

CHAPTER 117  
FOSTER PARENT TRAINING

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

PREAMBLE

These rules describe required foster parent orientation, preservice training and in-service training. Their purpose is to ensure that the training and orientation are effective in preparing foster parents for their role. These rules also describe the standards for training and orientation and the procedure to be approved as a training provider.

[ARC 8010B, IAB 7/29/09, effective 10/1/09]

**441—117.1(237) Required preservice training.** Foster parent preservice training shall be offered by the department or by a licensed child-placing agency through a training program that has been approved by the department pursuant to rule 441—117.5(237).

**117.1(1) Preservice training requirement.** Each individual foster parent applicant shall complete the entire 30-hour preservice training as approved by the foster family program manager.

a. Applicants shall complete the 30-hour preservice training before receiving a license for the first time.

b. Applicants shall retake the 30-hour preservice training if they do not complete the curriculum within 24 months after initially commencing it.

c. The department may waive the preservice training requirement in whole or in part when the department finds that:

(1) The applicant has completed relevant training or has a combination of relevant training and experience that is an acceptable equivalent to all or a portion of the required preservice training; or

(2) There is good cause for the waiver based upon the circumstances of the child and the applicant.

**117.1(2) Preservice training program approval requirements.**

a. *Content.* The program shall be designed to assist prospective foster parents in developing the understanding and abilities that are essential to promote children's safety, permanence, and well-being. The program shall address the following topics:

(1) Children in foster care, their needs and rights.

(2) Families of children in foster care, their rights and responsibilities.

(3) Caseworkers and their role.

(4) Foster parents, their motivation and role.

(5) Self-assessment of foster parent's strengths.

(6) The team effort of foster parents and caseworkers.

(7) The impact of foster care placement on the child, the child's family and the foster family.

(8) The purpose and importance of the child's contact with the child's family.

(9) Training in communication and behavior management.

(10) Permanency planning.

(11) The reasons for placement termination and feelings involved.

b. *Length.* The entire preservice training program shall total at least 30 hours of contact between leaders and participants. The department's recruitment and retention contractor shall devise a procedure for applicants to make up any portions of the preservice training that are missed.

c. *Instructors.* The program shall be team taught by at least one foster or adoptive parent and one casework staff person. All instructors shall be certified leaders or as approved by the adult, children and family services division administrator or designee.

d. *Group method.* The program shall be provided in groups that consist of three or more persons. The training shall be offered to a foster family individually only when the foster family is unable to attend group training for reasons such as serious medical conditions, as approved by the social work administrator or designee.

*e. Training certificate.* A certificate of completion shall be provided to each foster parent who completes the training.

*f. Training evaluation.* A means for participants in the training to evaluate the instructors and the content shall be provided.

*g. Training records.* A record of the applicants who begin and complete the training and of the training program evaluations shall be submitted to the recruitment and retention contractor at the end of each 30-hour preservice training session.

**117.1(3) Universal precautions.** Before licensure, each individual foster parent shall complete one hour of training related to the use and practice of universal precautions. Training shall be completed through the approved individual self-study course, “Universal Precautions in Foster and Adoptive Resource Family Homes.”

**117.1(4) Additional preservice training.** Before licensure, each foster parent shall complete training in an agency-approved medication management course, cardiopulmonary resuscitation (CPR), first aid, the reasonable and prudent parent standard, and the mandatory reporter training on child abuse identification. Training shall also be completed that teaches foster parents how to support a child’s overall well-being and emotional needs.

[ARC 8010B, IAB 7/29/09, effective 10/1/09; ARC 1808C, IAB 1/7/15, effective 3/1/15; ARC 3185C, IAB 7/5/17, effective 9/1/17; ARC 6715C, IAB 11/30/22, effective 2/1/23]

**441—117.2(237) Required orientation.** All foster parent applicants shall attend orientation before attending the 30-hour preservice training and before a foster child is placed in their home. Orientation shall not count toward the required 30 hours of preservice training.

**117.2(1) Method of provision.** The recruitment and retention contractor may provide orientation:

- a. In an individual meeting with one set of foster parent applicants; or
- b. In a group setting.

**117.2(2) Provider.** Orientation shall be provided by the recruitment and retention contractor completing the family’s licensing study.

**117.2(3) Content.** Orientation shall be designed to provide the foster parent applicant with information on the policies and procedures of the foster care and adoption programs and shall include the following:

- a. Process and procedures for placement and termination of placement.
- b. Medical assistance program information.
- c. Foster family reimbursement information and adoption subsidy information if applicable.
- d. Child abuse law and child abuse assessment procedures.
- e. Confidentiality.

