

<b>INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES</b>		
Policy Number: GA-11	Effective Date: November 1, 2019	Version: 3.0
<b>POLICY TITLE: EXTERNAL TRAINING</b>		
<p><b>OVERVIEW:</b> The Indiana Department of Child Services (DCS) encourages staff members to enhance their professional development. DCS supports employees who seek additional job-related educational opportunities in addition to the educational opportunities that are offered internally. DCS employees are required to seek approval of any job-related external training that is not offered by DCS internally.</p>		

**I. DEFINITIONS**

External Training: Any job-related training that is held outside of the Indiana Child Welfare Education and Training Partnership.

**II. REFERENCES**

None

**III. STATEMENTS OF PURPOSE**

- A. DCS employees, who seek additional job-related educational opportunities to improve their skills, enhance their professional development, and better serve the families and children of Indiana, are permitted to participate in such external trainings.
- B. DCS employees seeking to participate in job related external trainings must request approval through the chain of management (i.e., going to their direct supervisor). Final approval must be granted by the Local Office Director (LOD) or division’s Deputy Director.
- C. At each level of supervisory review, the following criteria may be considered when determining whether to approve or deny the request for external training:
  - 1. The relevance of the training to the employee’s current DCS position;
  - 2. The ability of the employee to be away from his or her regularly established DCS responsibilities for an extended period of time;
  - 3. The ability of DCS to financially support the cost; and
  - 4. The ability and willingness of the employee attending the external training to share the information from the training with others in his or her area, division, and/or DCS local office.

**Note:** A DCS employee’s request for external training may be denied at any level. If approved, the employee will participate in the external training using work time and complete the [Record of Training DCS Employee \(SF 54819\)](#) to document the employee’s completion of the training.

**IV. PROCEDURE**

- A. When making a request for external training, the **DCS employee will:**
  - 1. Complete a written request with the following information included:
    - a. The name of the requested external training, as well as an agenda or other information related to the topics covered in the training;

- b. The date, time, and location of the requested external training;
  - c. The cost (if any) of the external training including registration and travel;
  - d. The relevance of the training to the DCS employee's current position, and
  - e. A proposed plan of distribution of information to his or her coworkers.
2. Submit the written request to his or her direct supervisor for recommendation of approval or denial.
- B. When a request for external training has been received, the **supervisor will:**
1. Approve or deny within two (2) business days based on the above criteria listed in section "A", a-e; and
  2. Forward on to the LOD or the division's Deputy Director if the decision is to approve; or
  3. Inform the DCS employee requesting the training of the denial and the reason for denial if the decision is to deny.
- C. When the LOD or the division's Deputy Director receives the request for approval, the decision to approve or deny the request will be made within one (1) week. The LOD or division's Deputy Director will notify the requesting manager of the final decision.
- D. The final decision will be sent back through the chain of supervising managers to the DCS employee making the request for external training to inform the employee of the final decision.
- E. The employee will complete the following if the employee has received final approval to participate in the external training:
1. Follow the travel rules and regulations in accordance with [DCS Employee Travel](#);
  2. Register for the external training;

**Note:** The DCS Travel Department will not complete registration requirements for DCS employees. Additionally, it is important to consider the registration deadline and that lower registration fees are sometimes offered for early registration.

3. Attend the external training using work time; and
4. Submit the completed [Record of Training DCS Employee \(SF 54819\)](#) to his or her supervisor to document completion of the training.

## V. FORMS

1. [Request for Conference/Training/Out of State Travel \(SF 55709\)](#)
2. [Record of Training DCS Employee \(SF 54819\)](#)

APPROVED: 10/1/19

Signed by:

LaTrece Thompson, Director's Designee

Deputy Director of Staff Development, Indiana Department of Child Services

A signed copy is on file.