



Training Calendar 2021 **(January 1 – June 30)**

Developed for:

Office of Licensing and Regulation

Developed by:

Business Operations Training Unit

Department of Child Safety

This calendar will serve as notice for dates/locations for scheduled training offerings being held for the Office of Licensing and Regulation for the 1st half of 2021.

Precautionary Steps for Training during COVID-19

(These procedures will be observed until further notice)

The following supplies will be provided at training for participants to use:

- Hand sanitizer
- Disinfectant wipes and/or spray and paper towels
- Tissue

Trainers will arrange the room so that participants are seated 6 feet apart both beside, in front of and behind one another. Trainers will place hand sanitizer and disinfectant wipes and/or spray and paper towels throughout the room for all to use.


At the beginning of each training session, trainers will discuss the following:

- Participants shall exercise social distancing when they can with their peers and the trainer through the training and in shared areas (hallways, restrooms, etc.)
- **Participants will wear their masks during the training and while inside DCS/Training Facility**
- Participants may use hand sanitizer as needed
- Participants will use supplied disinfectant wipes and/or spray and paper towels to thoroughly wipe down the chair, table, computer keyboard, mouse and anything they have touched at the end of each training session. Participants may wipe the areas more frequently as needed
- No communal snacks allowed
- **Anyone with symptoms or a positive test for COVID-19 in the last 10 days shall not attend training**

Remind participants it is the responsibility of us all to exercise protocols to stop the spread of germs including:

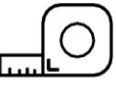
HYGIENE AND SOCIAL DISTANCING BEFORE, DURING AND AFTER A TRAINING

BEFORE A TRAINING




- Wash your hands if possible, or use hand sanitizer.
- Avoid touching your face.
- Only bring items necessary for the training.

DURING A TRAINING



- When possible, maintain the recommended 6ft social distance between people.

AFTER A TRAINING



- Wash your hands if possible, or use hand sanitizer.
- Avoid touching your face.
- Items you should be cleaning and sanitizing regularly include: phone, pen, badge, keys or any additional supplies.

At the end of each training session, trainers will instruct participants to thoroughly wipe down the area.

Those without masks will not be allowed into facility/class

Class Dates/Locations:

Parenting Teens with Behavior Issues - Train the Trainer

Metro Phoenix

- March 16th 2021 Tuesday (Parenting Teens 9:00am – 11:00am) **(Phoenix)**
- June 16th 2021 Wednesday (Parenting Teens 9:00am – 11:00am) **(Phoenix)**

Tucson

- February 17th 2021 Wednesday (Parenting Teens 9:00am – 11:00am) **(Tucson)**
- May 12th 2021 Wednesday (Parenting Teens 9:00am – 11:00am) **(Tucson)**

Social Media - Train the Trainer

Metro Phoenix

- March 16th 2021 Tuesday (Social Media 12:30pm – 2:30pm) **(Phoenix)**
- June 16th 2021 Wednesday (Social Media 12:30pm – 2:30pm) **(Phoenix)**

Tucson

- February 17th 2021 Wednesday (Social Media 12:30pm – 2:30pm) **(Tucson)**
- May 12th 2021 Wednesday (Social Media 12:30pm – 2:30pm) **(Tucson)**

Life Safety Inspection Training

Metro Phoenix

- March 3rd 2021 Wednesday (9:00am – 12:00noon) **(Phoenix)**

Tucson

- June 9th 2021 Wednesday (9:00am – 12:00noon) **(Tucson)**

Life Safety Inspections – Live Lab Supplemental

****Please read prerequisites for this training under Class Description****

Metro Phoenix

- Dates for this class will be announced at a later date based on availability/re-opening of class venue.

Time Slots

10:30am-12noon

1:00pm-2:30pm

3:00pm-4:30pm

Comforting the Trauma Tremors- Train the Trainer

Metro Phoenix

- January 27th 2021 Wednesday (9:00am – 4:00pm) **(Phoenix)**

Tucson

- April 21st 2021 Wednesday (9:00am – 4:00pm) **(Tucson)**

Licensing Concerns

Metro Phoenix

- January 14th 2021 Thursday (9:00am – 11:00am) (Phoenix)

Tucson

- May 5th 2021 Wednesday (9:00am – 11:00am) (Tucson)

Train-the-Trainer (TTT) Certification - ADCS/Foster Parent College Based Pre-Service Training Program

****See specific registration process for this class listed after TTT class description****

Metro Phoenix

- March 24th & 25th 2021 Wednesday & Thursday (9:00am – 4:00pm) (Phoenix)

Registration process:

You may **request** a spot in the announced classes at any time via OLRTraining@azdcs.gov.

