

RULES FOR ON-GOING TRAINING HOURS

1. According to ORC 5101 2-5-33, you must have 40 hours of training during your license period unless otherwise specified. *For example: If your certificate is good 2-02-02 through 2-02-04, you will need to have 40 training hours 2-02-02 through 2-02-04.* Best Practice would be, and we recommend, that you complete 20 hours of training per year in order to ensure that you have completed all 40 hours in the two year period.
2. Each foster parent will participate in an Individual Training Needs Assessment (ITNA) upon initial certification and each re-certification period. The ITNA will identify priority topics which will be included on each foster parent Individual Training Plan. These are only identified as areas that are you may need further training in and are not mandatory in regards to your 40 hours.
3. You must keep your training certificates for proper credit at recertification. Each foster parent **is responsible** for tracking his or her required training hours. In order to demonstrate a minimum level of competence each foster parent must sign-in and complete an evaluation form for agency trainings.
4. Training at another agency must occur at an approved foster care training sight. If conducting training at home it must be **pre-approved** by a Permanency Planning Worker. If the training is not pre-approved it **will not** count toward the required training hours. **Outside training opportunities can be located at www.ocwtp.com/neortc.htm**
5. If you attend a training session sponsored by another agency, you **must** obtain/fill out an Out- Of-Agency training form which should include the following:
 - a. Your name
 - b. Title of training
 - c. Date of training
 - d. Hours spent in training
 - e. Signature of trainer or agency representative
 - f. Evaluation statement written by you.*** See Out-Of-Agency training form***
6. If you train at home by reading a book, using the internet or viewing a video please be aware of the following:
 - a. You may not accrue more than one-third (13 hours) of your 40 training hours through a combination of these methods. The remaining time must be in actual class time.
 - b. If reading a book, you must submit the designated form for approval and the actual book to your PPW so that the book can be pre-approved. The PPW will then determine the amount of credit you will receive for reading the book.
 - c. If you watch a training video you will receive **1 hour of training credit.** (It does not matter how long the video actually is)
 - d. You must record the training on an At-Home training form.
See At-Home training form
 - e. Video presentations prepared for entertainment purposes shall not be considered as meeting training requirements.

ALL FORMS CAN BE FOUND ON THE GEAUGA COUNTY WEBSITE AT www.geaugajfs.org UNDER SOCIAL SERVICES/PERMANENCY PLANNING