



PROSPECTIVE TRAINER QUICK REFERENCE GUIDE



Developed by:
The Institute for Human Services
for the Ohio Child Welfare Training Program

The following groups contributed to and provided support for the development of the *Prospective Trainer Quick Reference Guide*:

OCWTP Steering Committee
OCWTP Trainers
OCWTP Trainer Development Work Team

Thank you for interest 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 the OCWTP and the requirements to become an OCWTP trainer. Please visit our website for more information:

<http://www.ocwtp.net>

WHAT IS THE OHIO CHILD WELFARE TRAINING PROGRAM?

OCWTP is a comprehensive competency-based in-service training system for staff, managers, and foster caregivers in Ohio's 88 county Public Children Services Agencies (PCSAs). Designed as a state/county, public/private collaboration, the OCWTP develops and provides an array of learning activities to promote mastery of the complex knowledge and skills needed to assure protection, well-being and permanence for Ohio's abused and neglected children.

WHAT ARE THE MISSION, VISION, AND GUIDING PRINCIPLES OF THE OCWTP?

Mission

To promote best child welfare practice through comprehensive skill development, strategic partnerships and effective advocacy

Vision

Highly skilled staff and caregivers who achieve safety, permanency and well-being for all Ohio children

The OCWTP's **guiding principles** represent the characteristics and values that the OCWTP embraces as we strive to accomplish our mission.

- We are committed to practicing and training **diversity** competence, which is reflected in all our products and services.
- Through **innovation** we explore new strategies, apply new technologies, and offer new learning content.
- As a comprehensive, competency based in-service training (CCBIT) system; we ensure PCSA staff and caregivers receive training based on **evidence-informed** training methods and content.
- To guarantee **quality**, we ensure our training content addresses learning needs; our trainers and coaches are highly skilled; and our evaluation data informs our work.
- We **collaborate** with PCSAs and state and federal organizations to develop and implement learning activities for staff and caregivers.
- We are **responsive** to the learning needs of Ohio's PCSA staff and caregivers. We achieve this through careful assessments on both the agency and regional level, resulting in customized learning plans.

WHO ARE THE OCWTP PARTNERS AND WHAT ARE THEIR PRIMARY RESPONSIBILITIES?



The OCWTP operates through a Statewide Steering Committee that conducts strategic and operational planning, program management, and oversight for all OCWTP initiatives and activities.

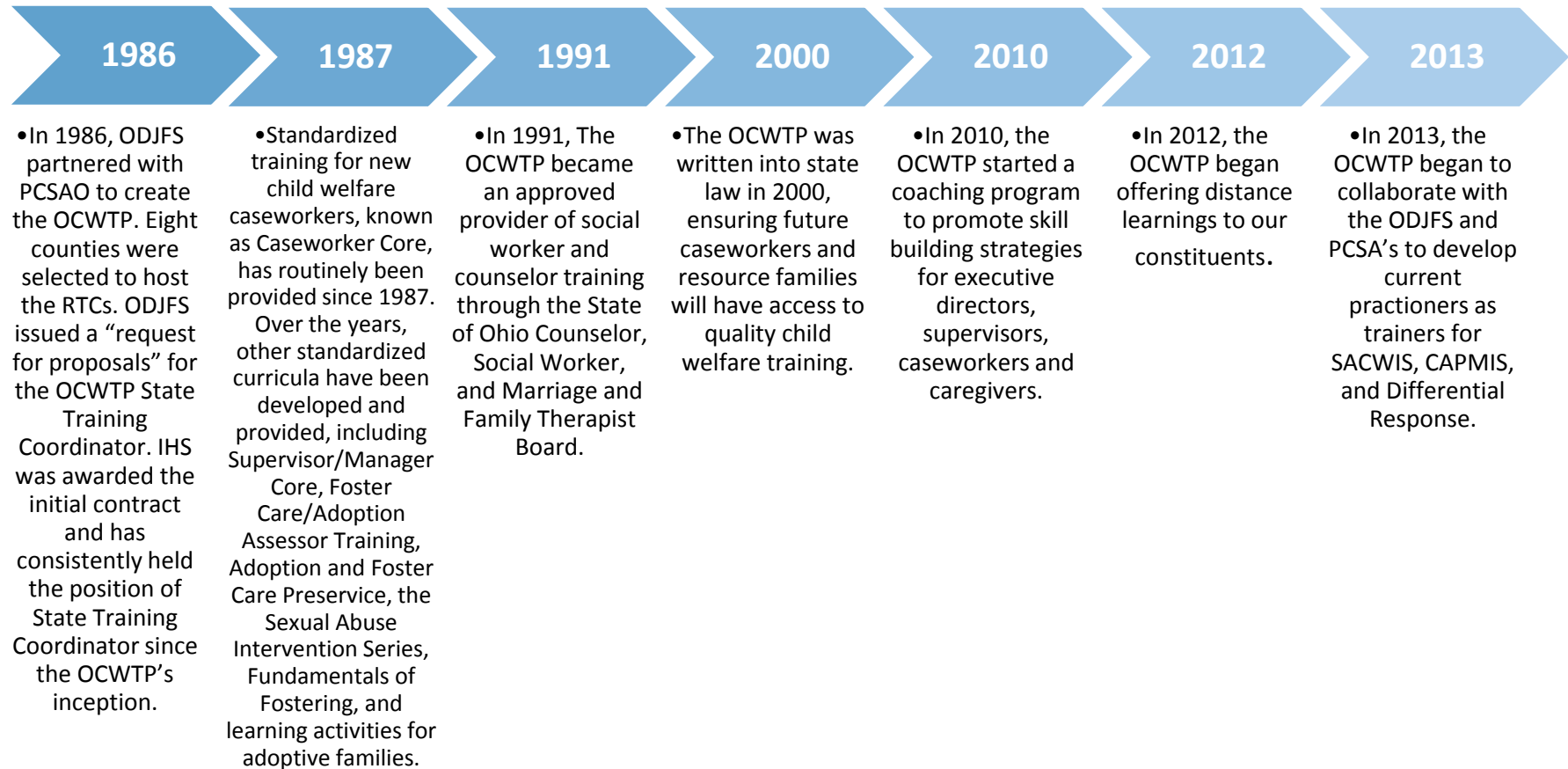
Members of the [Statewide Steering Committee](#) include:

