



10269 NW 46 Street · Sunrise, FL · 33351 (954) 746-0165 www.pcma.com

Professional Crisis Management Association, Inc.

Public Policy Number: FTP02-PUB

Date Originally Approved: 02/07/2008

Current Version as of: 06/14/2012

Title: Class Duration Requirements

Policy:

It is the policy of the PCMA to set appropriately high training standards and ensure that they are followed consistently to preserve the quality and integrity of its certification program and to ensure compliance with continuing education standards. These standards include minimum course durations.

Procedures:

- A) The PCMA sets minimum course durations as indicated in the table below.
- B) PCMA closely monitors course standards, including course durations by reviewing course paperwork and by periodically observing courses and collecting course feedback.
- C) Instructors must complete the required number of hours of instruction before sending in paperwork packets.
- D) If a course must be interrupted unexpectedly, instructors may complete the required hours and instruction at a later time (See policy on Teaching on Non-Consecutive Days).
- E) Required durations of PCMA courses are:
  - a. PCM Initial Instructor Course (V, P, S, PS)...28 hours
  - b. PCM Instructor Recertification Course (V, P, S, PS)...8 hours
  - c. PCM Initial Basic Practitioner Course...6 hours
  - d. PCM Basic Practitioner Recertification Course...2 hours
  - e. PCM Initial Practitioner Course...14 hours (recommended 2 ½ days)
  - f. PCM Practitioner Recertification Course...7 hours
  - g. PCM Initial Practitioner 1 Course...18 hours (recommended 3 days)
  - h. PCM Practitioner 1 Recertification Course...7 hours
  - i. PCM Initial Practitioner 2 Course (P, S, PS)...22 hours (must be done in 3 days minimum, recommended 3 ½ days)
  - j. PCM Practitioner 2 Recertification Course (P, S, PS)...7 hours
  - k. BehaviorTools Initial Basic Instructor Course...12 hours
  - l. BehaviorTools Basic Instructor Recertification...no minimum, online and self paced
  - m. BehaviorTools Initial Instructor Course...12 hours
  - n. BehaviorTools Instructor Course Recertification...no minimum, online and self paced
  - o. BehaviorTools Initial Basic Practitioner Course...6 hours (longer recommended for courses with more than 12 participants)

- p. BehaviorTools Basic Practitioner Course Recertification...no minimum, online and self paced
- q. BehaviorTools Initial Practitioner Course...6 hours (longer recommended for courses with more than 12 participants)
- r. BehaviorTools Practitioner Course Recertification...no minimum, online and self paced

Approval Signature:

Neal Fleisig, Executive Director