TRAINING REQUIREMENTS

PLEASE NOTE: All documentation and forms required by the Center for Professional Excellence in Child Welfare (CPE) should either be emailed to a CPE staff member, faxed to 603-271-4737 or mailed to the Concord address: CPE, 117 Pleasant Street, Dolloff Building 3rd Floor, Concord, NH 03301.

1) All DCYF CPS staff are required to complete at least 30 hours of training annually (CPE tracks each annual period as beginning on the anniversary of a person’s DCYF hire date (as noted in Bridges) and ending the following year on the day prior to the DCYF hire date anniversary).

2) All new DCYF field staff (CPS and JJS) are required to complete the Core Academy within their first 6 months of DCYF employment.

3) To receive credit in Bridges for attending CPE-sponsored Core Academy and Specialized trainings, DCYF CPS staff must ensure that they sign the daily attendance sheet for each workshop they attend. They should ensure that the name they add is legible. A name that cannot be read makes it difficult to know who signed the roster. Attendance sheets must include the full training title, date(s), start/end times, trainer name(s), and location, in addition to the names of all attendees.

4) To receive training credit in Bridges for attending non-CPE-sponsored trainings (other than college graduate courses), DCYF CPS staff must submit a training certificate (with their name on it) to CPE for each training/conference they attend. The training certificate must indicate the training/conference title, the attendee’s name, the date(s) of the training/conference, and the number of training hours attended.
   a) If a 2021 Form was not submitted to CPE for approval prior to the non-CPE-sponsored training, the attendee’s supervisor must sign the training certificate that is submitted to CPE, in order to receive training Credit in Bridges for non-CPE-sponsored trainings/conferences.
   b) If a training certificate is not provided at a non-CPE-sponsored training, the DCYF staff should contact their CPE Educational Program Coordinator for information on what other documentation (such as copies of training handouts, training itinerary, notes taken during the training, etc.) may be submitted to CPE in place of the certificate. Either a training certificate or other sufficient documentation is required in order to receive training credit in Bridges for non-CPE-sponsored trainings/conferences.

5) To receive training credit in Bridges for college graduate courses attended during DCYF employment, CPS staff must submit college transcripts to CPE showing the course title(s), dates and/or semester(s) attended, and credit hours satisfactorily completed. Additional course information may be requested by CPE of the course attendee if the number of training hours to be credited in Bridges for each course cannot clearly be determined from the information provided on the college transcript.

6) Any DCYF staff member who wants to be approved to be waived from completing any of the required Core Academy trainings (or any other mandatory trainings) must contact their CPE Educational Program Coordinator for information on waiver requirements and forms.