

# PRE-SERVICE TRAINING SCHEDULE

WINTER  
2024

Jacqueline Fletcher, Director  
Cuyahoga County Division of Children and Family Services  
3955 Euclid Avenue, Cleveland, Ohio 44115  
<http://ocwtp.net/NCORTC.html>





## North Central Ohio Regional Training Center

### Mission Statement:

The North Central Ohio Regional Training Center is an educational resource and support system which implements the mission of the Cuyahoga County Division of Children and Family Services by providing a learning environment for continuous performance improvement of agency staff, foster parents, and targeted community partners.

Phone: (216) 881-5667

Fax: (216) 432-3516

### HHS DEPARTMENT OF LEARNING AND PROFESSIONAL DEVELOPMENT STAFF

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# WESTSHORE OPPORTUNITY CENTER

9830 Lorain Ave. Cleveland, OH 44102

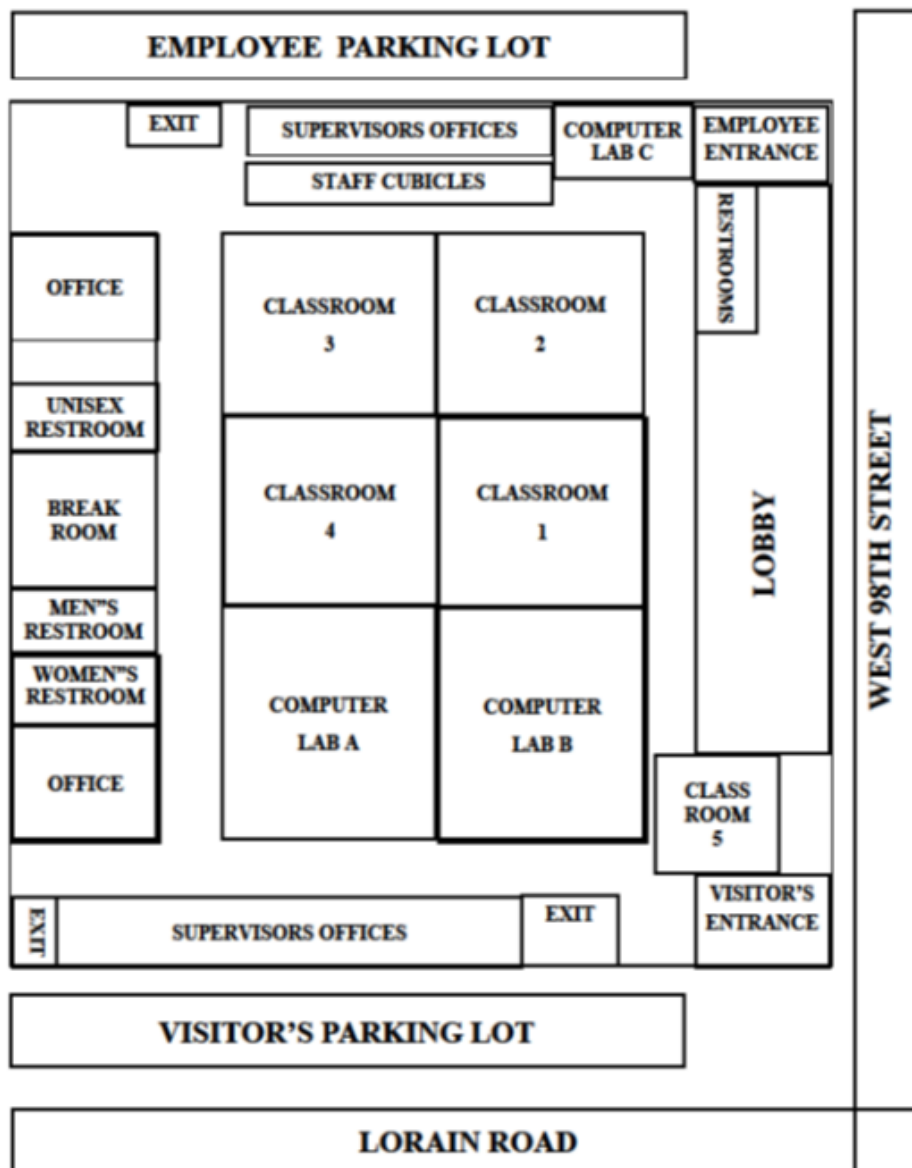
Please note that this building is a mandatory X-ray and metal detector building. This means that everyone who enters the building must go through these machines as well as their belongings daily.



