

## **Monthly Counseling News Letter (10/12/2018)**

Hello All,

I recently encountered an interesting situation during an ABT appeal and wanted to make you all aware of a bad practice on behalf of the school.

We recently had a school build in an extra “buffer month” to the training contract in case of snow days, etc. After doing the math, this made the training hours fall below 20 per week making it PT and ineligible for ABT. The counselor caught the indiscretion and issued a WD-25 for not being FT training. (good job) When asked, the school said they “never had a problem before.” The school changed the end date and rewrote the contract. We informed them that if necessary they could request an extension towards the end of the program if there were snow days or emergency closings. For ABT purposes, make sure the total number of program hours divided by 20 hours per week is equal to the total number of weeks listed within the start and end dates of the contract.

Just a reminder - if the school is requesting an extension due to bad attendance or poor performance, the student would not be granted an **ABT extension** and should be issued a WD-25 for unsatisfactory progress for the additional time only. Attendance and performance need to be documented in AOSOS. Ongoing tracking and documentation of the student’s progress is important and will always serve to cover you down the line should problems occur.

Lastly, please document your WD25’s in AOSOS with the reason(s). It is good practice and may save you from receiving a call from me prior to the appeal ☺

I welcome hearing from you. Feel free to reach out with any problems or questions.

Enjoy your weekend!

**Lisa Fiorile, M.S., Supervising Counselor LWD**

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