

Training Hours Communication

Amid COVID-19, there may be some questions regarding your recertification for State Fiscal Year 2019-2020. We are here and wanting to answer any questions that you have. Below is a detailed guide regarding opportunities and ways to obtain your recertification hours for the upcoming SFY.

As all learning deliveries are currently being held virtually, some were unable to be adapted to a virtual format and were therefore canceled. CWTS is in the process of creating new learning opportunities to meet your needs now and through the remainder of the year, and we will be advertising and uploading those within the next week. All future deliveries can be accessed [here](#). Please check back with the learning management system (LMS) frequently for updates. Also, if you are currently registered for a delivery within the LMS and can no longer make it, please cancel your booking as soon as possible, as many courses have wait lists.

Volume 7 Requirements

As per Volume 7 (7.603.1), each state fiscal year (July 1–June 30) 40 hours of training is required for recertification as a Social Caseworker and as a Social Casework Supervisor.

Please find information below about how caseworkers and supervisors can get annual training hours in the midst of COVID-19 concerns.

What Volume 7 Requires: 7.603.1, D, 4 Social Caseworker
7.603.1, E, 4 Social Casework Supervisor

Recertification Requirements

a. To be recertified as a social caseworker/social casework supervisor, the staff person must participate in forty (40) hours of in-service training each state fiscal year, with a minimum of sixteen (16) of those hours focused in the area of the their primary job responsibilities. Qualifying in-service training includes **but is not limited to:**

1. Safety;
2. Risk;
3. Permanency;
4. Well-being;
5. Assessment;
6. Interviewing;

7. Family engagement;
8. Legal issues;
9. Indian Child Welfare Act;
10. Foster care, kinship care and adoption;
11. Effects of child abuse/neglect on development;
12. Principles of strengths-based, family-focused, child-centered, and culturally responsive case planning and case management;
13. Sexual abuse issues;
14. Behavioral health issues;
15. Domestic violence issues;
16. Cultural disparity; and/or
17. **Other innovative, emerging, promising, and/or best practices.**

Creativity!

Get creative! **The key here is that training is not necessarily limited to traditional courses on these specific topics. There are other creative trainings, meetings, events, etc. where new learning is happening that pertains to child welfare and/or direct job duties.** For example, county directors often attend their regional director's meeting or fiscal meetings. Often there is new learning that happens during these meetings that might be innovative or promising and relate to a portion of one's direct job duties. Another example is college credits. Anyone who is attending a college or university and has completed coursework related to social work, psychology, sociology, or child development can count this for training credit. Please refer to the Training Matrix link below for the exact instructions on how to submit experiences like these for training credit.

There is also Web-based training (WBT) available through the LMS! To search for WBTs, click [here](#).

Here is a link to our Training Matrix: <https://www.coloradocwts.com/guidelines/county-state-employees/in-service-requirements>

The Training Matrix outlines additional ways to get training hours. One important factor for receiving credit for any NON-CWTS training/meeting/event, etc. is the documentation you need to have to submit it for credit in the LMS. The Training Matrix outlines the documentation requirements. Ultimately, all documentation needs to have the learner's name, date of training, total number of hours, and facilitator's and/or organization's name on the documentation. For meetings, this can be a copy of the agenda and the learner can write their name on it.

Flexibility

Flexibility for newly certified workers: Due to courses moving virtually, class sizes may be smaller. Therefore, there will be flexibility with those learners who are not able to complete any of their four post-certification training requirements before June 30, 2020. The individuals this will impact are those who were initially certified between July 1, 2018, and June 30, 2019.

These four trainings include:

- Cracking the Medical Code (8.5 hrs)
- Worker Safety: Protecting Those Serving Others (6.5 hrs)
- Protecting Professional Resiliency (6.5 hrs)
- Confidentiality Bootcamp (7.5 hrs)

Important Reminders

For workers who are required to get both APS/CPS hours: Please remember, if a caseworker's role or supervisor's role is split between APS and Child Welfare, there is a table located in the Training Matrix document that outlines how many hours someone needs to have to maintain both certifications. As this is manually adjusted for recertification, please notify Kathy R. Clark at Kathy.Clark@state.co.us if hours are split between APS and Child Welfare.

Don't forget Trails! All Trails Superusers will be receiving 16 hours of training credit and all other Caseworkers and Supervisors will be receiving 8 hours of training credit again this year. Same as last year, these hours will be directly added to the Record of Learning before June 30, 2020.

Prorating: Rule does not allow for hours to be prorated. However, if anyone does not feel that they will be able to complete the 40-hour requirement, please contact Kathy.Clark@state.co.us to create a training plan to complete the remainder of hours after July 1, 2020.

Questions/Concerns

We want to make this as seamless and worry free as possible. If you have any questions or concerns related to what may count toward recertification or if any other certification/recertification questions arise, please don't hesitate to contact DCW's certification specialist, Kathy R. Clark, at Kathy.Clark@state.co.us or 720-501-8628.