



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 2

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1518175

SO Doc Code: CRFQ

Procurement Type: Central Contract - Fixed Amt

SO Dept: 0511

Vendor ID: 000000210265

SO Doc ID: BSS2500000001

Legal Name: CONCORD UNIV RESEARCH & DEVELOPMENT CORP

Published Date: 10/28/24

Alias/DBA:

Close Date: 10/30/24

Total Bid: \$1,273,536.00

Close Time: 13:30

Response Date: 10/30/2024

Status: Closed

Response Time: 11:58

Solicitation Description: PROFESSIONAL/SUPPORT SERVICES FOR CHILD WELFARE TRAINING

Responded By User ID: BrooklynRDC

Total of Header Attachments: 2

Total of All Attachments: 2

First Name: Brooklyn

Last Name: Buskus

Email: bnbuskus@concord.edu

Phone: 3043845144



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

<b>Proc Folder:</b> 1518175		
<b>Solicitation Description:</b> PROFESSIONAL/SUPPORT SERVICES FOR CHILD WELFARE TRAINING		
<b>Proc Type:</b> Central Contract - Fixed Amt		
Solicitation Closes	Solicitation Response	Version
2024-10-30 13:30	SR 0511 ESR10302400000003210	1

VENDOR		
000000210265 CONCORD UNIV RESEARCH & DEVELOPMENT CORP		

<b>Solicitation Number:</b>	CRFQ 0511 BSS2500000001		
<b>Total Bid:</b>	1273536	<b>Response Date:</b> 2024-10-30	<b>Response Time:</b> 11:58:09
<b>Comments:</b>			

<b>FOR INFORMATION CONTACT THE BUYER</b> Crystal G Hustead (304) 558-2402 crystal.g.hustead@wv.gov		
<b>Vendor Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	STAFF POSITION 1	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

**Extended Description:**

STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	STAFF POSITION 2	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

**Extended Description:**

STAFF POSITION 2 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	STAFF POSITION 3	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

**Extended Description:**

STAFF POSITION 3 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	YEAR 1 OPTIONAL RENEWAL STAFF POSITION 1	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

**Extended Description:**

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:****Extended Description:**

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	YEAR 1 OPTIONAL RENEWAL STAFF POSITION 3	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:****Extended Description:**

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	YEAR 2 OPTIONAL RENEWAL STAFF POSITION 1	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:****Extended Description:**

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	YEAR 2 OPTIONAL RENEWAL STAFF POSITION 2	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:****Extended Description:**

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	YEAR 2 OPTIONAL RENEWAL STAFF POSITION 3	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

**Commodity Line Comments:****Extended Description:**

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	YEAR 3 OPTIONAL RENEWAL STAFF POSITION 1	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	YEAR 3 OPTIONAL RENEWAL STAFF POSITION 2	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	YEAR 3 OPTIONAL RENEWAL STAFF POSITION 3	12.00000	MO	8844.000000	106128.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Commodity Line Comments:

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Kelly Bennington, Executive Director

(Address) 1000 Vermillion Street, Athens, WV 24712

(Phone Number) / (Fax Number) 304-384-6314 / 304-384-6289

(email address) kelly@concord.edu

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Concord University Research and Development Corporation  
(Company)

Kelly Bennington  
(Signature of Authorized Representative)

Kelly S Bennington, Executive Director 10/23/24  
(Printed Name and Title of Authorized Representative) (Date)

304 384 6314  
(Phone Number) (Fax Number)

Kelly@concord.edu  
(Email Address)

