

**Permanency Roundtable Facilitator Recertification Procedure**

Ongoing participation and facilitation is required to maintain certification as a PRT facilitator. The purpose of ongoing participation is to ensure the process continues to meet fidelity and to inform facilitators of any enhancements that have been made to the Permanency Roundtable process. The minimum requirements to maintain certification is to facilitate a total of six PRTs within a one year period. Typically three PRTs are completed each day, allowing a facilitator to maintain certification by participating in two full days of PRTs.

As part of the recertification process, each facilitator will be observed by a DCF PRT Mentor. The mentor will participate in the PRTs facilitated by the certified facilitator being recertified. The mentor will make a determination at the end of the third PRT if the facilitator should be recertified, recertified but with additional support, or does not meet the criteria to be a facilitator for the PRT process. The mentor will provide the facilitator with feedback at the end of each PRT and at the end of the day of the decision to recertify. The mentor will send an email to the PRT Coordinator of the decision to recertify. The PRT Coordinator is responsible for tracking the recertification of each facilitator.

Facilitator:			
Mentor:			
Date and County of PRT:			
<b>Check the box if the Facilitator completed the task for each PRT</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Did the Facilitator review the PRT process and follow it accurately?			
Did the Facilitator explain the three legal permanency options for the PRT?			
Did the Facilitator write the Action Steps following the correct format?			
Did the Facilitator keep the team on task during the six-phases?			
Overall, did the Facilitator manage the entire PRT day efficiently and professionally?			
Recertify:	YES	NO	Comments: