ARIZONA DEPARTMENT OF CHILD SAFETY

TITLE		POLICY NUMBER	
Foster Parent Pre-Service Training		DCS 10-11	
RESPONSIBLE AREA		EFFECTIVE DATE	REVISION
Learning and Development		03/21/25	

I. POLICY STATEMENT

The Department of Child Safety (DCS) shall provide pre-service training for potential foster parents. Effective January 1, 2018, DCS recognizes Foster Parent College (FPC) as the "training curriculum approved by the Department" per A.A.C. R-21-6-303(A)(2). This policy identifies training requirements for new foster parent applicants and training requirements for foster parents' applicants reinstating their license.

II. APPLICABILITY

This policy applies to all applicants seeking initial or reinstatement licensure as foster parents in the State of Arizona.

III. AUTHORITY

A.R.S. § 8-503 (A)(4)(e)   Powers and Duties

A.A.C R21-6-303 (A)(2)   Training Requirements

DCS 15-44   Pre-Service and Reinstatement Requirements

IV. DEFINITIONS

Applicant: An adult member of the community seeking a foster care license.

Computer-Based Training (CBT): Method of learning that uses computers to deliver

educational content in an interactive self-paced format.

Course: A training course teaches the knowledge and skills for a specific job or activity.

Department or DCS: The Arizona Department of Child Safety.

Director: The Director of the Arizona Department of Child Safety.

Potential Foster Parent: Any adult individual or individuals wishing to be a licensed foster home in the state of Arizona.

Foster Parent College: Online training portal the state of Arizona uses to provide potential foster parents training as part of the Foster Parent Pre-Service Training Learning Track.

Foster Parent Pre-Service Training Learning Track: Required training for potential foster parents seeking licensure.

Learning Management System (LMS): A computer application used by the State of Arizona to create, track, and maintain training records. TraCorp is the LMS used by the State of Arizona.

Licensing Agency: an entity, which may include a licensed Placing Agency, the Department contracts with to recruit and train foster parents and monitor a licensed foster home.

Live Webinar Training: Training courses required for potential foster parents which are delivered and participated in live via a Teams Application site.

Session: The date, time, and location that a training course takes place.

Trainer: A DCS employee who is DCS Instructor Certified, or contracted Trainer designated by DCS, who is providing in-person classroom and/or web-based training.

V.   POLICY

A.   Applicants shall successfully complete all portions of the Foster Parent Pre-Service Training Learning Track to become a licensed foster parent in the state of Arizona.

B.   Foster Parent Pre-Service Training must provide Reasonable and Prudent Parenting Standard (RPPS) in the training courseware.

C.   The Foster Parent Pre-Service Training Learning Track is a blended training program that consists of the following:

1.   twelve online training videos located in the Foster Parent College (FPC) training portal:

        a.   The Child Welfare Team;

        b.   Child Abuse and Neglect;

        c.   Parent-Child Attachment;

        d.   Understanding Behavior in Foster Children;

        e.   Child Development;

        f.   Cultural Issues in Parenting;

        g.   Working Together with Primary Families;

        h.   Caring for Children who Have Been Sexually Abused;

        i.   Reducing Family Stress;

        j.   Foster Care to Adoption;

        k.   Supporting Normalcy for Youth in Care; and

        l.   Trauma Informed Parenting.

2.   five live Webinars (3 hours each) trained via Teams by DCS Learning and Development certified Trainers:

        a.   Meeting 1: An Introduction to Foster Care;

        b.   Meeting 2: Attachment and Understanding Behavior in Children;

      c.   Meeting 3: Cultural Awareness and Working with Birth Families;

      d.   Meeting 4: Caring for and Supporting Children in Foster Care; and

      e.   Meeting 5: Systems and Resources.

D.   The learning track must be completed within 8 weeks once training is initiated.

E.   Licensed foster parents submitting an application more than 24 months, but less than 4 years from closure, are required to complete the 12 online training videos (DCS Foster Parent College Clusters 1-4 and FPC Meeting 5). See DCS 15-44 for the detailed matrix.

F.   Attendance and Significant Incidents

      1.   The potential foster parent shall agree to and abide by the following:

            a.   to download the virtual platform application the day before class or earlier;

            b.   to log onto the virtual training at least 15 minutes prior to training start time to ensure all equipment is operating properly;

            c.   to keep their video cameras on during the entire training;

            d.   to mute their microphones when joining the training, and unmute when speaking;

            e.   to conduct themselves just as they would at an in-person training;

            f.   to check their surroundings (remove posters, offensive décor, etc. from the camera's site);

            g.   to dress appropriately (no bathrobes, bathing suites, etc.);

            h.   to remain sitting up during the training;

            i.   to be actively engaged;

      j.   to pay attention and remain focused;

      k.   to not multi task (driving, being at work, attending a personal appointment, etc.);

      l.   to remain free from distractions (providing child care is not acceptable while participating in training);

      m.   to reschedule for a later date if video or audio stops working at any time during the training; and

      n.   to chat responsibly - ask/post only training related questions and comments.

G.   Methods of Evaluation

Trainers will ask applicants to complete a Reaction Survey throughout various points during the live webinars to rate their overall satisfaction with the training.

H.   Maintaining Training Records

The Learning and Development Unit shall retain an electronic training record for each potential foster parent's completed courses in both LMS TraCorp and Foster Parent College.

I.   Applicants are responsible for providing training certificates of completion to their licensing agency.

J.   It is the responsibility of the licensing agency to confirm that all required training is complete and documented and to retain electronic training records.

VI.   PROCEDURES

A.   The applicant's licensing agency will do the following:

      1.   explain the training requirements as part of the licensing process;

        2.   help the potential foster parent to create an account in DCS LMS TraCorp;

        3.   help register the potential foster parent in the required courses in TraCorp; and

        4.   monitor the potential foster parent's completion of the learning track through regular communication.

B.   The applicant's licensing agency will ensure that all applicants in the home are registered to take training individually for both the FPC online training and the DCS live Webinars.

        1.   It is ideal for all applicants in the home seeking licensure to attend webinars together, but not required.

        2.   DCS will not accept signed affidavits that applicants completed training together.

C.   The applicant's licensing agency will ensure that each potential foster parent has their own email address.

D.   Upon completion of the training, the applicant is responsible for providing training certificates of completion to their licensing agency.

E.   The applicant's licensing agency will confirm that all required training is complete and documented.

VII.   FORMS INDEX