



## Children's Division Resource Family In-Service Training Request

- Each individual must complete a separate training request form
- Only one training request per form
- CD staff will return signed form to the resource provider after approval signatures are obtained
- The resource provider completes the Section C describing what was learned and submits it to the worker

### Section A

Name	County / Circuit /	Vendor #
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### Type of Training (indicate below):

#### Group / Conference Training

Title of Training: \_\_\_\_\_

Training Content Information attached: Training Syllabus    Brochure    Other \_\_\_\_\_

Training Verification attached: Signed Certificate    Letter of Completion    Other \_\_\_\_\_

Date(S) and Time(S) of Training	Location Where Attended
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Training Instructor(S)	Number of <u>Actual</u> Hours In Training. (Time Required for Travel and Meals Will Not Be Included.)
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<b>Self-Trainings / Special Trainings</b>	Indicate Type:
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Book	Title	Author	No. of Pages
Video	Title	Length (time)	
Web-based	Title	Length of training	Web Address    Certificate of completion attached

**\*There is no reimbursement available for expenses incurred for non-agency trainings, including book, video, or website trainings. Mileage and baby sitting reimbursements may not be approved by the Supervisor without prior approval for the training.**

### Section B

**This section is to be completed by Agency Staff.  
Prior approval not required, however,  
All signatures indicated are required for training credit to be applied and any monetary reimbursement approval.**

Will this area of training assist the provider in meeting their Professional Family Development Plan goals?    Yes    No

Training hours requested: \_\_\_\_\_    This provider has met his/her PFDP goals?    Yes    No

Training credit code: \_\_\_\_\_

_____	Date	Approved	Yes	No	
CSW					
_____	Date	Approved	Yes	No	hours
CSW Supervisor					

### Section C

Describe what you learned from this training; include any new parenting skills that you plan to use in your home or with a specific child. (Attach additional sheets as needed. Each individual must submit a form, including this section.)
