



# The Path to Certification

## A Checklist for New Caseworkers

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Create an account on our registration system [Moodle](#) so you can enroll in each course listed below and then register for the classroom training sessions you want to attend.

First, complete the *Welcome to Colorado Child Welfare Web-based training (5 hours)*. You must complete this course before you participate in any of the others.

Next, complete these courses in any order:

### *Hotline and RED Team: Where Assessment With Families Begins*

- Complete the pre-test before you come to the classroom training.
- Complete the Web-based training (3 hours).
- Complete Mandatory Reporter Training (2 hours).
- In the [Trails Resource Center](#), review the PDF job aides and watch the video tutorials for:
  - *Hotline*
  - *Client Search*
  - *Referral*
- Complete the classroom training (13 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

### *Safety Through Engagement*

- Complete the pre-test before you come to the classroom training.
- In the [Trails Resource Center](#), review the PDF job aides and watch the video tutorials for:
  - *Safety Assessment Tool*
  - *Risk Assessment Tool*
  - *Assessment with Founded Allegations*
  - *Cases*
- [Complete a personality inventory](#). Make a note of your personality type so you remember it for class.
- Complete the classroom training (19.5 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

### *Working Toward Closure*

- Complete the pre-test before you come to the classroom training.
- In the [Trails Resource Center](#), watch the video tutorials for:
  - *Out-of-Home Placement*
  - *Family Services Plan*
- Complete the classroom training (19.5 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

### *Legal Preparation for Caseworkers*

- Complete the pre-test before you come to the classroom training.
- Complete the classroom training (13 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

Complete the *Fundamentals Practice Simulation*. You must complete *Hotline and RED Team*, *Safety Through Engagement*, and *Working Toward Closure* before your simulation.

- Complete your simulation activity (1 hour).
- Participate in peer review (6 hours).

Complete *Choose Your Own Trail: Documentation and Practice*. Complete this course after you've completed *Fundamentals Practice Simulation*.

- In the [Trails Resource Center](#), watch the video tutorial for:
  - *Interviews, Contacts, and Visits*
- Complete the classroom training (13 hours).

Complete the Transfer of Learning experiences.

Your county may now request that the State Training Unit certifies you. Congratulations!