### Concord University Work Plan

- Concord University will utilize the schools already established foster parent/kinship training website and database to have a centralized registration system and data input process across trainings offered by the SWEC schools. These tools will be implemented to evaluate foster parent/kinship training by collecting data for analyzing and evaluating. Concord University will then report on foster parent/kinship training to the BSS Division of Professional Development and BSS Home-Finding.
- Concord University will coordinate the activities of SWEC with the identified training goals and needs of the BSS Division of Professional Development and the Title IV-E contractual requirements of each school, and to ensure these activities are consistent with the federal requirements of the Title IV-E Child Welfare Program including the IV-E regulations at 45 CFR 1356.60(b) and (c), the training regulations at 45 CFR 233.61 and 235.63 through 235.66(a) located at [https://www.acf.hhs.gov/cwpm/public\\_html/programs/cb/laws\\_policies/laws/cwpm/policy\\_dsp.jsp?citID=641](https://www.acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=641), by monitoring, evaluating, and reporting on data related to the performance-based contract expectations of SWEC member schools including but not limited to quarterly reports, training evaluation results, foster parent training records, staffing data and other data necessary to assist the Bureau for Social Services in meeting its service provision needs, and conducting an annual review and report of the how the current SWEC training activities are meeting the requirements.
- Concord University will collaborate with the WV Social Work Education Consortium and BSS to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with the Bureau's staffing needs.
- Concord University will develop and conduct an annual assessment of the Division of Professional Development's child welfare training programs including an evaluation of the impact of its child welfare training for staff and foster parents using a multi-level evaluation system and report the results.
- Concord University will coordinate ongoing training evaluation for all child welfare training, including developing, implementing, and maintaining regular reports of evaluation results and feedback with recommendations for improvement.
- Concord University will work with the BSS Division of Professional Development to develop, implement, and maintain searchable training records related to the requirements of the CFSP, APSR, Title IV-B/IV-E Training Plan, and the SB559 Training Plan.
- Concord University will research, develop curricula, and implement child welfare training to meet identified training needs of BSS child welfare staff and foster parents based on the results of the annual assessment utilizing recognized best practices in child welfare and social work. Research must display best practices in child welfare training systems from other states and national professional child welfare and social work organizations and make recommendations for integration within the Bureau's training

program. Research must show evidence-based child welfare practices. Research must show best practice in adult learning, training methods, and curriculum design. Curriculum development must include integration of interactive training elements and immersion activities.

- Concord University will develop and maintain online learning resources including BSS's online learning management system (currently Blackboard), online courses, and development software and to develop and maintain training information on BSS websites and online calendars.
- Concord University will work with the BSS Division of Professional Development to develop and implement a training program for new child welfare supervisors and managers.

## **Position 1**

**Samantha Byrd**  
112 Country Hill Drive  
Princeton, WV 24739  
(304)320-1516  
sbyrd@concord.edu

## **EDUCATION**

Doctorate in Social Work  
*University of Kentucky*  
*Lexington, KY*  
*May 2023*

Master of Social Work  
*Concord University*  
*Athens, WV*  
*July 2018*

Bachelor of Elementary Education  
*Concord University*  
*Athens, WV*  
*May 2016*

## **LICENSES AND CERTIFICATIONS**

Certified in TF-CBT with Problematic Sexual Behaviors (PSB)  
*University of Oklahoma Health Sciences Center*  
*November 2019- Present*

Certified Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Therapist  
*Allegheny Health Network and the Rowan University CARES Institute*  
*November 2019-Present*

Licensed Graduate Social Worker (LGSW)  
*West Virginia Board of Social Work Examiners*  
*July 2018-Present*

Professional Teaching Certificate  
*Elementary Education K-6*  
*Multi-Categorical (LD, BD, MI) K-AD*  
*West Virginia Board of Education*  
*May 2016-Present*

## **MEMBERSHIPS**

Phi Alpha Honor Society  
*May 2018-Present*

National Association of Social Workers  
*July 2018-Present*

## **WORK EXPERIENCE**

### **Current Employment:**

#### **Concord University**

*Athens, WV*  
*Assistant Professor of Social Work*  
*August 2022-Present*

- Instructor of graduate level social work courses.
- Involved in service to the University, such as serving in the Campus Mental Health Committee and the Student Basic Needs Committee.

*Athens, WV*  
*Grant Manager*  
*December 2019-Present*

- Manages Title IV-E and IV-B Level II Expansion grants.
- Coordinates Continuing Education workshops and Department of Health and Human Resources worker trainings.
- Oversees pre-service and in-service foster/relative kinship parent training.

*Trainer*  
*May 2018-Present*

- Trains foster parents and relative kinship families in PRIDE pre-service model.
- Provides trauma training to first-year foster parents and kinship relative families.
- Provides in-service training to certified foster parent's and kinship relative families.

### **Past Employment:**

**Concord University**  
*Adjunct Professor of Social Work MSW Program*  
*August 2020-June 2022*

- Courses taught include SOWK 501 Foundations of Generalist Practice, SOWK 511 Generalist Human Behavior in the Social Environment, SOWK 560 Generalist Field Practicum, SOWK 622 Advanced Policy in Rural Practice, and SOWK 660 Advanced Field Practicum.

