

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 12: Foster Family Home Licensing	Effective Date: June 1, 2020
	Section 5: Pre-Service Training Requirements	Version: 5

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will require all applicants for a foster family home to successfully complete 10 hours of Pre-Service Training prior to initial licensure.

DCS will require applicants seeking a therapeutic certificate through a Licensed Child Placing Agency (LCPA) to complete 20 hours of Pre-Service Training. The training must include:

1. Ten (10) hours of Pre-Service Training to be licensed as a foster parent; and
2. Ten (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 may 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 (RAPT) I, the Regional Foster Care Specialist (RFCS) will inform the RAPT Coordinator of the applicant's completion of the RAPT sessions.

Following completion of the RAPT sessions, the RAPT Supervisor for DCS licensed homes will:

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

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.

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

The applicant remains 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 RAPT licensing consists of:

- RAPT I- Introduction to DCS (three [3] hours)
- RAPT II- Effects of Abuse and Neglect (three [3] hours). Classes may be taken on-line using [Indiana University \(IU\) CANVAS](#). The RFCS will provide instructions for DCS foster parents to access IU CANVAS. LCPAs will be responsible for providing RAPT II to their foster parents.
- RAPT III- Discipline, Attachment, and Effects of Care Giving on the Family (four [4] hours)
- RAPT IV- Adoption (six [6] hours). This training should **only** be taken by those interested in or planning to adopt and 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: Waivers to Adoption Training Requirement for Relative Resource

DCS may provide a waiver 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 RAPT IV training may be waived if 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 I-III Curriculum

The RAPT curriculum incorporates 10 hours of training (both in person and online) and focuses on 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.

Pre-Service Requirements for LCPAs

The therapeutic pre-service requirements include RAPT I- III and the following classes:

1. Trauma Informed Care;

2. Sexual Abuse; and
3. Understanding and Managing Challenging Behavior.