

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 12: Foster Family Home Licensing	Effective Date: October 1, 2012
	Section 5: Pre-Service Training Requirements	Version: 3

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will require all applicants to successfully complete Pre-Service Training.

DCS will require applicants for a foster family home to successfully complete 10 hours of Pre-Service Training prior to initial licensure.

DCS will require all applicants to complete 20 hours of Pre-Service Training for a therapeutic certificate. The training must include:

1. 10 hours of Pre-Service Training to be licensed as a foster parent; and
2. 10 hours of additional preselected training in therapeutic foster care.

If an application for licensure has been closed through a voluntary withdrawal by the applicant, the Pre-Service training should be taken again under a new application if more than four (4) years have lapsed since the training completion date. If less than four (4) years have lapsed since the training completion date, the previous Pre-Service training hours can be used in obtaining the license. A waiver may be requested to carry forward previously taken Pre-Service training if more than four (4) years have passed. The waiver will be approved through the Central Office Licensing Unit on a case by case basis (see separate policy, [12.19 Waivers](#)).

Code References

[465 IAC 2-1.5-22: Foster parent training](#)

PROCEDURE

For DCS licensed foster homes, after Resource and Adoptive Parent Training 1 (RAPT) , the Regional Foster Care Specialist (RFCS) will inform the RAPT Coordinator of the applicant's completion of the RAPT sessions.

Following the completion of the RAPT sessions, the RAPT coordinator will (for DCS licensed homes):

1. Obtain from the RAPT trainer any written feedback regarding the applicant's training experience using the [Pre-Service/In-Service Evaluation of Trainee \(SF52760\)](#);
2. Evaluate feedback for any concerns;
3. Submit the written feedback to the licensing worker¹; and
4. Place a copy in the applicant's file.

¹ The licensing worker refers to the Regional Foster Care Specialist (RFCS) or the LCPA worker.

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

1. Verify that all Pre-Service Training has been completed by each person being licensed; and
2. Ensure training hours are documented in the case management system.

The applicant is in applied status until the effective date of their license. Issuance of the foster care license demonstrates that all license requirements are met.

PRACTICE GUIDANCE

DCS has established a statewide Pre-Service Training program, using the RAPT Curriculum, as a component of the family preparation process designed to complement the mutual assessment process.

FORMS AND TOOLS

[Pre-Service/In-Service Evaluation of Trainee \(SF52760\)](#)

RELATED INFORMATION

Resource and Adoptive Parent Training (RAPT)

Pre-Service Training for Resource and Adoptive Parents licensing. RAPT consists of:

- RAPT I- Introduction to DCS (three [3] hours)
- RAPT II- Effects of Abuse and Neglect (four [4] hours). Classes may be taken on-line at <http://www.fosterparentcollege.com/>. The cost will be billed directly to DCS for DCS foster parents. Licensed Child Placing Agencies will be responsible for the cost for their foster parents.
- RAPT III- Discipline, Attachment, and Effects of Care Giving on the Family (three [3] hours)
- RAPT IV- Adoption (six [6] hours). This training may be taken at a later date for in-service training hours (see separate policy, [12.14 In-Service Training Requirements](#)).

All families pursuing adoption of children in care of DCS must complete RAPT I, II, III, and IV.

Note: Exceptions to Adoption Training Requirement for Relative Resource

DCS may provide an exception to the adoption requirement for relative resource homes that desire to adopt a child in their family. The pre-service adoption training required prior to initiation of the adoption home study process for unlicensed relative resource homes, and the six (6) hours of "Permanency for Children" training required for licensed relative resource homes can be waived in the DCS Local Office Director (LOD) approves the exception in writing. The approved written exception should be placed in the child's case file.

RAPT Curriculum

The RAPT curriculum incorporates 10 hours of training (both in person and online) and focuses on the concepts of the following competencies:

1. Teambuilding;
2. Impact of Abuse and Neglect on Child Development;
3. Attachment, Separation, and Placement;
4. Discipline; and

5. Effects of Care Giving on the Family.

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