- The *Ohio Department of Job and Family Services* (ODJFS) sets the broad training program goals and funding levels.
- The *Public Children Services Association of Ohio* (PCSAO) 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* (RTCs) 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 the Institute for Human Services (IHS)) administers, coordinates, and evaluates all OCWTP training program activities, including the development of trainers.
- Two *Public Children Services Agency* and two *foster caregiver representatives* strengthen the committee by providing unique perspectives and valuable input.

In addition, the OCWTP partners with:

- Five *private adoption agencies* that work collaboratively with the RTCs in providing adoption and foster care learning activities to staff and resource families.
- *Trainers and coaches* to provide relevant, research-based learning activities to child welfare staff and resource families.

WHAT SHOULD I KNOW ABOUT THE HISTORY OF THE OCWTP?



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 39 states, their affiliated universities, and several 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 learning activities. "Learning activities" refers to the full [continuum of learning delivery methods](#) including classroom and virtual workshops, learning labs, Guided Application and Practice (GAP) sessions, and coaching.

Utilization of an Individual Training Needs Assessment (ITNA) and Individual Development Plan (IDP)

The [ITNA](#) is a tool used to identify high-priority individual training needs. During the ITNA process, which is ideally completed collaboratively by an individual and their supervisor, competencies are rated based on importance to the job and level of development needed. Resulting high priority needs are entered as objectives into an IDP for that individual in [E-Track](#), the OCWTP's learning management system. Individuals can link from IDP objectives to available learning interventions being offered to meet those needs. RTCs and IHS are able to run aggregate reports to identify priority training needs in a county, a region, or statewide for planning purposes.

Focus on Job-Related Content

Training content relevance is assured by using our [Universe of Competencies](#) to guide the development of all learning activities, including standardized curricula. RTCs work with trainers to ensure their learning activities address the particular competencies needed by staff and caregivers 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 TOL process by conducting application and skill development exercises during the learning activities. Supervisors are encouraged to follow up with on-the-job TOL activities, such as coaching and mentoring.

Commitment to Diversity Competence

The OCWTP values promoting diversity competence in all aspects of child welfare practice. The OCWTP defines "diversity competence" as the following:

- Understanding how values, beliefs, attitudes, and traditions influence a person's world view and behaviors (including one's own).
- Understanding the patterns, circumstances, and dynamics that may apply to members of specific groups (including one's own), and
- The ability to use this knowledge/understanding to work sensitively and productively with diverse individuals and families.

Assurance of Standardization while Responding to Individual Needs

Some learning activities, such as the Core series of learning activities for new child welfare workers and supervisors, Preservice Training and the Foster Care Fundamentals are standardized to ensure that any worker or supervisor anywhere in the state receives the same training. To meet the needs of individual counties or regions, RTCs have the flexibility to offer learning activities that meet their specific needs.

