Guidance document: 115-1.1 **Adopted: 2/17/06** Revised: 5/31/19

## **Virginia Board of Counseling**

## **Possible 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; 30 day make up
Short 1 - 10 hours	Confidential Consent Agreement; 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
Did not respond to audit request	Informal Fact-Finding Conference

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