

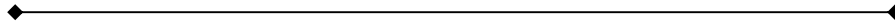


QUICK REFERENCE GUIDE FOR PROSPECTIVE TRAINERS

We are glad you are interested in training for the Ohio Child Welfare Training Program (OCWTP)!

Highly qualified, knowledgeable, professional trainers are the driving force behind the success of the OCWTP in its mission to serve and protect Ohio's children and families.

The following questions and answers were developed to give you a general understanding of OCWTP and the requirements to become an OCWTP trainer. Please visit our website for more information at www.OCWTP.com.



WHAT IS THE OHIO CHILD WELFARE TRAINING PROGRAM?

The Ohio Child Welfare Training Program (OCWTP) is a comprehensive competency-based in-service training system for the assessment of training needs, development of trainers, and delivery of workshops for all of Ohio's public child welfare professionals and resource families. Training is delivered throughout Ohio via eight Regional Training Centers, so that training resources are equitably allocated. Some training system components are uniform across the state, such as standardized workshops and trainer requirements. Other components are individualized to meet the needs of each region, such as specialized and related workshops and training calendars.

WHAT IS THE MISSION OF THE OCWTP?

The OCWTP's mission is to promote the delivery of high-quality, culturally responsive, family-centered services to children who have experienced or are at risk of abuse, neglect, or dependency, and the families of these children. We provide competency-based training primarily to the public agency professionals, caregivers and adoptive parents who serve them. We collaborate with other service providers to promote the delivery of competency-based training. We advocate for public policy and practice standards that reflect best child welfare practice.

WHAT SHOULD I KNOW ABOUT THE HISTORY OF THE OCWTP?

In 1986, the Ohio Department of Job and Family Services (ODJFS) partnered with the Public Children Services Association of Ohio (PCSAO) to create the OCWTP. Eight counties were selected to host the Regional Training Centers (RTCs). ODJFS issued a "request for proposals" for the OCWTP State Training Coordinator. The Institute for Human Services (IHS) was awarded the initial contract and has consistently held the position of State Training Coordinator since OCWTP's inception.

Standardized training for new child welfare caseworkers, known as Core, has routinely been provided since 1987. Over the years, other standardized curricula have been developed and provided, including Supervisor/Manager Core, Foster Care/Adoption Assessor Training, Adoption and Foster Care Preservice, the Sexual Abuse Intervention Series, and workshops for adoptive families.

In 1991, The OCWTP became an approved provider of social worker and counselor training through the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.

The OCWTP was written into state law in 2000, ensuring future caseworkers and resource families will have access to quality child welfare training.

WHAT MAKES THE OCWTP UNIQUE?

In 1989, The Child Welfare League of America determined the OCWTP to be the exemplary state child welfare training program. Since this recognition, our model of training delivery has been adopted by 36 states, their affiliated universities, and six Canadian provinces. The OCWTP's success is based on these unique elements:

Establishment of a Universe of Competencies

Competencies are the backbone of the OCWTP. Simply defined, a competency is a statement of knowledge or skill required to do a job effectively. The OCWTP has developed a "Universe of Competencies" to drive curriculum development, individual training needs assessment, and workshop offerings.

Utilization of an Individual Training Needs Assessment (ITNA)

The ITNA is used by workers and supervisors to identify each worker's training needs. Workers rate competencies based on their importance to their job and the degree to which they have already developed the knowledge or skill. The findings from each ITNA help workers attend their most needed workshops. This information is used by the Regional Training Centers to schedule workshops for the region's highest priority training needs.

Focus on Job-Related Content

Training content relevance is assured by using our Universe of Competencies to guide development of standardized curricula. Additionally, Regional Training Centers work with trainers to ensure their workshops address the particular competencies needed by staff in their regions.

Incorporation of Transfer-of-Learning (TOL) Activities

TOL activities promote the effective and continuing application of the knowledge and skills gained in training to the job. Trainers begin the transfer-of-learning process by conducting application and skill development exercises during the workshops. Supervisors are encouraged to follow up with on-the-job transfer-of-learning activities, such as coaching and mentoring.

Commitment to Cultural Competence

Trainers are required to attend a Training of Trainers workshop on Culture and Diversity; and (delete ,)the Cultural Competence Task Force is a resource available to trainers who would like further guidance. In addition, curricula are reviewed and trainers are observed to assure that cultural issues are examined in a thoughtful, respectful way.

Assurance of Standardization while Responding to Individual Needs

Some workshops, such as the Core series of workshops for new child welfare workers and supervisors, are standardized to ensure that any worker or supervisor anywhere in the state receives the same training. Regional Training Centers also have flexibility in offering workshops that meet the specific needs of their region.

Dedication to Consensus Building

Representatives from OCWTP partners participate on the Central Steering Committee, the planning and decision making body of the OCWTP. The representative nature of the group and the use of negotiation assure decisions consider the diverse needs of all who will be impacted. Voting is used to confirm a decision, not to resolved conflict.

Development of Highly Skilled Trainers

The OCWTP maintains an active trainer pool of approximately 320 of the most highly skilled trainers in North America. OCWTP trainers are experts in the content area they train, know how to make their content area relevant to the field of child welfare, and have well-developed training skills. Through workshops, field experiences, and media resources, they maintain their expertise and build on their knowledge of the field of child welfare. Trainers are committed to becoming culturally competent and value the importance of integrating cultural concepts into all training opportunities. The OCWTP continually monitors trainers and provides technical assistance as needed.

WHO ARE OCWTP PARTNERS AND WHAT ARE THEIR PRIMARY RESPONSIBILITIES?

Each partner of the OCWTP plays an important role in program implementation and maintenance.

