

**TRAINING RECORD**

Training requires a minimum of 16 hours a year, shared between caregivers — with no fewer than 4 hrs per person.

Training Details ...				Who Attended?	Presenter Information	
DATE	TITLE	LOCATION	HOURS	SELF / SPOUSE / BOTH	NAME	PRESENTER SIGNATURE

**CAREGIVER:**

FULL NAME(S): \_\_\_\_\_

YOUR PHONE: \_\_\_\_\_ MOBILE? **YES NO****LICENSE DETAILS**

LICENSOR'S NAME: \_\_\_\_\_

RE-LICENSING DATE: \_\_\_\_\_

**DECLARATIONS**

I / We have completed the training recorded above. Total training hours represent, at a minimum, 16 hours of total training, with no fewer than 4 hours of training per person. Additionally, I / We understand that these training hours are *required* to maintain our license as a foster family with the state of Utah.

**INSTRUCTIONS**

Mail, scan/e-mail, or fax this form —completed, signed, and dated — to your RFC as soon as you've reached your minimum required hours.

**SIGNATURES**

PRIMARY: \_\_\_\_\_ DATE: \_\_\_\_\_

SECONDARY: \_\_\_\_\_ DATE: \_\_\_\_\_



## TRAINING PROVIDED BY UTAH FOSTER CARE

Pre-service training is the DCFS-required training taken prior to becoming a foster/adoptive parent (currently 32 hours of training). For a 2-parent family, both must take the 32-hour series.

Any of these classes may be repeated for in-service credit.

In-service training is the DCFS-required training foster parents take each licensing year to maintain their licensure. This is often offered at your local, monthly, Cluster meeting.

## TRAINING RECORD TO BE KEPT BY FOSTER FAMILY

Utah Foster Care provides a foster family training record.

In addition to UFC keeping records of attendance at UFC-provided in-service trainings, each resource family keeps their *own record* of completed training. This record verifies attendance of each family's approved training NOT sponsored by UFC. The training record MUST have the training information and the presenter's signature verifying attendance. When 16 hours of approved training has been completed, the foster family should mail the training record (after making a copy for themselves) to their RFC (resource family consultant).

## IN-SERVICE TRAINING REQUIREMENTS

Each year, caregivers are required to take at least 16 hours per family — with a minimum of 4 hours per person — of in-service training to maintain their foster care license.

Approved Trainings: In-service trainings provided and approved by UFC. These are listed in the FosterRoster newsletter (via mail and online at [utahfostercare.org](http://utahfostercare.org)).

Cluster Trainings: UFC approved trainings in Cluster Groups. These are listed in the FosterRoster in the Cluster section at the center.

Pre-service Review: After pre-service training has been completed, these classes may be reviewed & counted for in-service training. Call area trainer for topics, dates, and locations.

Advanced Trainings (20 Hours): Provided for DCFS-selected families who agree to take children at a higher level of placement. This consists of Foundations for Youth, a training focusing on interactions between child and parent and Trauma, Brain Development, & Discipline. Please call your RFC for a referral to this training.

Community & Partner Trainings: Classes & conferences in the community & schools. Call your region's RFC for approval *prior* to attending the class or conference.

UFC-sponsored Webinars: these approved online resources are available online:  
**[utahfostercare.org/webinars](http://utahfostercare.org/webinars)**

## REGISTRATION FOR IN-SERVICE TRAINING

Registration for in-service training is important so we know how many are planning on attending. It is also helpful if a class has to be changed or canceled so we know whom to notify. Please remember to e-mail your local area trainer to register for in-service training. Training dates, times, and locations are subject to cancellation or change.

“Education is not the  
filling of a pail, but the  
lighting of a fire.”

— WB YEATS

**All Training requirements are subject to change.**

*Updated February, 2015*