



TITLE	POLICY NUMBER	
Initial Pre-Service Training	DCS 15-44	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation	March 1, 2024	2

I. POLICY STATEMENT

This policy identifies the standards, responsibilities, and authority of the Department of Child Safety (DCS) Office of Licensing and Regulation (OLR) regarding initial pre-service training requirements for potential foster parents. It identifies the initial pre-service training requirements specific to Foster Parent College (FPC), and required training for applicants who have closed a prior foster care license, or delayed licensure, after completion of pre-service training.

II. APPLICABILITY

This policy applies to all applicants seeking initial or reinstatement licensure as foster parents, and the Office of Licensing and Regulation (OLR) staff responsible for reviewing foster home licensing applications.

III. AUTHORITY

[A.R.S. § 8-503 \(A\)\(4\)\(e\)](#)

Powers and Duties

[A.R.S. § 8-509 \(B\)](#)

Licensing of foster homes; renewal of license; provisional license; exemption from licensure; immunization requirements

[A.A.C R21-6-303 \(A\)\(2\)](#)

Training Requirements

IV. DEFINITIONS

Department of Child Safety-Foster Parent College or DCS-FPC: The current DCS authorized pre-service curriculum. It is composed of four online “clusters” and five classroom sessions.

Good standing: A term that describes an applicant who: has not closed a provisional license; does not have an incomplete or unaccepted Corrective Action Plan; has no open concerns or open abuse/neglect investigations; has no pending adverse actions; and whose license was not closed to avoid an adverse action. If the applicant was licensed in another state, verification of closure in good standing must be secured prior to licensure.

Reasonable and Prudent Parenting Standard or RPPS: A standard required by federal legislation to “normalize” the lives of children in foster care living arrangements.

Trauma Informed Care or TIC: A treatment approach characterized by understanding, recognizing, and responding to the effects of trauma experienced by children who have been abused and/or neglected.

V. POLICY

- A. Effective January 1, 2018, OLR recognizes DCS-FPC as the “training curriculum approved by the Department” per [A.A.C. R-21-6-303\(A\)\(2\)](#).
- B. For applicants who have previously been licensed in the State of Arizona or another state, and applicants who have completed pre-service training but have not been licensed, OLR shall reference established training requirements as detailed in Attachment A.

VI. PROCEDURES

- A. If the applicant was previously licensed as a foster parent in Arizona, the applicant must furnish proof of licensure. The private licensing agency shall contact the OLR Foster Home Licensing (FHL) Supervisor or designee regarding the status of the applicant’s license at the time of license closure.
- B. If the applicant was previously licensed in another state, the applicant must furnish proof of licensure in that state. The private licensing agency specialist shall work with the applicant to do the following:

1. request the applicant's licensing file from the other state; and
2. verify the status of the applicant's license when the prior foster care license was closed.

If the applicant was licensed in another state, and the Arizona application is submitted within twelve months of closure date from the other state, pre-service training may not be required. The private licensing agency shall reference established training requirements in Attachment A. The applicant must have been in good standing when license closure occurred.

- C. The private licensing agency must verify successful completion of a Reasonable and Prudent Parenting (RPPS) training and Trauma Informed Care (TIC) training. If completion of RPPS and TIC cannot be verified, the applicant must complete the DCS-FPC 4th online cluster.
- D. If the applicant has provided care for a child as an unlicensed DCS placement at any time within twelve months of the submission of the license application, and has successfully completed an approved pre-service training, the DCS-FPC online cluster requirement may be waived by submitting a *Preliminary Consideration Waiver Non-Safety Licensing Standards for Kinship Care* form to OLR, OLRKinshipWaivers@azdcs.gov. Kinship Support Services (KSS) FPC is not the standard for community care. If a kinship family would like to be licensed for community foster care they would need to complete the DCS-FPC in its entirety.

The private licensing agency must verify that RPPS and TIC training has been completed.

- E. When the application is received through the Department's Electronic Database, OLR will follow procedures for initial or reinstatement of application, depending on the elapsed time between prior license closure and the new application date.

VII. FORMS INDEX

[*Preliminary Consideration Waiver Non-Safety Licensing Standards for Kinship Care \(CSO-1240A\)*](#)

Attachment A

Training Requirements Table

	Regular Foster Care, Respite, In-Home Respite	Therapeutic Certification or Medically Complex Certification
Completed Pre-Service Training <u>AND</u> Previously Licensed in Arizona*		
<i>Application submitted within 2 years/24 months of closure**</i>	Complete DCS Foster Parent College Clusters 1-4	Complete DCS Foster Parent College Clusters 1-4 and required training for certification per R21-6-331, completed within the last 12 months
<i>Application submitted more than 2 years but less than 4 years from closure***</i>	Complete DCS Foster Parent College Clusters 1-4 and FPC Meeting 5	Must complete all online DCS-Foster Parent College Clusters 1-4, FPC Meeting 5 and required training for certification per R21-6-331, completed within the last 12 months
Previously Licensed in Another State*		
<i>Application submitted within 12 months of closure**</i>	OLR will determine whether previous Pre-Service Training is comparable to the current Blended Pre-Service Curriculum (FPC). FPC Meeting 5 is required for rules and department information	OLR will determine whether previous Pre-Service Training is comparable to the current Blended Pre-Service Curriculum (FPC). FPC Meeting 5 is required for rules and department information and required training for certification per R21-6-331, completed within the last 12 months
<i>Application submitted more than 12 months of closure</i>	Complete DCS-Foster Parent College blended pre-service curriculum training	Complete DCS-Foster Parent College blended pre-service curriculum training
Completed Pre-Service Training <u>AND</u> Never Licensed in Arizona		
<i>Application submitted within 12 months of successful completion of training</i>	No additional training required	No additional training required
<i>Application submitted after 12 months of successful completion of training***</i>	Complete DCS Foster Parent College blended pre-service curriculum training	Complete DCS Foster Parent College blended curriculum and complete required training for certification per R21-6-331, completed within the last 12 months

*Applicant must furnish proof of licensure in AZ or other state, including dates of licensure. Applicant must have been in good standing (not on a provisional license, no open concerns or child abuse/neglect investigations, and no pending adverse actions) when closure occurred. KSS FPC is not the standard for community care and will not be accepted as pre-service training for a Family Foster Home License.

** Must verify successful completion of a Reasonable and Prudent Parenting Standards (RPPS) training and Trauma Informed Care. If completion of RPPS and Trauma Informed Care cannot be verified, the applicant must complete the FPC 4th Online Cluster (if applicant was licensed in another state and application was submitted within 12 months of closure in the other state, the in-person class #5 must also be completed).

***If applicant has provided foster care as an unlicensed DCS placement at any time within 12 months of application submission and has successfully completed Arizona Pre-Service training, DCS-Foster Parent College may be waived by submitting a kinship waiver request to OLR (Licensing agency must verify ** has been completed).

If any changes occur in federal law, Arizona statute, rule, policy, practice, or required training, the licensing agency shall provide training covering the updates prior to submitting the home study to OLR for review.

The application date is the date the completed application is submitted to OLR through Quick Connect (QC Date Stamp). Training required in tables must have been completed within 12 months of the application date stamp in Quick Connect.

(The above requirements may be amended by DCS, based on [Title 21 Chapter 6, A.R.S. § 8-503](#) and [A.R.S. § 8-509](#)).