# WESTSHORE OPPORTUNITY CENTER

9830 Lorain Ave. Cleveland, OH 44102

## MAP OF WESTSHORE OPPORTUNITY CENTER



# **INTRODUCING THE WESTSHORE**

## **WELLNESS ROOM**



**FOR WHEN YOU NEED A FEW  
MINUTES TO RELAX,  
RECHARGE, AND RENEW.**



**NURSING MOTHERS HAVE PRIORITY**

**FOR MORE INFORMATION PLEASE SEE ANY MEMBER OF THE WESTSHORE STAFF.**



# JOT Just in Time Training

CUYAHOGA COUNTY ♥ OH



## For Your Information

Use the Arrows to scroll right and left.



**JOT** Just in Time Training

Click here to join the  
**NEW** Just in Time  
**Learning Management System**

This LMS will replace our current training library.

Now Available!

**We Need You!**

Click the Eye

Captioning and Transcripts

**CC**

are being added to  
**Just in Time Videos**  
to better meet  
Accessibility Standards

Look for CC (Closed Captions)

<http://www.jitcuyahoga.org/trainingInfo.html>

## Training you need, when and where you need it.

"I do not believe there was anything that was not of real use in this training. It was 'spot on.'"

"The webinar was informative and well done. The presenters were organized and gave examples throughout. Enjoyed it."

### About Us

Cuyahoga County's Just in Time Training is a web based service program designed to connect foster parents, kinship or other caregivers with training, peer experts and other resources. Questions are answered and practical solutions to care for children are discussed - all from the comfort of your home or office.

### Quick Links

- > Cómo obtener un certificado de entrenamiento
- > Privacy Policy
- > Request a Training
- > Top Tips for Getting a Certificate

### Highlight Videos

Pre-Service Overview of Home Study and Required Forms  
*August 2016*

Helping Children with Trauma Histories  
*November 2019*

Creating Boundaries  
*November 2018*

### Like this page? Share it!

Report Abuse / Neglect:  
(216) 696-KIDS (5437)



## CUYAHOGA COUNTY WESTSHORE TRAINING COVID PROTOCOL

We Ask You Visit Us at a Later Time if You Answer  
**YES** to Either Question Below:

- Do you have any of the following NEW symptoms within the last 2 to 5 days: fever, cough, trouble breathing, shortness of breath, wheezing, new chills, new muscle aches, sore throat, diarrhea, or new loss of smell or taste?
- OR Have you had prolonged, close contact with a person with **confirmed** COVID-19 in the past 14 days?

Persons scheduled to attend training who are experiencing symptoms of illness (i.e., fever, cough, or shortness of breath) or have been exposed to someone who tested positive for COVID should reschedule the training.

Sanitizer & Disinfection Wipes will be provided for use by all attending training.

### Reminders

**FACE MASKS** – Optional for all Staff, Visitors and Trainers.

**SOCIAL DISTANCING** – Stay at least six feet (about 2 arms' length) from other people. Follow signage throughout the building. Classrooms' tables and seating should remain as they are stationed according to social distancing guidelines.

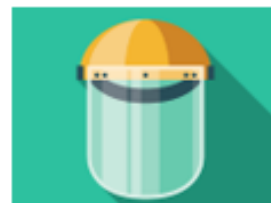
**RESTRICTED CAPACITY** – Each Classroom has maximum capacity guidelines

**\*LIMITED USE** of Cafeteria's Microwaves, Refrigerators, or Coffee Pots

**\*LIMITED FOOD** and use of designated eating areas available based on participants need



**FACE COVERING IS  
OPTIONAL**



Practice Social Distancing



Stay Home if You Are Sick



**LIMITED**

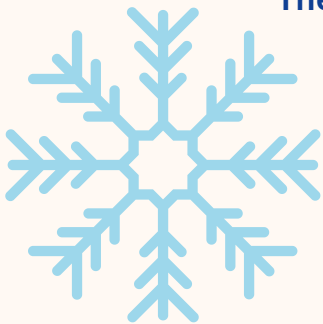
# GUIDELINES FOR AN OPTIMAL LEARNING ENVIRONMENT

## Program Structure

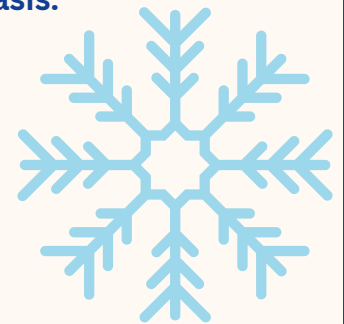
The OCWTP is a cooperative effort of the Ohio Department of Job and Family Services, the Public Children Services Association of the Ohio, the Institute for Human Services, and eight Regional Training Centers (RTCs). Funding for the program is provided by the Ohio Department of Job and Family Services.