**REACHH Child Advocacy Center**

*Hinton, WV*

*Therapist*

*August 2018-November 2020*

- Provided therapy services and treatment planning to children and families receiving services at the Child Advocacy Center.

**Rainelle Medical Center**

*Rainelle, WV*

*Therapist*

*June 2019-December 2019*

- Provided school-based behavioral health therapy services, treatment planning, and collaboration with school staff and families to meet clients' needs.

**Family Options Providers**

*Beckley, WV*

*Therapist*

*August 2018-August 2019*

- Provided behavioral health therapy to clients and families in their homes or at the Child Advocacy Center in Hinton.

**Mercer County Board of Education**

*Princeton, WV*

*Title I Instructional Interventionist K-2*

*August 2018-June 2019*

- Provided differentiated reading intervention to K-2 students identified as below level or at risk on reading assessments.
- Evaluated students' reading levels using DIBLES, STAR, and QPS assessments.

**Concord University**

*Athens, WV*

*August 2016-July 2018*

*Graduate Assistant*

- Managed Graduation Retention Intervention Program (GRIP) Center.
- Met with at-risk students weekly through GRIP and the Academic Success Center to manage their schoolwork and develop skills necessary to improve overall success at the university level.

**Summers County Board of Education**

*Hinton, WV*

*January 2016-June 2016*

*Teacher in Residence*

- Led first-grade instruction.
- Tailored lesson plans and differentiated learning based on students' needs.

## **Field Placements:**

### **REACHH Child Advocacy Center**

*Hinton, WV*

*August 2017-July 2018*

*Intern*

- Observed individual, family, and group therapy and treatment planning.
- Observed the Child Advocacy Center (CAC) model for forensic interviewing, CAC policies, and procedures.

### **Concord University Research and Development Corporation**

*Athens, WV*

*August 2016- July 2017*

*Intern*

- Gained experience in the process of identifying external funding opportunities, proposal development, award administration, and closure.

## **COMMUNITY INVOLVEMENT**

Child Protect of Mercer County

Board Member

July 2021-Present

Mercer County Foster Closet

Manager

November 2020-Present

Foster Parent Support Group

Leader

August 2019-Present

Royal Family Kids Camp for at-risk Youth

Counselor

Summer 2012-Summer 2020

## **PRESENTATIONS**

Epidemic to Pandemic: The Experience of Rural Older Adults via Zoom

*January 2021 Co-Presenter with Dr. Shawn Allen*

*West Virginia Geriatrics Society Annual Summit*

Human Behavior in the Social Environment via Zoom

*December 2020*

*Department of Health and Human Resources Worker Training*

# Concord University

Be it known that the Board of Governors of Concord University  
upon the recommendation of the faculty  
has conferred upon

Samantha Lynn Byrd

the degree of

Master of Social Work

With all the rights, privileges and honors pertaining thereto.  
In testimony whereof, the undersigned, by authority vested in them,  
have hereunto affixed their signatures and the seal of the University  
at Athens, West Virginia this  
twentieth day of July, two thousand and eighteen.



*Linda Rogers*  
President

*Dr. M. P. B. B. B.*  
Chairperson, Concord University Board of Governors

*M. Visconti*  
Provost

*Diane Lusk*  
Registrar

State of West Virginia  
Board of Social Work

This is to certify that

**SAMANTHA L. BYRD, DSW**

has met the requirements of this Board and regulations as set forth in the West Virginia Code  
and is hereby licensed in the professional practice of

**Social Work**  
at the following level:

**GRADUATE SOCIAL WORKER**

Subject to the provisions of renewal and revocation.

License Number

[REDACTED]

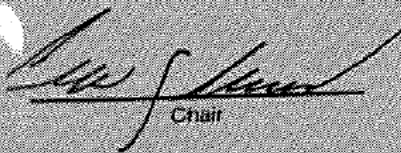
Effective Date

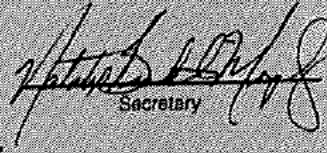
01-Aug-24

Expiration Date

01-Aug-26

sealed and attested

  
Chair

  
Secretary

IN WITNESS WHEREOF, The WEST VIRGINIA  
BOARD OF SOCIAL WORK, by virtue of the  
authority vested in it by Article 30 of the West  
Virginia Code of March 18, 2011 has caused a  
license to be issued with its seal imprinted on the date  
shown above

