

CURRENT APPROVED ALTERNATIVE IN-SERVICE TRAINING LIST

For Foster, Relative, and Adoptive Parents

October 2017

The Indiana Department of Child Services (DCS) requires *each person who is issued a license to operate a resource family home to successfully complete 15 hours of in-service training annually following completion of their initial licensure. Eight hours of credit is the most that can be earned through alternative in-service training when 15 hours are required.*

DCS requires each *licensee who has a therapeutic certificate to successfully complete 20 hours of in-service training annually, which includes 10 hours of training as required in order to be licensed as a resource parent and 10 hours of additional therapeutic training to meet the child's specific needs. Eight hours of credit is the most that can be earned through alternative in-service training when 20 hours are required.*

The following steps are to be taken when fulfilling the alternative training hour requirement:

1. Verify that the alternative training activities are on the Current Approved Alternative In-Service Training list;
2. Contact their licensing worker to request approval of any non-approved training activities; and
3. Complete and submit an Alternative Training Verification (SF52643/CW2110) form to be approved by the licensing worker after reading a book or viewing a tape/video.
<http://www.in.gov/dcs/3332.htm>
4. The licensing worker will maintain documentation for alternative in-service training requirement exceptions in an individual file at the DCS local office or LCPA office.

In-service training is available to prospective resource parents, licensed resource parents, prospective adoptive parents, DCS merit staff, and respite care providers. *All alternative in-service training must be related to the roles of the resource parent(s) in working with families and children and be approved by the RAPT Management. Training hours will not be given nor will they be accepted for Quality Assurance purposes if they are not on the Approved Alternative In-Service Training list.*

Please note that state and local, laws, policies, and procedures take precedence over any information found within these materials or at the approved web sites listed.

For those who are already licensed foster parents; *new training hours requirement will be explained at the time of annual review and effective for the coming year*

1. Total hours = 15

- a. At least 7 hours in person (face to face)
- b. Up to 8 hours may be alternative (online trainings, books, videos, etc.)
 - i. No more than 4 of the 8 alternative hours online
 - [STEP 1 - Setting Up an IU Guest Account \(one person\)](#)
 - [STEP 1a - Setting Up an IU Guest Account \(two people\)](#)
 - [STEP 2 - Enrolling in a RAPT Online Course Catalog](#)
 - [STEP 3 - Taking a RAPT Online Course](#)
 - [STEP 4 - Accessing your Completion Certificate](#)
 - j. Two additional sites for free alternative trainings are: www.IYI.org and www.INSource.org