## Calendar

The Training calendar is distributed on a quarterly basis:



Winter (January-March)  
Spring (April-June)  
Summer (July-September)  
Fall (October-December)



- 1) Missing more than 15 minutes of training content will require you to retake the training complete session.
- 2) Electronic devices should be silenced during training sessions and used outside of the learning environment when needed.
- 3) All virtual sessions will be held on Zoom. Each participant must connect individually from a laptop, desktop computer, or tablet.
- 4) Cameras are required to be on for the entire duration of the virtual sessions. The class and chat are recorded and saved to track participation.
- 5) Minimize distractions-obtain childcare prior to the start of a session.





North Central Ohio  
Regional Training Center



**Welcome, your journey to becoming a licensed  
Resource Readiness Family begins here!**

**If you are being licensed through a county agency,  
these pages will provide you with the information you need to  
register for, and complete, the Pre-Service Training Series.**

**Pre-Service Training is mandated for prospective  
Resource Readiness Families.**

**If you are being licensed through a private foster care or adoption  
agency, please contact Cuyahoga County Division of Children  
and Family Services Recruitment Department for  
Pre-Service Training Requirements.**

**Cuyahoga County Caregivers are required to  
register for Pre-Service Training  
by contacting the Recruitment Department at**

**ph #216-881-5775**

**website: [www.everychildneedsfamily.com](http://www.everychildneedsfamily.com)**

**Visit Pre-Service Class Schedules website at:  
[www.cfs.cuyahogacounty.us](http://www.cfs.cuyahogacounty.us)**





**Ohio**

**Department of  
Job and Family Services**



**CWTP**

Ohio Child Welfare  
Training Program



**If additional support is needed please contact:**

**Alice Legg**

**HHS Training Specialist**

**(216) 881-5814**


**[alice.legg@jfs.ohio.gov](mailto:alice.legg@jfs.ohio.gov)**

**Nefertiti McKinney-Wells**

**HHS Training Specialist**

**(216) 881-4048**

**[nefertiti.mckinney-wells@jfs.ohio.gov](mailto:nefertiti.mckinney-wells@jfs.ohio.gov)**



# CHILD AND ADULT PROTECTIVE SERVICES LEARNING MANAGEMENT SYSTEM (CAPS LMS)

Registration for Caseworker Core and other statewide offered classes is through CAPS LMS.

New to CAPS LMS? Please use the links below to Job Aids to help you get started!

1. [CAPS LMS Login](#)
2. [Search for Training](#)
3. [Register for a Course](#)
4. [How to Navigate Transcript](#)
5. [How Participants Launch CAPS Zoom Sessions](#)
6. [Completing CAPS Session Evaluations](#)



# CWTP

Ohio Child Welfare  
Training Program

## Child and Adult Protective Services (CAPS)

### Learning Management System

**Ohio** Department of Job and Family Services

Welcome to the Child and Adult Protective Services Learning Management System (CAPS LMS), the gateway to your training needs!

Please enter your credentials

Username:

Password:

[Forgot Username?](#) [Forgot Password?](#) [To register as a new user, please Click Here.](#) [LOGIN](#)

[Need help logging in? Contact us!](#)

© Cornerstone OnDemand. All Rights Reserved.

The workshops listed in this training schedule are sponsored by the Ohio Child Welfare Training Program and offered primarily for child welfare staff from county child welfare and job and family services agencies. Staff from contract agencies may be registered on a space-available basis.

On the Login Page (<https://jfs-ohio.csod.com>) :

- Select the **Click Here** hyperlink.

Fill in all **Required Fields** noted with an asterisk (\*).

- Select the **Look-up** icon for **Division (Agency)**.



- On the **Search Division (Agency) Page**:
  - Expand top node Divisions with the **Black Plus Sign**.