## **Position 2**

**SARAH M. WHITTAKER, PhD, MSW, LCSW**

111 Charlotte Street  
Princeton, WV 24740  
304-320-9425  
[whittakers@concord.edu](mailto:whittakers@concord.edu)

**EDUCATION**

DECEMBER 2004  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, BLACKSBURG, VA  
Ph.D. in COUNSELOR EDUCATION

MAY 1995  
WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV  
MASTER OF SOCIAL WORK, FAMILY CONCENTRATION

MAY 1978  
WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV  
BACHELOR OF SOCIAL WORK, CUM LAUDE

**PROFESSIONAL CERTIFICATIONS/LICENCES**

WEST VIRGINIA LICENSED CERTIFIED SOCIAL WORKER  
LICENSE # CP00451825

PROFESSIONAL DEVELOPMENT CERTIFICATE IN ONLINE TEACHING – UNIVERSITY OF  
WISCONSIN-MADISON – APRIL 2013

**PROFESSIONAL WORK EXPERIENCE**

AUGUST 1999 – JULY 2024  
DISTINGUISHED PROFESSOR OF SOCIAL WORK  
DIRECTOR, BACHELOR SOCIAL WORK PROGRAM (2006-2011)  
CONCORD UNIVERSITY, ATHENS, WV

JUNE 1995 – JULY 1999  
ADJUNCT INSTRUCTOR OF SOCIAL WORK  
CONCORD COLLEGE, ATHENS, WV

NOVEMBER 1992 – JULY 1999  
DIRECTOR OF COMMUNITY BASED SERVICES  
CHILDREN'S HOME SOCIETY OF WEST VIRGINIA, PRINCETON, WV

NOVEMBER 1989 – NOVEMBER 1992  
ADOPTION SOCIAL WORKER  
CHILDREN'S HOME SOCIETY OF WEST VIRGINIA, PRINCETON, WV

OCTOBER 1978 – NOVEMBER 1989  
SOCIAL SERVICES WORKER  
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES, PRINCETON, WV

ADVISORY COUNCIL FOR CHILDREN'S HOME SOCIETY OF WV

BOARD MEMBER OF CHILDREN'S HOME SOCIETY OF WV (state-wide agency) – Immediate Past  
Chair

BOARD OF DIRECTORS OF SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH  
CENTER

# WEST VIRGINIA UNIVERSITY



THE SCHOOL OF SOCIAL WORK

KNOW ALL PERSONS BY THESE PRESENTS  
THAT THE UNIVERSITY OF WEST VIRGINIA BOARD OF TRUSTEES  
UPON THE RECOMMENDATION OF THE FACULTY  
HAS CONFERRED UPON

SARAH MOORE WHITTAKER

THE DEGREE OF

MASTER OF SOCIAL WORK

WITH ALL THE RIGHTS, HONORS AND PRIVILEGES THEREUNTO  
APPERTAINING. WITNESS THE SEAL OF THE UNIVERSITY  
AND THE SIGNATURES OF ITS DULY AUTHORIZED OFFICERS  
HEREUNTO AFFIXED THIS FOURTEENTH DAY OF MAY  
NINETEEN HUNDRED NINETY FIVE

*Neil S. Bucklew*  
PRESIDENT OF THE UNIVERSITY

*Rosen Harper*  
DEAN OF THE COLLEGE

*John R. Hollister*  
CHAIR, UNIVERSITY OF WEST VIRGINIA  
BOARD OF TRUSTEES

*Charles H. Mang*  
CHANCELLOR, UNIVERSITY OF WEST VIRGINIA  
BOARD OF TRUSTEES

# State of West Virginia Board of Social Work

*This is to certify that*

**SARAH M. WHITTAKER, Ph.D.**

*has met the requirements of this Board and regulations as set forth in the West Virginia Code  
and is hereby licensed in the professional practice of*

**Social Work**

*at the following level:*

**CERTIFIED SOCIAL WORKER**

*subject to provisions of renewal and revocation.*

**License Number**



**Effective Date**

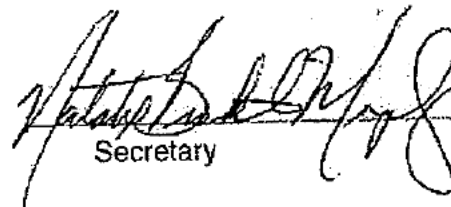
**18-Jan-23**

**Expiration Date**

**01-Feb-25**

*sealed and attested*

  
Chair

  
Secretary

**IN WITNESS WHEREOF, The WEST VIRGINIA  
STATE BOARD OF SOCIAL WORK, by virtue of  
the authority vested in it by Article 30 of the West  
Virginia Code of March 18, 2011, has caused a  
license to be issued with its seal imprinted on the  
date shown above.**

