



DCS Practice SOP

Foster Family Home Licensing

12.14: In-Service Training

Related Policy: [12.14](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Assistant Deputy Director of Staff Development and Training

Procedure

To ensure foster family home (FFH) licensees complete all required in-service training hours, the licensing worker will:

1. Keep records of in-service trainings;
 - This includes the date each training was completed and any exceptions to the training requirements.
 - Save this information in the case management system and the licensing file (see References).

Note: Track training hours and documentation by each licensee, not by FFH.

2. Ask the Assistant Deputy Director of Staff Development and Training to approve any training that is not on the Approved Alternative In-Service Training list;
3. Send all requests to DCS RAPT email timely; and
4. Tell the foster parent if the training is approved or denied.

The Assistant Deputy Director of Staff Development and Training will:

1. Review any requests for face-to-face training exceptions and all other training requests not on the Approved Alternative In-Service Training list. This includes requests from LCPAs;
2. Decide if the training helps the foster parent increase their knowledge and become a better caregiver; and
3. Tell the foster parent and/or licensing worker if the training or exception is approved or denied.

Definitions

- [Licensing Worker](#)

Resources

- [Alternative Training Verification \(SF 52643\)](#)
- [Approved Alternative In-Service Training](#)
- DCS RAPT email - DCSRAPTRegistrations@dcf.in.gov
- [Indiana University \(IU\) CANVAS](#)
- www.fosterparents.com

Additional Information

- [Alternative Training for Foster Parents](#)

- [College Courses for Foster Parent Training](#)
- [Community Training Opportunities for Foster Parents](#)
- [Foster Parent Recognition Banquets](#)
- [Individual Instruction Opportunities for Foster Parents](#)
- [Web Based Courses for Foster Parents](#)

References

- [Policy 12.22 Licensing File Requirements – Related Practice SOP](#)