

ONGOING TRAINING REQUEST

Foster caregivers who wish to receive training from sources other than those recommended by the agency must submit this request to the Substitute Care Worker two (2) weeks prior to the planned training.

Name of training/ video/ book (check one): _____

Name of trainer/author and trainer's qualifications: _____

Topic of training/video/book: _____

What component(s) from the Family Foster Home Training Needs Assessment do you feel this training/video/book will fulfill? _____

Number of training hours being requested? _____

Is a course outline attached? Yes No

Foster Parent Signature

Date

Substitute Care Supervisor Approval

Date

*** When attending training sessions, you must provide a certificate of attendance which states the number of training hours or equivalent documentation signed by the trainer. When utilizing a video or book for training hours, you must complete a training evaluation form and submit this to the Substitute Care Unit.