



DCS Practice SOP

Foster Family Home Licensing

12.05: Pre-Service Training Requirements

Related Policy: [12.05](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Resource and Adoptive Parent Training (RAPT) Trainer
- Licensing Worker

Procedure

Once a Foster Family Home (FFH) applicant has completed the Resource and Adoptive Parent Training (RAPT) sessions, the RAPT trainer will:

1. Fill out the Pre-Service/In-Service Evaluation form documenting feedback about the trainee/applicant; and
2. Send the completed form to the Licensing Worker.

Following the completion of the Pre-Service Training, the licensing worker will:

1. Review any Pre-Service/In-Service Evaluation forms and upload to the case management system; and
2. Ensure training hours are documented in the case management system.

Definitions

- [Licensing Worker](#)

Resources

- [Indiana University \(IU\) CANVAS](#)
- [Pre-Service/In-Service Evaluation of Trainee \(SF 52760\)](#)

Additional Information

- [Families Pursuing Adoption](#)
- [Pre-Service Training Program](#)

References

- [Policy 12.14 In-Service Training Requirements](#) - [Related Practice SOP](#)
- [Policy 12.19 Waivers \(Foster Family Home Licensing\)](#) - [Related Practice SOP](#)