

NOTIFICATION OF STATUS CHANGE FOR PARENT EDUCATORS, SUPERVISORS, OR PROGRAMS FORM

Rationale for using this form:

This two-page form is the method for parent educators and supervisors to notify Parents as Teachers National Center when they make changes to their certification or program status. This form is used to communicate these changes:

- Parent educator or supervisor is no longer delivering Parents as Teachers *Born to Learn*TM services to families and becomes inactive;
- Parent educator requires extra time to complete recertification requirements and requests an extension;
- The extension is completed and recertification is complete;
- Parent educator or supervisor requires a one year leave of absence;
- Parent educator or supervisor returns from a leave of absence,
- Supervisor changes status from parent educator to supervisor; from supervisor to parent educator; or to a dual certification;
- Parent educator or supervisor moves to a different Parents as Teachers program;
- Parent educator or supervisor requests reactivation;
- A Parents as Teachers program is no longer delivering *Born to Learn*TM services and is becoming inactive or taking a leave of absence;
- A Parents as Teachers program requests a return from inactive or leave of absence status.

For Parents as Teachers programs that are no longer providing *Born to Learn*TM services, a *Customer Satisfaction Survey* has been developed to collect data regarding reasons for deactivation and quality of services received from Parents as Teachers National Center.

How to use this form:

- Complete the program information located at the top of the form.
- Complete the individual information for each person requesting a status change. Make as many copies of the form as necessary.
- Check any appropriate box to indicate the requested changes.
- Be sure to sign and date the forms where indicated.
- Mail or fax the form to Parents as Teachers National Center. The address and fax is located on the top of the form
- For programs that are no longer delivering *Born to Learn*TM services to families, complete the Customer Satisfaction Survey and return to Parents as Teachers National Center.



**NOTIFICATION OF STATUS CHANGE FOR
PARENT EDUCATORS, SUPERVISORS, OR PROGRAMS**

Use this form to indicate the following changes in the Parents as Teachers *Born to Learn*TM program

- A parent educator and/or supervisor requests a change in certification status
- A parent educator and/or supervisor transfers Parents as Teachers programs
- A program will no longer be delivering Parents as Teachers services to families and requests inactive status
- A program requests a one-year leave of absence

Program Code _____ (To locate program code: <http://www.parentsasteachers.org/site/pp.asp?c=ekIRLcMZJxE&b=272324>)

PROGRAM TITLE/SPONSOR: _____

Program address, City, State, Zip: _____

Program Phone: _____ Ext: _____ Fax: _____

Program email: _____

Program Supervisor: _____

PARENT EDUCATOR OR SUPERVISOR CERTIFICATION STATUS CHANGE

Name _____ Social Security # _____ PAT ID# _____

Home address, City, State, Zip _____

Home Phone _____ Personal email _____

Program address, City, State, Zip _____

Program phone _____ Fax _____ Work email _____

Please change my status regarding my Parents as Teachers certification.

Inactive: I am no longer employed in any Parents as Teachers program. My last date of service was _____.

I understand per the *Terms of Agreement* that I signed; the PAT curriculum is copyrighted and may only be used by currently certified parent educators. I have left my curriculum with the program that purchased it.

The reason for my inactive status is _____.

Extension: I need additional time to complete professional development hours and/or the family service recertification requirement. I expect to have these requirements completed by _____. I will notify PATNC when these requirements are complete.

I understand that I will continue working to complete the recertification requirements for the upcoming year at the same time that I am completing my extension requirements.

Payment is enclosed. No payment is required.

I have completed my extension on this date _____ and I wish to be recertified.

One-year leave of absence: I understand that during this "time-off" I will not serve families and that any professional development training I take during this time will be for professional growth and will not be credited toward my recertification. **I will notify PATNC when I return** and I will be considered inactive if I do not return after my one-year leave.

My professional development hours and family service requirements have been completed.

Payment is enclosed. No payment is required.

I am returning from a leave of absence and wish to be reinstated as a parent educator.

I am a supervisor requesting a change of status. I serve # _____ families. I do not serve families.

I have taken the Introduction to Supervision training. Date: _____ 2 days Tuesday afternoon only

I am registered to take the Introduction to Supervision training. Date: _____

I am no longer a PAT supervisor but will be serving # _____ families as a parent educator.

PARENT EDUCATOR OR SUPERVISOR PROGRAM TRANSFER

I am transferring to another Parents as Teachers Program.

Please identify the Program Code and/or address of the Parents as Teachers program you are leaving.

Old program code _____ (To locate program code: <http://www.parentsasteachers.org/site/pp.asp?c=ekIRLcMZJxE&b=272324>)

Address _____

I have been provided with a curriculum for my own use. I estimate I will serve # _____ families.

I am a PAT trained supervisor; I do not serve families. I am a PAT trained supervisor; I serve # _____ families.

