



**Wisconsin Child Welfare  
Professional Development System**  
SCHOOL OF SOCIAL WORK  
UNIVERSITY OF WISCONSIN-MADISON

## **Level 2 Licensed Foster Home: Basic Foster Home Welcome Packet & Training Information for Foster Parents**

Greeting from the Director:

Welcome from all of us at the Wisconsin Child Welfare Professional Development System! Our mission here is one of support and service: promoting best child-welfare practice through education, skill development, strategic partnerships, and effective advocacy. Our vision and subsequent hope is that every child, youth, and family in Wisconsin experiences an enhanced quality of life complete with opportunity and supportive communities. We recognize that an enormous part of fulfilling that vision starts with you, those families who have opened their hearts and homes to children in need of foster placement. Our role is to support **you** in becoming the very best foster parent you can be. We are subsequently committed to serving our foster families through exceptional professional development opportunities that are available, accessible, and of high quality.

As a new foster parent, you have access to an array of professional development opportunities that we offer. That journey begins with the web-based *Foster Parent Pre-Placement Training*, which must be completed prior to having a child placed in your home. *Foundation Training*, then, focuses on the knowledge and skills necessary to be the best foster parent you can be and is offered through your initial two-year licensing period. After licensing and as part of the licensing renewal process, we provide on-going training across a variety of topics in both classroom and flexible formats. All of this and more is outlined in greater detail within this *Welcome Packet*. Trust that your foster care coordinator/licensor will be there to guide you through every step of this foster parenting process. They are there to answer your questions, support your efforts, and ensure you meet requirements for licensure.

Welcome aboard! We are so grateful to have you as part of this team.

Brent Nelson, Director  
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Level 2 Licensed Foster Home: A Basic Foster Home license is issued to individuals who want to provide foster care to children with whom they may not have a previous relationship.

This guide describes the training rule for Level 2 licensed homes and provides guidance on how to access the training sessions to fulfill training requirements.

Foster Parent training requirements are in three levels:

- Pre-Placement: prior to the placement of a child into the home.
- Initial Licensing: Level 2 licensed foster parents must complete 30 hours of training within the first licensing period. A licensing period can be up to two years.
- Ongoing: Each foster parent who operates a Level 2 licensed foster home shall complete 10 hours of ongoing training in each 12-month period of licensure subsequent to the initial licensing period.

|   |   | Level 2                               |
|---|---|---------------------------------------|
| Pre-Placement Curriculum  | Foster Care Overview                          | <b>Pre-Placement:</b><br>6 hours      |
|   | Expectations of Foster Care                   |                                       |
|   | Caring for Children in Foster Care            |                                       |
|   | Developing and Maintaining Family Connections |                                       |
|   | Foster Family Self-Care                       |                                       |
| Foundation Curriculum   | Permanency                                    | <b>Initial Licensing:</b><br>30 hours |
|   | Cultural Dynamics                             |                                       |
|   | Child Abuse and Neglect                       |                                       |
|   | Effects of Maltreatment on Development        |                                       |
|   | Attachment                                    |                                       |
|   | Separation and Placement                      |                                       |
|   | Importance of Family Connections              |                                       |
|   | Guidance and Positive Discipline              |                                       |
|   | Access to Resources                           |                                       |
| <b>Ongoing:</b> 10 hours each year of licensure beyond the initial licensing period |   |                                       |

## Pre-Placement Training

### *Requirement and Content*

During initial licensure and prior to a child being placed in your home, you must complete the Foster Parent Pre-Placement Training. Training requirements are a minimum of 6 hours of pre-placement training under DCF 56.14 (6).

Preplacement courses reinforce and clarify any information you have learned as a part of the licensing process. They provide the fundamental information needed to

provide a safe and nurturing environment for the child. The topics of the training are listed in the chart above.

### *Accessing the Training*

Foster Parents complete Pre-Placement Training online. The online training can be accessed on the WCWPDS website at: <https://wcpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/>

### *Documenting Completion of Training*

At the end of the Foster Parent Pre-Placement Training, print out the Certificate of Completion to document that you have completed the training. You will want to share this with you foster care coordinator/licensor.

In addition, your licensor will complete a Licensor Guide to the Web-Based Foster Parent Pre-Placement Training form to make sure that they have reviewed all of the information in the training with you and you have had an opportunity get your questions answered.

### *Professional Development Plan for Level 2 Licensed Foster Homes*

The Professional Development Plan for Level 2 Licensed Foster Homes was created to help newly licensed foster parents (one per licensed parent) record the dates that the Foster Parent Pre-Placement Training is completed. The Professional Development Plan is available on the WCWPDS website at: <https://wcpds.wisc.edu/foster-parent-training/>.

## **Initial Licensing Training (Foundation)**

### *Requirement and Content*

Within the first two years of licensure as a Level 2 foster home, foster parents must complete 30 hours of initial licensing training under DCF 56.14 (7) (also called Foundation Training).

The ten-module Foster Parent Foundation curriculum explores the key aspects of foster parenting, focusing on both knowledge and skills building. The topics covered in the training are listed in the table on page 2 of this document. For a more in-depth summary of each module, please go to Milwaukee Child Welfare Partnership website at: <https://uwm.edu/mcwp/foundation-courses/>.