For registration we will need the following:

- *Name, Agency, Address, Email, Phone number, Supervisors phone number and email address and Name of class/date of class requesting attendance in.*
- *Each student must send in a request to the OLR email box for training. (Please do not send grouped emails)*
- *For those trainee's wanting to sign up for LSI Live Lab, please provide the date of when you completed the LSI Lecture Training Class.*

Attendee selection will be made and a confirmation email will be sent out at least 2 weeks prior to course start date. Selected attendees will be notified and provided full details for the course.

Only 2 attendees per agency will be selected to give a more equitable representation to all agencies/region's needs. Please do not send anyone not confirmed to attend, as the sessions will be filled to capacity and any unscheduled arrivals will be turned away.

****For the course - Train-the-Trainer (TTT) Certification - ADCS/Foster Parent College Based Pre-Service Training Program see specific registration process for this class listed after TTT class description****

All trainings offered will begin PROMPTLY at their start time.

Attendees should arrive at least 15-20 minutes prior to class start time to park and complete the registration process should there be one. Attendees that arrive after training has begun will not be allowed to participate in the training.

Class Descriptions:

Parenting Teens with Behavior Issues - Train the Trainer

Target Audience:

This course is a Train-the-Trainer course designed to familiarize training personnel with the course flow and content. At the conclusion of the course, they will be provided all materials to enable them to hold classes for caregivers and congregate care staff.

Prerequisite:

Participants must have prior experience serving as an instructor in a formal training capacity. Only those attendees who successfully attend and complete this course will be authorized to train these materials.

*****This course does not contain an instructor development component*****

The participant will be presented this class as if they were a foster parent/caregiver. They will be expected to take notes or clarify material as needed, to prepare them to present it in their own agency setting.

Description:

During the course, the attendee will learn about strategies for building resilience in teens, understanding the key mindsets for parenting, recognizing warning signs that your teen may need help, and identify problem and dangerous behaviors, and how to appropriately respond to these issues.

Upon successful completion, attendees will be recognized to train the licensed foster parents and contracted congregate care facility staff.

Social Media – Train the Trainer

Target Audience:

This course is a Train-the-Trainer course designed to familiarize training personnel with the course flow and content. At the conclusion of the course, they will be provided all materials to enable them to hold classes for caregivers and congregate care staff.

Prerequisite:

Participants must have prior experience serving as an instructor in a formal training capacity. Only those attendees who successfully attend and complete this course will be authorized to train these materials.

*****This course does not contain an instructor development component*****

The participant will be presented this class as if they were a foster parent/caregiver. They will be expected to take notes or clarify material as needed, to prepare them to present it in their own agency setting.

Description:

During the course, the attendee will learn how children are using social networking and to provide key tools that can help foster children minimize negative experiences and maximize the positive opportunities that social media has to offer. Some common dangers and warning signs of sex trafficking via social media will be covered.

Upon successful completion, attendees will be recognized to train the licensed foster parents and contracted congregate care facility staff.

Life Safety Inspections

Target Audience:

This course was designed to be attended by any licensing agency employee who may be called upon as part of their job duties to conduct a Life Safety Inspection.

Description:

This course will provide the student with the pertinent rules contained in Arizona Administrative Code that authorize and dictate Life Safety Inspections. It will also provide the knowledge and skills to properly conduct a Life Safety Inspection using the provided/used worksheet.

Life Safety Inspections – Live Lab Supplemental

Target Audience:

This course was designed to be attended by licensing agency employees who will be performing Life Safety Inspections as part of their job duties.

Prerequisite:

Participants will need to have attended one of the Life Safety Inspection (LSI) classes/lectures hosted by OLR Training/LSI Personnel prior to attendance/registration.

Description:

This course will provide the student the opportunity to apply the basic knowledge obtained in the LSI class by performing a Life Safety Inspection in a controlled environment under the tutelage of OLR/LSI Staff.

The student will receive a brief refresher of the prerequisite class's information, and will be allowed to perform an inspection. Once the student/group has completed the inspection, their results will be reviewed and the student(s) will be debriefed as to their performance.