## **Position 3**

# Megan Shoub

3125 Brereton Court, Huntington, WV 25705 • 304-690-4573 • megan.shoub@gmail.com

## Experience

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**Training and Technical Assistance Specialist**, Concord University Research and Development Corporation  
Charleston, WV • March 2021–present

- Plan and carry out staff training initiatives within the West Virginia Bureau for Social Services
  - Develop and administer training courses for child welfare field staff in response to agency needs, policy changes, and current issues
  - Produce original instructional content, including videos, audio recordings, presentations, written material, and assessments for use in virtual, in-person, and online training courses
  - Collaborate with subject matter experts to ensure training content conforms to established standards
  - Revise existing curriculum to reflect updated research and current best practices
- Coordinate with leadership and other Bureau departments to adopt new technologies, processes, and programs to enhance training products
- Develop desk guides, style guides, and standard operating procedures for technical, administrative, and training processes
- Deliver Verbal Intervention Training to field staff as Crisis Prevention Institute Certified Instructor
- Provide technical support to trainers and field staff for learning management systems and online courses
- Gather and report actionable feedback from learners and stakeholders on training services and materials through surveys, focus groups, assessment results, and course completion reports

**Student Support Specialist**, West Virginia Autism Training Center  
Huntington, WV • October 2019–October 2020

- Provide in-depth, individualized support in the areas of academic, social, and independent living skills to students with autism spectrum disorder enrolled at Marshall University
- Recognize, prioritize, and respond creatively to evolving student needs in a fast-paced environment
- Coordinate with university faculty and staff to support students' academic success
- Design and deliver research-based training to improve awareness of autism spectrum disorder for a variety of campus-based audiences, including faculty, graduate assistants, and general student population

**Adult Education Instructor**, Catholic Charities West Virginia  
Huntington, WV • November 2017–October 2019

- Deliver instruction to adult learners in general education, work readiness, and computer literacy subjects
- Design and implement lesson plans, instructional units, and courses of study in response to demonstrated student and community needs
- Compile reports on program progress and activities for grantors, Board of Directors, partner organizations, and general public
- Develop grant proposals as a member of grant writing team

**Director**, Tri-State Literacy Council

Huntington, WV • March 2015–November 2017

- Manage all agency operations, including student activities, tutor recruitment and training, financial transactions, data management, and reporting
- Deliver one-on-one and group instruction to adult literacy students and English language learners
- Create and regularly update lesson plans, teaching materials, and training activities to meet student and volunteer needs
- Partner with other community service organizations to deliver family literacy programming
- Secure program funding through a combination of donor cultivation, grant writing, and fundraising events
- Engage potential students, volunteers, and donors and the general public via email campaigns, public speaking, print material, press releases, and partnerships with other community organizations
- Work with Board of Directors to establish program goals and identify opportunities for growth

# Marshall University

The Marshall University Board of Governors  
upon the recommendation of the faculty of the

## Graduate College

has conferred upon

**Megan Jane Shoub**

the degree of

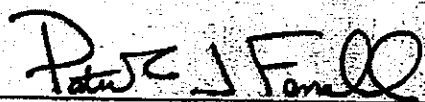
**Master of Arts**

**Education**

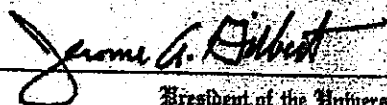
In Testimony Whereof, the signatures of the duly authorized officers of the Board of Governors and the Faculty of the University and the seal of the University have been affixed.

Given at Huntington, West Virginia, this twelfth day of December, 2020

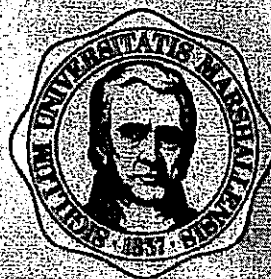
Marshall University Board of Governors



Chairman



President of the University





Rector and Senior Vice President for Academic Affairs



Dean