[ARC 8010B, IAB 7/29/09, effective 10/1/09; ARC 1808C, IAB 1/7/15, effective 3/1/15; ARC 5361C, IAB 12/30/20, effective 3/1/21]

**441—117.3(237) Application materials for in-service training.** Applications for approval of an in-service training program shall be submitted on Form 470-2541 and must be approved before the delivery of the training. Applications submitted after a training is completed shall not be approved.

**117.3(1)** Except for cardiopulmonary resuscitation and first-aid training, foster parent in-service training shall meet the requirements in rule 441—117.7(237).

**117.3(2)** Applications shall be submitted with the following materials:

- a. A detailed training program description relative to a foster parent, including objectives, program agenda, content, participant materials, and time frames.
- b. Names of program instructors and their qualifications to provide the training.

[ARC 8010B, IAB 7/29/09, effective 10/1/09; ARC 6715C, IAB 11/30/22, effective 2/1/23]

**441—117.4(237) Application process for in-service training.**

**117.4(1) Group training.** Applications to provide group foster parent training shall be submitted to the department office for the service area in which the training will be conducted.

**117.4(2) Individual training.** Applications for approval for individual training, college credit, written materials, DVDs or videotapes shall be submitted to the department office for the service area in which the foster family resides.

[ARC 8010B, IAB 7/29/09, effective 10/1/09]

**441—117.5(237) Application decisions.** The department shall notify the applicant of its decision regarding the application for approval of in-service training within 30 days of receipt of the training materials described in rule 441—117.3(237). This notification shall include the reason for not giving approval if approval is denied.

**117.5(1) Approval.** Foster parent training programs which meet the criteria in rule 441—117.1(237) or in rule 441—117.7(237) and which are submitted pursuant to rules 441—117.3(237) and 441—117.4(237) shall be approved by the department. In-service training completed before the program has received department approval shall not count toward the required six credit hours of in-service training. In-service training approvals are valid for one year.

**117.5(2) Reserved.**

**117.5(3) Denial.** Preservice training programs which do not meet the requirements in rules 441—117.1(237), 441—117.3(237), and 441—117.4(237) and in-service training programs which do not meet the criteria in rules 441—117.3(237), 441—117.4(237) and 441—117.7(237) shall be denied approval. The applicant may submit a revised program for approval at a later date.

**117.5(4) Revocation.** Approval shall be revoked when any of the following exist and corrective action is not taken to correct the deficiencies within 45 days.

a. The training provider fails to provide the training as described in the approved application materials.

b. Over 25 percent of the participant evaluations of the training program rate the training program as not helpful.

If approval is revoked, the training provider may submit a revised program at a later date.

[ARC 8010B, IAB 7/29/09, effective 10/1/09; ARC 6715C, IAB 11/30/22, effective 2/1/23]

**441—117.6(237) Application conference available.** If an applicant or provider of training objects in writing within seven days after the notification of the department's decision to deny approval, the area social work administrator shall review the decision to determine if the original decision shall stand. The decision of the area social work administrator is final and is not subject to appeal.

[ARC 8010B, IAB 7/29/09, effective 10/1/09]

**441—117.7(237) Required in-service training.** At least six hours of in-service training are required to assist foster parents in confidently and effectively addressing the needs of children placed in foster care. Form 470-3341 shall be used to address in-service training needs. The training plan shall be developed with the department or retention and recruitment contractor and the foster parent annually.

**117.7(1) Providers of in-service training.** Foster parent in-service training may be provided by the department, a licensed child-placing or child-caring agency, or an agency, institution, or association with expertise in the training content. Agencies, institutions, or associations wishing to have a foster parent in-service training program or workshop approved shall submit application materials pursuant to rules 441—117.3(237) and 441—117.4(237).

**117.7(2) In-service training program approval requirements.**

a. *Content.* The program shall relate to the foster parent's role in providing foster care and the skills needed by a foster parent. Training shall be specific to developing each foster parent's skills for addressing the needs of foster children.

b. *Method.* The training shall be provided through one or more of the following methods:

- (1) Face-to-face or interactive virtual training to a group.
- (2) Face-to-face or interactive virtual training to an individual foster family.
- (3) Written materials.
- (4) DVDs or videotapes.

(5) Internet training classes offered through the Iowa Foster and Adoptive Parents Association (IFAPA).

(6) Internet training classes offered through [www.fosterparents.com](http://www.fosterparents.com), except for cardiopulmonary resuscitation and first-aid trainings, which are not approved.

