



RESOURCE PARENT TRAINING COURSE STANDARDS and GUIDELINES

PURPOSE

The purpose of the **Resource Parent Training Standards and Guidelines** is to standardize resource parent in-service training practices across the District of Columbia and to reduce confusion among resource parents, CFSA staff, and private agency staff about the training requirements for relicensing.

DEFINITION OF TRAINING

CWTA is charged with establishing standards and guidelines for resource parent training to ensure uniform preparedness. For the purposes of the *Resource Parent Training Standards and Guidelines*, "**training**" means **a planned and organized activity designed to impart knowledge, skills, techniques, and methodologies to a resource parent or group of resource parents**. These standards specifically prohibit the viewing of television programs or movies, the reading of articles from popular magazines/newspapers, or any recreational activities to comply with the completion of annual resource parent training requirements. Additionally, training hours cannot be claimed on the same topic delivered by the same or similar presenter during the re-licensure period.

RESOURCE PARENT IN-SERVICE TRAINING STANDARDS

The standards and guidelines in this section are directed to the private providers to ensure that they meet CWTA's expectations for resource parent in-service training. The private provider can use this section as a guide in assessing in-service training viability and as a tool for self-evaluation, leading to in-service training of higher quality for the District of Columbia's resource parents.

- **STANDARD 1:** All resource parent in-service training courses must adhere to the below standards and guidelines.
- **STANDARD 2:** All resource parent in-service training courses must meet the definition of "training" as defined above and be deliberately linked to the CFSA practice model.
- **STANDARD 3:** All resource parent in-service training courses must clearly state through the course description and behaviorally-based learning objectives how the course content relates to the training definition above.
- **STANDARD 4:** All resource parent in-service training course content must be relevant to both child welfare and assist in maintaining the safety, stability, and wellbeing of CFSA children/youth.
- **STANDARD 5:** All resource parent in-service training course content must be current and designed to include recent developments in the subject area being taught.
- **STANDARD 6:** All resource parent in-service training courses must be at least one hour in length. Each training hour must be at least 50 minutes of instruction in an organized learning environment and a 10-minute break.
- **STANDARD 7:** All resource parent in-service training courses offerings must have a mechanism of evaluation to determine the extent to which the course met the objectives, the applicability or usability of new information, the adequacy of the instructor's mastery of the subject, the appropriateness of teaching methods used, and the efficiency of the course mechanics.
- **STANDARD 8:** Private providers must issue a certificate to each attendee to show that the individual has met the established criteria for successful completion of a course. The certificate must include, at a minimum, all the following information: typed name of the participant, the date the training was completed, the date of expiration/renewal (if applicable), the signature of the program director/training manager/training coordinator, and the following statement, "Approved by the Child Welfare Training Academy."



RESOURCE PARENT IN-SERVICE TRAINING GUIDELINES

In accordance with the above standards, any of the below may be submitted for approval, as outlined in Procedure D of the CFSA Resource Parent Training Policy.

ONLINE TRAINING

Resource parents may obtain in-service training hours for attending resource parent related online training offered by any of the Child Welfare Training Academy approved online training sources. *Resource parents may take up to nine hours of CWTA sponsored or approved online training to meet their requirements. No more than nine hours of online training will be counted towards meeting CWTA's in-service training requirement.*

CLASSROOM TRAINING

Resource parents may obtain in-service hours for attending resource parent related training. Please note that for CPR/First Aid training, it can only be from one of the following training providers:

- American Heart Association
- American Red Cross

CWTA will not accept proof of CPR/First Aid training if it (a) isn't by one of the vendors and (b) the resource parent is unable to produce a copy of the associated cards.

INDIVIDUALIZED/PERSONALIZED INSTRUCTION TO MEET A SPECIFIC CHILD'S NEED

Resource parents may obtain in-service training hours for attending medical appointments about specific medical conditions where the resource parent must be trained on how to provide for the child's needs and/or mental health appointments about specific mental health conditions where the resource parent must be trained on how to provide for the child's needs.

Documentation from the medical provider stating the nature of the training and the length of time trained must be attained for the resource parent to receive credit for this form of training.