### *Accessing the Training*

The Milwaukee Child Welfare Partnership (MCWP) plans, schedules and delivers Foster Parent Foundation Training to county and tribal licensed foster parents across the state. Child Placing Agencies (CPA) offer Foster Parent Foundation Training to the homes they license. CPA licensed foster parents may also attend training sessions provided by MCWP, on a space available basis.

- Training Calendar - A training calendar is released by MCWP every six months. The current training calendar is available at: <https://uwm.edu/mcwp/statewide-fapt-calendar/>.
- Training Registration - Foster Parents who attend the Foundation training offered via the MCWP must register for the Foster Parent Foundation training in the PDS Online learning management system. The PDS Online Training Registration Guide for County and Tribal Licensed Foster Parents provides detailed information on how to access and use PDS Online to register for and withdraw from Foundation training and view your training transcript. (Note: CPA licensed foster parents may also attend Foundation training sessions provided by MCWP on a space available basis by requesting exceptions via PDS Online.)
- PDS Online Training Registration Guide for County and Tribal Licensed Foster Parents - This Guide is available at: <https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-County-PDS-guide.pdf>.

### *Documenting Completion of the Training*

Once Foundation training that is offered by the MCWP is completed, training attendance is recorded in PDS Online by MCWP staff and will display on your transcript. Your Foster Care Coordinator or licenser has access to your transcript to allow them to monitor your progress completing the training.

### *Professional Development Plan for Level 2 Licensed Foster Homes*

The Professional Development Plan for Level 2 Licensed Foster Homes was created to help newly licensed foster parents (one per licensed parent) record the date each Module of the Foster Parent Foundation training is completed. It allows you to track the Foundation training modules that you still need to complete. The Professional Development Plan is available on the WCWPDS website at: <https://wcpds.wisc.edu/foster-parent-training/>.

## **Ongoing Training**

### *Requirement and Content*

After the initial licensing period, each foster parent in a Level 2 licensed foster home shall complete 10 hours of ongoing training under DCF 56.14 (8) in each 12-month period.

Administrative Code Ch. DCF 56 explains Ongoing Training topics and delivery methods in open-ended terms. This was intentional. This allows Foster Care Coordinators to support foster parent completion of training topics that meet the specific needs of the foster parents and the children for whom they provide care.

## *Training Needs Assessment*

At re-licensure, or at any point during the licensing period, your foster care coordinator or licensor may have a conversation with you about your training needs. Together, with your worker, you should create an ongoing training plan and decide which training opportunities to look for in the upcoming year. Here is a sample of questions to get you started thinking about your training needs:

- *What was your overall experience with Foundation Training?*
- *What information from Foundation training did you find useful? Which did you apply?*
- *Did you face any barriers to using the information?*
- *Would you like more training on that topic?*
- *Describe the children in your home; do any of their circumstances or behaviors pose a challenge?*
- *Would gathering more information or skills to address these challenges improve your confidence in parenting/caring for this child?*

## *Professional Development Plan for Level 2 Licensed Foster Homes*

In the Professional Development Plan for Level 2 Licensed Foster Homes, there is a section of the Plan that allows for foster parents to record information about the ongoing training you attended. You are asked to record the title and type of training, who provided the training, training dates, training description, and actual training hours earned. The Professional Development Plan is available on the WCWPDS website at: <https://wcpds.wisc.edu/foster-parent-training/>.

## *Accessing Training*

Foster Parents can access ongoing training in a variety of ways: web-based, in-person group training, or through self-guided learning (i.e. reading books or newsletters).

It is recommended that you become familiar with training opportunities provided in your county and communities. Each county has an UW Extension Family Living Program that has resources on child development, nutrition, health and safety. School districts, libraries, and local chapters of the United Way or American Red Cross are other entities that offer education to families. Ask your Foster Care Coordinator or licensor to connect you with local programs that may provide resources for ongoing training opportunities.

Additionally, the Milwaukee Child Welfare Partnership (MCWP) and the Foster Care and Adoption Resource Center (FACRC) operated by the Coalition for Children and Families offer ongoing training throughout the year. These are face-to-face or interactive webinars on foster care related topics. For more information check out their websites:

- MCWP: <https://uwm.edu/mcwp/ongoing-training/>
- FCARC: <http://wifostercareandadoption.org/training/>

### *Documenting Completion of the Training*

Any training that foster parents do not register to attend in PDS Online will need to be recorded as external training sessions within PDS Online. You or your Foster Care Coordinator can add an external training. Check with your Foster Care Coordinator to see if you should be entering these sessions into PDS Online or if they will be. Information on how to add an external training is available here: <https://kb.wisc.edu/pdsonline/page.php?id=25379>.

### **Compliance and Training Rule Exceptions**

Training compliance is reviewed by your Foster Care Coordinator or licenser during the licensing period and at renewal. If a foster parent does not comply with the licensing regulations, an exception may be requested by contacting your Foster Care Coordinator.

### **PDS Online Training Registration Guide for County and Tribal Licensed Foster Parents**

This guide was developed to assist licensed foster parents in navigating PDS Online. It is available at: <https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-County-PDS-guide.pdf>