- The *Ohio Department of Job and Family Services* sets the broad training program goals and funding levels.
- The *Public Children Services Association of Ohio* advocates for the training needs of Ohio's public children services agencies, informs the committee about child welfare legislation, and involves the committee in developing training system responses to that legislation.
- The eight *Regional Training Centers* administer child welfare-related training within their respective regions and represent the needs and interests of their constituent counties.
- The *OCWTP State Training Coordinator (currently IHS)* administers, coordinates, and evaluates all OCWTP training program activities including the development of trainers.
- *Five private adoption agencies* work collaboratively with the RTCs in providing adoption and foster care training to staff and resource families.
- *Trainers* provide relevant, research-based training to child welfare staff and resource families.

DO I MEET THE CRITERIA TO BECOME AN OCWTP TRAINER?

You are encouraged to apply if you have all of the following:

- Content expertise in an area of need
- Knowledge of Child Welfare
- Training experience or the ability to develop training skills
- A commitment to becoming culturally competent

WHAT IS THE APPLICATION PROCESS?

You have already completed step one by voicing your interest to an OCWTP representative or visiting our website and receiving this brochure. At this point, we suggest you attend the workshop "So You Want to Be an OCWTP Trainer."

If both you and the OCWTP representative with whom you initially made contact agree that your training experience and area of expertise meet a need identified by the OCWTP, you will complete the application packet by submitting: the formal application, three professional references, your resume or vitae, a signed statement acknowledging familiarity with our criminal history policy, and current outlines and bibliographies of workshops you have created and want to present.

Once your application packet is complete, the OCWTP representative will review your material to determine if you should continue to the interview step. The interview will further assist the OCWTP representative in evaluating your expertise and training experience.

After the interview you may be approved as an OCWTP trainer, you may be asked to provide additional information, or you may be asked to present a workshop so that an OCWTP representative can observe and evaluate your training skills.

WHAT IS EXPECTED OF AN OCWTP TRAINER?

As a new OCWTP trainer, you will be required to attend trainer development workshops including:

- **Presentation Skills**, the three-day Training of Trainers (TOT) required prior to presenting any workshops
- **Culture and Diversity**, the four-day Training of Trainers (TOT) required within your first year
- The **Training on Content** (TOC) for any standardized curriculum you will be training (in addition, you may be asked to observe or co-train the curriculum)

Furthermore, you will be encouraged to attend other Training of Trainer workshops specific to your skill development needs.

Additional expectations:

Research Knowledge- Stay current on the best available research and apply it accurately to your training topic.

Child Welfare Experience - Participate in field experiences or other activities that help you understand current child welfare practice.

Technological Know-How - Know how to set up and use technological resources that have been incorporated into any curricula you train, such as PowerPoint or the Classroom Performance System (CPS).

Workshop Preparation - You can expect to spend **at least** as much time in preparation as you do presenting a workshop.

- For OCWTP standardized curriculum, you can anticipate spending at least three hours of preparation for every one hour of training the first few times you present the material.

- For workshops you develop, considerable time will be spent on researching studies and statistics, interviewing other experts, and writing the workshop.

- You will want to spend time preparing before each workshop by revising your presentation and tailoring it to meet the needs of your audience.

- A recent survey of a sample of OCWTP trainers revealed that, per workshop, trainers spent an average of eleven hours on workshop development and nine hours on other preparation activities.

WHAT ARE THE COSTS ASSOCIATED WITH BEING A TRAINER?

As with any profession, there are direct and indirect costs associated with your job as a trainer. Direct costs include the materials you need to present your workshops and travel-related costs, including meals, transportation, and lodging. Although the RTCs provide the standardized materials and equipment on site, some trainers choose to purchase additional materials to augment RTC resources. Some trainers prefer to purchase their own laptop computers and LCD projectors rather than using RTC equipment.

Indirect costs are typically associated with the development of new workshops, such as the purchase of topical materials and the time you spend researching and writing. Though the time and money you use to develop a new workshop is not directly reimbursed, you will benefit by making yourself more marketable to RTCs.

WHAT IS THE REMUNERATION FOR AN OCWTP TRAINER?

OCWTP trainers are independent contractors. You will sign a separate contract each time you train for the system. The OCWTP pays a flat, non-negotiable rate of \$550 per six-hour training day. Because the OCWTP offers workshops based on training needs, we cannot guarantee how much training you will be asked to provide.

CAN I TRAIN IN JUST ONE REGION?

The OCWTP encourages all trainers to be open to scheduling workshops within several regions. The more regions to which you are willing to travel, the more marketable you are.

IF I HAVE PHYSICAL DISABILITIES, CAN I TRAIN?

Absolutely! All RTCs are accessible to persons with physical disabilities. Special accommodations and assistance can be requested in advance from the RTC or workshop site.

MAY I TRAIN IF I HAVE A CRIMINAL HISTORY?

The OCWTP will not approve any prospective trainer who has been convicted of, pled guilty to, or has any pending criminal action in any form of child maltreatment, child exploitation, domestic violence, or any offense listed under Ohio Revised Code 5101:2-5-09. We will review our criminal history policy with you, provide you a copy, and ask you to sign a statement of understanding.

IF I AM EMPLOYED BY A PCSA, CAN I BE AN OCWTP TRAINER?

If you are an employee of a Public Children Services Agency and your job description includes training responsibilities, you cannot be paid to train for the OCWTP. Our policy is based on a 1999 Ohio Ethics Commission letter to the PCSAO Executive Director. If you are unsure if you can accept OCWTP payment, we recommend you seek advice from your county prosecuting attorney prior to beginning the application process.

WHAT IS MY NEXT STEP?

You should contact an OCWTP representative at the training center in your region and he/she can direct you through the next step of the application process.