



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 12: Foster Family Home Licensing

Section 05: Pre-Service Training Requirements

Effective Date: September 1, 2022

Version: 6

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

Pre-Service Training is provided for all foster family home (FFH) applicants and teaches vital information to help applicants meet the responsibility of ensuring the safety and well-being of children placed in their care.

[Back to Top](#)

PROCEDURE

The Indiana Department of Child Services (DCS) requires all FFH applicants to successfully complete 10 hours of Pre-Service Training prior to initial licensure (see Practice Guidance for additional information). Applicants remain in applied status until the effective date of their license. Issuance of the FFH license demonstrates that all license requirements are met.

DCS will require applicants seeking a therapeutic certificate through a Licensed Child Placing Agency (LCPA) to complete 20 hours of Pre-Service Training (see Practice Guidance for additional information). The training must include:

1. Ten (10) hours of Pre-Service Training to be licensed as a foster parent; and
2. Ten (10) hours of additional preselected training in therapeutic foster care.

If an application for licensure has been closed through a voluntary withdrawal by the applicant, the Pre-Service Training should be completed again under a new application if more than four (4) years have lapsed since the training completion date. If less than four (4) years have lapsed since the training completion date, the previous Pre-Service Training hours may be used in obtaining the license.

Note: A waiver may be requested to carry forward previously completed Pre-Service Training if more than four (4) years have passed (see policy 12.19 Waivers for additional guidance).

Following completion of the Resource and Adoptive Parent Training (RAPT) sessions, the RAPT trainer will:

1. Complete the Pre-Service/In-Service Evaluation form for a trainee to document feedback, if necessary; and
2. Submit any completed Pre-Service/In-Service Evaluation forms to the licensing worker.

Following the completion of the Pre-Service Training, the licensing worker will:

1. Review any Pre-Service/In-Service Evaluation forms and upload to the case management system; and
2. Ensure training hours are documented in the case management system.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

Licensing Worker

The licensing worker refers to the Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency (LCPA) worker.

Forms and Tools

- [Indiana University \(IU\) CANVAS](#)
- [Pre-Service/In-Service Evaluation of Trainee \(SF52760\)](#)

Related Policies

- [12.14 In-Service Training Requirements](#)
- [12.19 Waivers](#)

[Back to Top](#)

LEGAL REFERENCES

- [465 IAC 2-1.5-22: Foster parent training](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 12.05

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Families Pursuing Adoption

Families pursuing adoption of children in care of DCS must complete RAPT I, II, III, as well as RAPT IV - Adoption. RAPT IV- Adoption is a six (6) hour training and should **only** be taken by those interested in or planning to adopt. This training may be taken at a later date for in-service training hours (see policy 12.14 In-Service Training Requirements).

DCS may provide a waiver to the adoption requirement for relative/kin resource homes that desire to adopt a child. The Pre-Service Adoption Training required prior to the initiation of the adoption home study process for unlicensed relative/kin resource homes and the six (6) hours of RAPT IV training may be waived if the DCS Local Office Director (LOD) approves the exception in writing.

Note: The approved written exception should be uploaded to the case management system.

Pre-Service Training Program

DCS has established a statewide Pre-Service Training program, using the RAPT Curriculum as a component of the family preparation process designed to complement the mutual assessment process.

The RAPT I-III curriculum for Pre-Service Training incorporates 10 hours of training (both in-person and online) and focuses on the following competencies:

1. Team Building;
2. Impact of Abuse and Neglect on Child Development;
3. Attachment, Separation, and Placement;
4. Discipline; and
5. Effects of Caregiving on the Family.

Note: RAPT II Training is completed on-line using Indiana University (IU) CANVAS. The RFCS will provide instructions for DCS foster parents to access IU CANVAS.

The therapeutic Pre-Service Training requirements include RAPT I-III and the following classes:

1. Trauma Informed Care (TIC);
2. Sexual Abuse; and
3. Understanding and Managing Challenging Behavior.

[Back to Top](#)