The screenshot shows a web application window titled "Search Division (Agency)". It has two input fields: "Title:" and "ID:". A "Search" button with a magnifying glass icon is to the right. Below the inputs, it says "(2 Results)". A table with three columns: "Title", "ID", and "Parent" is displayed. The first row has a plus sign in a yellow box next to the word "Private". The second row has a plus sign in a yellow box next to the word "Public".

Title	ID	Parent
Private	Private	Ohio Department of Job and Family Services
Public	Public	Ohio Department of Job and Family Services

- Select the **Division Title**.

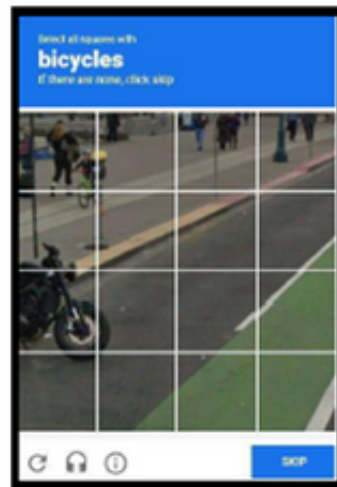
The screenshot shows the same "Search Division (Agency)" window. The "Title" field now contains "Adams County Children Services Board" and is highlighted with a yellow box. The "ID" field contains "10000". The "Parent" field contains "Public". The table below shows several results, including "Adams County Department of Job and Family Services", "Aena Better Health of Ohio", "Allen County Children Services", and "Allen County". A "Cancel" button is at the bottom right.

Title	ID	Parent
Adams County Children Services Board	10000	Public
Adams County Department of Job and Family Services	ADAMS	Public
Aena Better Health of Ohio	ASH	Public
Allen County Children Services	10001	Public
Allen County		

- Select the **I'm not a robot** box.

The screenshot shows a CAPTCHA box with the text "I'm not a robot" and a small image of a person. Below the text are two buttons: "Cancel" and "Not".

- Follow the **promts and Verify**.



- Select the **Next** button.



The second page is a set of optional **Demographics**.

- **Fill in** the details.
- Select the **Next** button.

Please read the instructions at the top of each page.

\* Required Field

The following information is optional and will be used for statistical purposes.

Education Level

Birth Year

Language ID ☐ American Sign Language

☐ Arabic

☐ Chinese

☐ English

☐ French

☐ German

☐ Korean

☐ Portuguese

☐ Russian

☐ Spanish

☐ Vietnamese

☐ Prefer Not To Answer

Pronouns

Ethnicity ID

Race ☐ American Indian, Native American, or Alaska Native

☐ Asian (Including South Asian)

☐ Black or African American

☐ Arab or Middle Eastern

☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ Prefer Not To Answer

Gender ID

Already a user? [Login here](#)

Return to Browsing? [Click here](#)

[Back](#) [Cancel](#) [Next](#)

The third page is to be completed by **Caregivers Only**.

- **Caregivers** provide:
  - Resource Caregiver/Parent Licensure/Approval Date – **enter date**.
  - Level of Care (LOC) – **select from drop-down menu**.
- Select the **Next** button.

The screenshot shows the Ohio Department of Job and Family Services login page. At the top, it says "Ohio Department of Job and Family Services" and "Welcome to the Ohio and Adult Protective Services Learning Management System (OLMS)". Below this, it says "Please read the instructions at the top of each page." The main form area is titled "Required Data" and contains the instruction "Only complete these fields if available as a Caregiver." There are two input fields: "Resource Caregiver/Parent Licensure/Approval Date" and "Level of Care (LOC)". At the bottom, there are three buttons: "Back", "Cancel", and "Next".

On the final page:

- **Adult Protective Services Workers or Contract Workers-**
  - APS Supervisor Core Effective Date – **enter date**.
  - APS Caseworker Core Effective Date – **enter date**.
  - Job Function – **select from the drop-down menu**.
- **Everyone-**
  - **Create a Password** – following listed requirements.
  - **Confirm the Password**.
- Select the **Submit** button.