*c. Credit hours.* Credit hours for approved training shall be as follows:

(1) Group training shall receive one credit hour for each face-to-face or interactive virtual contact hour.

(2) Written materials shall receive one credit hour for each 100 pages.

(3) DVDs or videotapes shall receive one credit hour for each two program hours.

(4) College courses shall receive one credit hour for each college credit hour.

(5) Internet training classes shall receive one credit hour for each program hour. A maximum of three hours of training credit per year may be earned through the website [www.fosterparents.com](http://www.fosterparents.com).

*d. Approved training.* The following training programs shall be considered as meeting the in-service training requirements:

(1) Workshops offered at the Iowa Association of Foster and Adoptive Parents' annual state conference.

(2) Workshops offered at the National Foster Parent Association's annual conference.

**117.7(3) Foster parent training requirements.** Each individual foster parent shall complete six credit hours of department-approved in-service training annually when the foster parent has an approved one-year license or an approved two-year license.

*a. Renewal license.* For a one-year license renewal, each foster parent shall complete six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license. For a two-year license renewal, each foster parent shall complete six hours of in-service training within the 12 months of the first license year beginning on the effective date of the two-year license renewal. For the second year of a two-year license renewal, each foster parent shall complete six hours of in-service training within the 12 months of the second year of the two-year license renewal.

*b. Content.* The choice of in-service training shall be based upon an assessment of the foster parent's training needs made by the foster parent and the recruitment and retention contractor in collaboration with the department licensing worker.

(1) Each foster parent must complete the specific training required in rule 441—117.8(237).

(2) At least three credit hours of the annual six hours of in-service training shall be group training.

(3) Except for the mandatory reporter training on child abuse identification class, training credit will not be allowed for any in-service training class that is repeated unless the class has been updated with new information.

*c. Documentation.* Each individual foster parent shall submit Form 470-2540 to the recruitment and retention contractor within 30 days after completion of each in-service training.

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#### **441—117.8(237) Specific in-service training required.**

**117.8(1) Cardiopulmonary resuscitation (CPR).** All foster parents shall maintain their CPR certification and a certificate or card indicating the date of training and expiration. The training shall be provided by:

*a.* A nationally recognized training organization, such as the American Red Cross, the American Heart Association, the National Safety Council, or Emergency Medical Planning (Medic First Aid), or

*b.* An equivalent certified trainer and curriculum approved by the department.

**117.8(2) First aid.** All foster parents shall be certified in first aid at least every two years and shall maintain their first-aid certification and a certificate or card indicating the date of training and expiration.

**117.8(3) Child abuse reporting.** Each foster parent shall complete an approved mandatory child abuse reporter training every three years after the foster parent's initial preservice mandatory child abuse reporter training relating to the identification of child abuse and the requirements and procedures for the reporting of child abuse pursuant to Iowa Code section 232.68.

*a. Training provider.* The foster parent shall be responsible for completing the required two-hour mandatory reporter training on child abuse identification and reporting in accordance with Iowa Code section 232.69. Foster parents are eligible to take the one-hour recertification mandatory reporter training on child abuse identification and reporting within the six months prior to the expiration of their previous certification if they have already completed the two-hour training at least once.

*b. Documentation.* The foster parent shall secure documentation of the training content, amount, and provider and shall forward the documentation to the recruitment and retention contractor, who will provide the documentation to the department for inclusion in the foster parent's licensing file.

[ARC 8010B, IAB 7/29/09, effective 10/1/09; ARC 2069C, IAB 8/5/15, effective 10/1/15; ARC 3185C, IAB 7/5/17, effective 9/1/17; ARC 5361C, IAB 12/30/20, effective 3/1/21; ARC 6715C, IAB 11/30/22, effective 2/1/23]

**441—117.9(237) Foster parent training expenses.** No expense stipend is provided for orientation or preservice training.

**117.9(1) Training stipend.** Each family that is issued an initial or renewal foster family home license shall receive a \$100 stipend to be used for the family's annual in-service training. The department's recruitment and retention contractor shall issue one stipend per license on or after the date that the license is issued. When a family with a two-year foster family home license has completed the first training cycle of six hours of in-service training, the contractor shall issue the next training stipend no earlier than the start of the second year of licensure contingent upon the foster family's completion of the in-service training hours in the first cycle. Foster families who elect not to receive the \$100 stipend shall notify the department and the contractor.

**117.9(2) Trainer fees.** Foster parents and social workers who serve as trainers for approved preservice training programs shall each be paid a contract fee per class hour appropriate to community standards based upon the education and experience of each trainer. These rates shall be negotiated between the recruitment and retention contractor and the trainer.

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