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| TITLE | POLICY NUMBER | |
| Pre-Service & Reinstatement Requirements | DCS 15-44 | |
| RESPONSIBLE AREA | EFFECTIVE DATE | REVISION |
| Office of Licensing and Regulation | 09/13/18 | 4 |

I. POLICY STATEMENT

This policy identifies the standards, responsibilities, and authority of the DCS Office of Licensing and Regulation (OLR) regarding pre-service and reinstatement requirements for licensed foster parents.

II. APPLICABILITY

This policy applies to all applicants seeking initial or a reinstated foster care license issued under the Arizona Administrative Code (A.A.C.) Title 21 Chapter 6 (Foster Home Licensing), licensing agencies, and the 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
- [DCS 15-12](#) Determining Licensing Effective Dates
- [DCS 10-11](#) Foster Parent Pre-Service Training

IV. DEFINITIONS

Applicant: A potential foster parent and licensed foster parent.

Department or DCS: The Arizona Department of Child Safety

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.

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

Management: Manager, Supervisor, or Designee.

Office of Licensing and Regulation (OLR): The administration within DCS that is responsible for reviewing and evaluating applications for licensure; supervising and monitoring licensees; and completing all official licensing actions, including issuing, denying, amending, suspending, and revoking a license.

V. POLICY

- A. The licensing agency of an applicant previously licensed as a foster parent in the state of Arizona shall:
 1. Contact OLR management regarding the status of the applicant’s license at the time of license closure.
 2. Follow the training requirements table (attached) based on the applicant’s specific training needs.
- B. The licensing agency shall work with an applicant who was previously a licensed foster parent in another state and obtain:
 1. Proof of the applicant’s licensure from that state. If unable to obtain proof, the applicant must take pre-service training as prescribed in [DCS 10-11 Foster Parent Pre-Service Training](#), the training requirements table

(attached), and submit an Adam Walsh background check to the state from which they were licensed.

2. The applicant's licensing file from the state.
 3. The status of the applicant's license when the prior foster care license was closed.
 4. Follow the guidelines set forth [DCS 10-11 Foster Parent Pre-Service Training](#) in the training requirements table (attached) based on the applicant's specific training needs.
- C. An applicant that completed Arizona Foster Care Pre-Service training as outlined in [DCS 10-11 Foster Parent Pre-Service Training](#) but did not obtain licensure shall complete the required training prescribed in DCS 10-11 Foster Parent Pre-Service Training and the training requirements table (attached).
- D. When the foster care application is received through the Department's Electronic Database, OLR will follow procedures for initial, or reinstatement of license, per [DCS 15-12 Determining Licensing Effective Dates](#) depending on the elapsed time between prior license closure and the new application date.

VII. FORMS INDEX

N/A

Attachment A

Training Requirements Table

| | Regular Foster Care, In-Home Respite | Therapeutic Certification or Medically Complex Certification |
|---|--|---|
| <i>Application submitted within 2 years/24 months of family initiated 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 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 |
| <i>Application submitted more than 4 years from closure</i> | Complete DCS Foster Parent College Blended Pre-Service Curriculum training | Must complete all 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 management will determine whether previous pre-service training is comparable to the current Blended Pre-Service Curriculum (FPC). | 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 AND 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 pre-service curriculum training and required training for certification per R21-6-331, completed within the last 12 months |