Parent Educator's Signature _____

Date _____

Supervisor's Signature _____

Date _____

PARENT EDUCATOR OR SUPERVISOR REACTIVATION

I wish to reactivate my parent educator supervisor certification. My last certification date was _____.

I have been trained in the most recent *Born to Learn*TM curriculum.

I have been provided with a curriculum for my own use. I estimate I will serve # _____ families.

I am a PAT trained supervisor; I do not serve families. I am a PAT trained supervisor; I serve # _____ families.

Please briefly describe what you have been doing professionally since your last Parents as Teachers certification.

Parent Educator's Signature _____

Date _____

Supervisor's Signature _____

Date _____

PARENTS AS TEACHERS BORN TO LEARNTM PROGRAM STATUS CHANGE

Inactive: Our program no longer delivers Parents as Teachers services to families. Our last date of service was _____.

We understand per the *Terms of Agreement* that all parent educators signed, the PAT curriculum is copyrighted and may only be used by currently certified parent educators.

We will submit the Annual Program Report to Parents as Teachers National Center. It is based on the service delivery completed in the program year _____.

We have no data to submit for the Annual Program Report.

Please explain. _____

The reason for the program's inactive status is _____.

Leave of Absence: Our program is requesting a one-year leave of absence from Parents as Teachers. We understand that during this "time-off" we will not deliver Parents as Teachers services to families. We will notify Parents as Teachers National Center and state leader (if appropriate) when our program returns and will be considered inactive if we are not in contact with you after a year. Our expected return date is _____.

Reactivation: Our program is requesting a return to active status and will begin delivering PAT services to families as of _____.

Additional comments:

PAT Supervisor's Signature _____

Date: _____

THIS FORM CAN BE ACCESSED AT THE PARENTS AS TEACHERS WEB SITE AT:

[HTTP://WWW.PARENTSASTEACHERS.ORG/SITE/PP.ASP?C=EKIRLcMZJxE&b=272126](http://www.parentsasteachers.org/site/pp.asp?c=ekIRLcMZJxE&b=272126)

FOR PATNC USE: DATE RECEIVED



Parents as Teachers National Center Customer Satisfaction Survey

Please complete this survey when a Parents as Teachers program is no longer delivering Parents as Teachers *Born to Learn*TM services.

1) Reason(s) program is becoming inactive or taking a leave of absence:

- | | | |
|-----------------------------------------------------|----------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Lost funding | <input type="checkbox"/> No organizational support | <input type="checkbox"/> Another program meets needs |
| <input type="checkbox"/> No support | <input type="checkbox"/> Costly program delivery | Which program? |
| <input type="checkbox"/> Not training new educators | <input type="checkbox"/> Loss of supervision | <input type="checkbox"/> Other reasons: |

2) If your program is inactivating or taking a leave of absence due to lack of funding, is there any assistance Parents as Teachers National Center or your state leader could have provided, to help you with your search for additional funding streams? Yes No Please explain.

3) Did you use Parents as Teachers National Center's website? Yes No

If yes, did you find Parents as Teachers National Center's website helpful? Yes No Please explain.

What did you find to be most helpful (check all that apply)?

- | | | |
|--------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Find a Program | <input type="checkbox"/> Parent/Child Activities and Tips for Parenting | <input type="checkbox"/> Implementation Plans |
| <input type="checkbox"/> Online Registration | <input type="checkbox"/> Suggested Readings | <input type="checkbox"/> Other Please explain. |
| <input type="checkbox"/> Annual Program Report summary | <input type="checkbox"/> Newsroom | |

4) Were the materials offered by Parents as Teachers National Center (training videos, supplies, etc.) sufficient for the needs of your program? Yes No Please explain.

5) Do you feel Parents as Teachers National Center provided useful program implementation support and customer service? Yes No Please explain.

6) Did you find the forms used by Parents as Teachers National Center easy to understand and complete? Yes No

If no, which of the following were the most difficult and/or tedious (check all that apply):

- | | | |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Recertification Forms | <input type="checkbox"/> Program Administration Guide | <input type="checkbox"/> Updated Implementation Plan |
| <input type="checkbox"/> Annual Program Report | <input type="checkbox"/> Registration Forms (<input type="checkbox"/> online <input type="checkbox"/> Paper) | <input type="checkbox"/> Other Please explain. |
| <input type="checkbox"/> Initial Implementation Plan | <input type="checkbox"/> "How to Implement A PAT Program" booklet | |

7) When you contacted Parents as Teachers National Center, was your communication handled in a prompt and courteous manner? Yes No Please explain.

8) If you are a program with a Parents as Teachers state office, did you find your state leader and his/her administrative staff to be helpful in your implementation of Parents as Teachers? Yes No Please explain.

9) Based on your reason(s) for inactivating, if those issues were resolved, would you consider re-implementing Parents as Teachers in your program? Yes No Please explain.

10) Additional Comments:

PATNC use: Program Code _____ Date Received _____