371-6065, or see [Training Calendar](#) on the Parent Education web page)
- d. After attending the Train the Trainer session, observe a parent education seminar conducted by an approved parent education provider
- e. Purchase or develop seminar material that meets the requirements of the Code of Virginia and submit seminar curriculum to the Parent Education Coordinator for review (contact the Parent Education Coordinator at awarshauer@vacourts.gov or 703-941-2424 with questions)
- f. Determine where to conduct the seminar. Seminars must be held in a location suitable for private classroom training.
- g. Complete the "[Information Requested for Court Approval](#)" form and forward it to DRS at the address listed on the form *within one year* of completing the Train the Trainer session.
 - Attach a list with complete addresses and descriptions of the buildings/businesses where the seminar will be conducted in each locality requested.

Once these steps have been taken, DRS will forward the “Information Requested for Court Approval” form to the court(s) from which approval is sought, along with a recommendation for approval or disapproval. Please note that some courts may request additional information from the applicant and/or wish to meet with the applicant.

The court(s) will notify DRS of approval or disapproval. DRS will then notify the applicant and list court-approved providers on Virginia’s Judicial System Web site.