

REMINDERS:

In-Service Training

- ✓ **The attached "Pre-Registration Form" is required for each individual wishing to attend an event in order to reserve space for that training. Completion of the pre-registration form is required for all In-Service Training sessions.** This will ensure that in the event the training must be cancelled, all who have pre-registered will be contacted in a timely manner. **Foundations is not responsible for contacting individuals that have not pre-registered to provide notice of cancellation.**

- ✓ **A total number thirty (30) credit hours of In-Service Training are required for each foster parent living in the same household.** All credit hours are required to be obtained **three (3) months** prior to the end of the current license period.

- ✓ **Individuals may obtain on-line/internet training in order to meet the total of thirty (30) hours of required In-Service Training. A maximum of ten (10) on-line/internet training hours is allowable for each foster parent living in the same household. A total of no less than twenty (20) hours of the required training MUST be obtained by attending facilitator/presenter-led In-Service Training classes for each foster parent living in the same household. Foster parents must provide a copy of the on-line/internet training certificate AND a copy of proof of enrollment/receipt of payment for the completed training. Enrollment costs will not be reimbursed.**

- ✓ **Foundations will be hosting a "Foster Parent In-Service Training Weekend" on August 1-3, 2008.** The weekend will provide an opportunity to obtain **fourteen (14) credit hours** toward the licensing requirement of thirty (30) credit hours. **Space is limited so register EARLY!**

- ✓ **Credit hours are not provided for the "CPR/First Aid" session or any "Foster Parent Support Group Meeting" unless an Instructor is present during the support group meeting.**
- ✓ **If you have not pre-registered for a session, it is your responsibility to contact the Training Department on the day of the training in order to confirm that the session is still scheduled as listed on the Training Calendar.**
- ✓ **Space and training materials cannot be guaranteed for individuals who attend sessions on a "Walk-In" basis.**
- ✓ **All sessions will begin on time. Any one arriving more than thirty (30) minutes past the starting time will NOT be allowed to sign-in and will NOT be eligible for the credit hours allowed for that session.**
- ✓ **Sessions are intended for foster parents only. Foster children are not to be present during the sessions in order to provide an open atmosphere for all foster parents to openly engage in the adult learning process. **Foundations does not offer/provide child care during any training session.****
- ✓ **Respite Care is NOT available for foster parents wishing to attend In-Service Trainings. Do not contact the Social Worker or the Placement Department to request Respite Care for a foster child in order to attend In-Service Trainings. The foster parent is responsible for making back-up arrangements for the foster children during all In-Service trainings.**
- ✓ **On May 28, 2008 & August 2, 2008, Foundations will offer a training session covering foster children and drug use/abuse. These dates are the ONLY sessions that foster children will be allowed to attend. Space is limited and pre-registration will be required in order to attend.**

Foster Home License **Recertification**

- ✓ **All documents** (e.g., Driver's License, Home Insurance, Automobile Insurance, Proof of Income, Yearly Medical Reports, and Background Clearances) required for the yearly renewal of the Foster Home License **are due three (3) months prior to the recertification date.**

- ✓ **The foster parent is required to provide updated information as it becomes available prior to the recertification date. This includes, but is not limited to changes in address, changes in contact telephone numbers/information, etc.**

- ✓ **If a negative result of a background clearance is received at the time of recertification, the individual must contact the Training Department for a referral to an outside vendor in order to re-take and process all required fingerprinting at the individual's own expense.**

Pre-Registration Form

Foundations for Home and Community / First Home Care Office of Training and Staff Development

Mr. Mrs. Ms. Other: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

Email: _____

Indicate below the **Date**, **Event/Session Title**, and **Location** of the Event/Session(s) you would like to attend. **Please print all information.**

Date	Event/Session Title	Location
_____	_____	_____
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Please **PRINT** all information and return the completed form to **Frances James, Director of Training & Licensing, no later than three (3) weeks prior to the Event/Session.** The completed form may be **faxed** to **(202) 654-1983** or **mailed** to: **Foundations for Home and Community, 1012 14th Street, NW, 14th Floor, Washington, DC, 20005.** Thank you.

Pre-Registration Form

Foundations for Home and Community / First Home Care Office of Training and Staff Development

Mr. Mrs. Ms. Other: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

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