Dedication to Consensus Building

Representatives from the OCWTP partners participate on the Statewide Steering Committee, which is 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 resolve conflict.

Development of Highly Skilled Trainers and Coaches

The OCWTP maintains an active trainer pool of the most highly skilled trainers and coaches in North America. OCWTP trainers and coaches 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 learning activities, field experiences, and media resources, they maintain their expertise and build on their knowledge of the field of child welfare. Trainers and coaches are committed to becoming diversity competent and value the importance of integrating cultural concepts into all training opportunities. The OCWTP continually monitors trainers and provides technical assistance as needed.

WHAT IS THE APPLICATION AND APPROVAL PROCESS?

DO I MEET THE CRITERIA TO BECOME AN OCWTP TRAINER?

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

- Current content expertise in an area of need
- Knowledge of child welfare
- Training experience or the ability to develop training skills
- A commitment to diversity competence

WHAT IS THE TRAINER APPLICATION PROCESS?

Attend Workshop

You have already completed step one by voicing your interest to an OCWTP representative or visiting our website and reviewing this brochure. At this point, we suggest you attend the workshop **“So You Want to Be an OCWTP Trainer.”** This workshop provides an overview of the OCWTP’s history and structure, the program requirements to become an OCWTP trainer, and the trainer’s role within the OCWTP.

Complete Application Packet

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 an application packet.

Participate in Interview

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, knowledge of child welfare and training experience.

Approval Process

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

WHAT IS EXPECTED OF A NEW OCWTP TRAINER?

All new OCWTP trainers must:

- Submit all required **application** materials to an OCWTP representative
- Attend *Stand Up and Take Charge of the Learning Environment*, the two-day Training of Trainers (TOT) required prior to presenting any learning activities
- Participate in a **Diversity Assessment** and complete the resulting Diversity Development Plan
- Complete **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)
- Complete a [Learning Outline and Review Form](#) for any learning activity you would like to submit for approval to present through the OCWTP

You will be encouraged to attend other TOTs specific to your skill development needs.

Additional expectations:

- Become proficient in navigating E-Track, the OCWTP's learning management system
- Stay current on the best available research and apply it accurately to your training topic
- Participate in field experiences or other activities that help you understand current child welfare practice
- Further develop your understanding of diversity and your ability to address the dynamics of diversity: 1) in the learning environment and 2) within the context of your area of expertise
- Know how to set up, use, and troubleshoot technological resources that have been incorporated into any curricula you train, such as PowerPoint or the Classroom Performance System (CPS)
- Expect to spend at least twice as much time in preparation as you do presenting a learning activity

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 both the materials you need to present your learning activities and also travel-related costs, including meals, transportation, and lodging. The trainer is responsible for covering all of these expenses. Although the RTCs provide the standardized materials and equipment on site (such as handouts, flipchart paper, markers, tape, laptop, and projector), some trainers choose to purchase their own materials and equipment to augment RTC resources. Any supplemental materials (such as props for an activity) must be supplied by the trainer.

Indirect costs are typically associated with the development of new learning activities, such as the purchase of journal articles and the time you spend researching and writing. Though the time and money you use to develop a new learning activity is not directly reimbursed, you will benefit by making yourself more marketable to RTCs. Trainers are encouraged to develop learning activities only at the request of an RTC.

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 learning activities 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 learning activities within several regions. The more regions to which you are willing to travel, the more marketable you are. However, it is your decision which training jobs you accept.

IF I HAVE PHYSICAL DISABILITIES, CAN I TRAIN?

All RTCs are accessible to persons with physical disabilities. Special accommodations and assistance can be requested in advance from the RTC or learning activity 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 Administrative Code (OAC) 5101:2-5-09. An OCWTP staff member will review our criminal history policy with you, provide you a copy, and ask you to sign a “Statement of Understanding” form.

Applicants who are also foster caregivers are required to complete “Section 3: Application Licensure Disclosure” of the “Statement of Understanding” form.

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

The OCWTP policy states you cannot be paid to train for the OCWTP if you are an employee of a Public Children Services Agency and your job description includes training responsibilities. Our policy is based on a 1999 Ohio Ethics Commission letter (Ethics Ruling 99-003, September 17, 1999) 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.

In addition, some counties address training for the OCWTP in their policies. Prior to applying, please check with your agency director to make sure you will not be violating agency policy.

WHAT IS MY NEXT STEP?

Contact the [Regional Training Center](#) or [Institute for Human Services](#) staff that approached you to become an OCWTP trainer. He/she will provide you with information and answer questions about becoming an OCWTP trainer and the application process.