Required Equipment:

Students will need to bring all equipment, tools, and agency specific forms they would need to complete an LSI as they would in the field (example: thermometer for refrigerator).

*****No equipment/tools will be provided/available at the event location*****

Comforting the Trauma Tremors - Train the Trainer

Target Audience:

This course is a Train-the-Trainer course designed to familiarize training personnel with the course flow and content. At the conclusion of the course, they will be provided all materials to enable them to hold classes for caregivers.

Prerequisite:

Participants must have prior experience serving as an instructor in a formal training capacity. Only those attendees who successfully attend and complete this course will be authorized to train these materials.

*****This course does not contain an instructor development component*****

The participant will be presented this class as if they were a foster parent/caregiver. They will be expected to take notes or clarify material as needed, to prepare them to present it in their own agency setting.

Description:

During the course, the attendee will learn what trauma is, how it affects a child and the essential principles of trauma informed parenting. Understanding how trauma affects children can help you make sense of a child's sometimes baffling behaviors, feelings and attitudes. This course will teach skills and techniques to influence behavior and attitudes, reducing the stress of parenting a traumatized child.

The course/curriculum is designed for final delivery in two parts to allow for ease of scheduling. However, this course is being delivered in a full day format and will cover both parts.

Licensing Concerns

Target Audience:

This course was designed to be attended by any licensing agency employee who may be called upon as part of their job duties to conduct a licensing concern investigation.

Prerequisite:

None

Description:

During the course, the attendee will learn the process flow for Licensing Concerns, the 3 types of investigations and their respective responsible parties, common types of licensing concerns, how to prepare for and conduct the interview, how to write a comprehensive report, and how the investigation is closed out.

The course also contains several scenarios that will be discussed and analyzed by the students utilizing the information presented throughout the class.

Train-the-Trainer (TTT) Certification - ADCS/Foster Parent College Based Pre-Service Training Program

Target Audience:

This course was designed to be attended by agency employees who will be **ACTIVELY** called upon to prepare prospective foster parents by instructing the ADCS/Foster Parent College Based Pre-Service Training Program.

Prerequisite:

Participants will need the following prior to registration/attendance:

Registration:

- Must be an employee/serve in an official capacity with nominating agency
- Be registered as outlined below
- Meet all qualifications for the role of trainer as outlined in the ADCS Training Contract SOW
- Have experience serving as an instructor
- Preferably (not mandatory) previous PS-MAPP Certified instructor

In-class attendance:

- Upon ADCS selection confirmation, complete **ALL** assigned on-line classes prior to in-class session attendance.

Description:

This course will present the in-class portions of the ADCS/Foster Parent College Based Pre-Service Training Program as it will be presented to prospective foster parents. It will also cover the ADCS administrative procedures and expectations related to the program.

At the conclusion of the course, the attendees will be provided copies of all needed materials to present the in-class sessions related to the program.

*****Note – This is not an instructor development course; therefore, observation of the prerequisites should be conducted at time of selection of attendee by the agency*****

ADCS/Foster Parent College Based Pre-Service Training Program

TTT Certification Course - **Registration** process:

You may **request** a spot in the announced class at any time via OLRTraining@azdcs.gov.

For registration we will need the following:

- Your Name, Your Agency, Your Agency's Address, Your Email, Your Phone Number, Supervisor's Email and Phone Number and Name of Class, date and time (if applicable) of class you want to attend.
- Each student must send in a separate request to the OLR email box for training. **(Please do not send grouped emails)**

Attendee selection will be made and a confirmation email will be sent out at least 3 weeks prior to course start date for primary attendees. Wait list attendees, if selected, will be notified at least 2 weeks prior to class start.*

Please note the following:

- Individual session registration will close **3 weeks** prior to class start to allow ample time to complete pre-requisite online courses and register those on the wait list.
- Selected attendees will be notified and provided full details for the course location.
- Selected attendees will be enrolled in the Foster Parent College Blended Pre-Service online program and will receive a confirmation email with logon information.
- Attendees will need to complete **ALL** assigned on-line content prior to class start. Those not completing **ALL** content will not be allowed to begin in-class TTT.
- Only 2 attendees per agency, per session, will initially be selected to give a more equitable representation to all agency's/region's needs.

***Your agency is encouraged to submit additional names who may be added based on space availability. We will fill the classrooms to capacity.**