



EXTERNAL TRAINING APPROVAL FORM

The purpose of this form is to approve and track your participation in training outside of the agency such as conferences, online training, seminars and workshops. Completion of this form will ensure that CWTA places earned credit in your individual training record. Note that you must complete a form for each training attended. **Email this completed form and the certificate to CWTA.training@dc.gov.**

PLEASE TYPE/PRINT INFORMATION

EMPLOYEE LAST NAME, FIRST NAME	AGENCY/ADMINISTRATION	POSITION TITLE
EMPLOYEE EMAIL ADDRESS	EMPLOYEE DESK PHONE	EMPLOYEE CELL PHONE
SUPERVISOR LAST NAME, FIRST NAME	SUPERVISOR EMAIL ADDRESS	SUPERVISOR PHONE

TYPE OF EXTERNAL TRAINING <i>(Please check all that apply)</i>				
<input type="checkbox"/> Online	<input type="checkbox"/> Seminar	<input type="checkbox"/> Conference	<input type="checkbox"/> Training	<input type="checkbox"/> Other: _____
TITLE OF EXTERNAL TRAINING				
DATE(S) OF TRAINING		LENGTH OF TRAINING (IN HOURS)		
REASON FOR ATTENDING EXTERNAL TRAINING				

SUPERVISOR SIGNATURE

DATE

PLEASE DO NOT WRITE BELOW THIS LINE – TO BE COMPLETED BY CWTA

CWTA SIGNATURE

DATE

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	DENIAL REASON: _____
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DATE RECEIVED

DATE RECORDED IN FACES



CHILD WELFARE TRAINING ACADEMY - EXTERNAL TRAINING APPROVAL FORM

CFSA and private agency employees who seek additional job-related educational opportunities to improve their skills, enhance their professional development and better serve the children and families of the District of Columbia may participate in external trainings and receive credit hours, if the training is approved by CWTA.

STAFF ANNUAL TRAINING REQUIREMENTS

All CFSA and private agency staff are required to receive job-related, in-service training on an annual basis.

- Social workers, family support workers, nurses and nurse care managers are required to complete 30 hours of in-service training annually.
- Supervisors, program managers, and administrators are required to complete 24 hours of in-service training annually.

EXTERNAL TRAINING APPROVAL PROCESS

If trainings have been taken external to CWTA, it is important that an External Training Approval Form be completed and submitted to CWTA within 15 days of completion of training to ensure the training was relevant to direct services practices before the training hours are recorded in FACES. Training approved by CWTA will count toward meeting the training hour requirement.

External training approval requires a supervisor's signature, and when done during the tour of duty, should be based upon workload, amount of training already received, and relevance of the training to the staff's professional development.

Upon completion of training:

- Complete all fields on the External Training Approval Form and get it signed by your supervisor.
- Scan and email the completed form and a copy of the certificate of completion, if any, to CWTA.training@dc.gov
 - If CWTA approves the course, you will receive training credit/CEUs (when applicable) on your training record in FACES.
 - If CWTA denies the course, you will not receive credit for the training.

Please note that CWTA is not responsible for, and will not reimburse, any cost incurred during external training attendance.

