

441—117.7 (237) Required in-service training. Training is required to assist foster parents in confidently and effectively addressing the needs of children placed in foster care. The Foster Parent Training Plan, 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 at annual licensing renewal.

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 training to a group.
- (2) Face-to-face 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, 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 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 Web site 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.
- (3) Rescinded IAB 8/9/89, effective 10/1/89.

117.7(3) Foster parent training requirements. Each individual foster parent shall complete six credit hours of department-approved in-service training annually. Failure to meet the requirement for in-service training hours will result in denial of the license renewal.

a. Training cycle. "Annually" means within the annual training cycle as described in this paragraph.

(1) Initial license. For a newly licensed foster parent, the initial training cycle shall be the 10-month period ending 2 months before the license expires. EXAMPLE: The initial training cycle for a new license effective June 1 is June 1 through March 31.

(2) Renewal license. For a one-year license renewal, the annual training cycle shall be the 12-month period beginning 2 months before the expiration of the previous license and ending 2 months before the expiration of the subsequent license. EXAMPLE: The training cycle for a license effective June 1 would be April 1 through March 31 of the subsequent year. For a two-year license renewal, the

training cycle for the first year shall be the 12-month period beginning 2 months before the expiration of the previous license year and ending 10 months after the effective date of the two-year license. The annual training cycle for the second year of a two-year license shall be the 12-month period beginning 11 months after the effective date of the first year of the license and ending 2 months before the expiration of the license.

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 training shall be group training.
- (3) Except for the classes for mandatory reporters, cardiopulmonary resuscitation, and first aid, training credit will not be allowed for any in-service training class that is repeated.

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

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