The screenshot shows the Ohio Department of Job and Family Services login page. At the top, it says "Ohio Department of Job and Family Services" and "Welcome to the Ohio and Adult Protective Services Learning Management System (OLMS)". Below this, it says "Please read the instructions at the top of each page." The main form area is titled "Required Data" and contains the instruction "Please complete these fields if you are an Adult Protective Services worker or contract worker." There are four input fields: "APS Supervisor Core Effective Date", "APS Caseworker Core Effective Date", "Job Function", and "New password". There are also two input fields for "Confirm password". At the bottom, there are three buttons: "Back", "Cancel", and "Submit".

The following message will be onscreen after the Submit button has been selected.



The information provided during registration will be reviewed by the System Administrators.

- Watch for an email with further instructions.



# How Participants Launch CAPS Zoom Sessions

Participants launch their OCWTP and APS virtual training sessions from within the CAPS LMS.

## LOG INTO CAPS

Enter your username and password in the CAPS Production Environment:

<https://ifs-ohio.csod.com/Login/render.aspx?id=defaultclp>



Username: Enter your work email.


Password: Enter the password you selected.

If this is your first CAPS login, select Forgot Password to reset/select your password.

If you have a SACWIS record, you can also access CAPS by following the instructions here:

[https://ifs.ohio.gov/ocf/training-pdf/JobAid\\_CAPS-LMS-Login-JFS\\_FINAL.pdf](https://ifs.ohio.gov/ocf/training-pdf/JobAid_CAPS-LMS-Login-JFS_FINAL.pdf)

Click ACKNOWLEDGE button for the CAPS LMS Privacy Notice (you will see this each time you log in—but don't have to click it after the first time). You will be taken to the Welcome Page:



## LAUNCH YOUR ZOOM SESSION

**NOTE:** CAPS virtual sessions cannot be launched until you are within a half hour of the session start time.

1. Select Transcript under the Learning tab on the top.
2. Change the Filter by Training Type to Session.


The screenshot shows a web interface for managing CAPS sessions. At the top, there are two dropdown menus: 'Filter by Training Status' (set to 'Active') and 'Sort by' (set to 'Status'). To the right is a 'Search by Keyword' input field. Below these is a 'Search Results (2)' section. The first result is '(6) Openness in Adoption (Assessor-Tier 2) (Starts 12/1/2022 9:00 AM)' with details 'Due: No Due Date', 'Status: Registered', and 'Training Type: Session'. To the right of this result is a red 'Launch' button with a dropdown arrow, which is highlighted with a red box.

3. Select the Launch button to the right of the session.

**REMEMBER:** You cannot launch CAPS Zoom sessions earlier than a half hour before the start time.

# January

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2	3	4 <p>The Basics of Placement</p> <p>6p-8:30p</p> <p>CPS-NCORTC - 9718</p> <p>Virtual CAPS/ZOOM</p>	5	6 <p>Trauma Overview</p> <p>9a-10:30a</p> <p>CPS-NCORTC - 9721</p> <p>Virtual CAPS/ZOOM</p> <hr/> <p>The Impact of Trauma on Children in Care</p> <p>10:45-12:15p</p> <p>CPS-NCORTC - 9726</p> <p>Virtual CAPS/ZOOM</p>



# 2024



# January


## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12	13
	<b>Child Development</b> 6p-8p CPS-NCORTC - 9730 <b>Virtual CAPS/ZOOM</b>		<b>Adult, Child, Infant CPR/First Aid/AED</b> 6p-9:15p CPS-NCORTC - 9735 <b>Virtual CAPS/ZOOM</b>		
	<b>Adolescent Development</b> 8:15p-9:15p CPS-NCORTC - 9733 <b>Virtual CAPS/ZOOM</b>				

# 2024

# January

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15 	16	17	18 <p>Effects of Caregiving</p> <p>6p-8p</p> <p>CPS-NCORTC - 9737</p> <p>Virtual CAPS/ZOOM</p> <hr/> <p>Permanency</p> <p>8:15p-9:15p</p> <p>CPS-NCORTC - 9741</p> <p>Virtual CAPS/ZOOM</p>	19	20



# 2024





# January

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25	26	27
			<p><b>Maintaining the Child's Connections</b></p> <p>6p-7:30p</p> <p>CPS-NCORTC - 9745</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Partnering with Primary Families</b></p> <p>7:45p-9:15p</p> <p>CPS-NCORTC - 9749</p> <p><b>Virtual CAPS/ZOOM</b></p>		



# 2024





# January

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30  <b>Discipline Foundations</b>  5:30p-7:30p  CPS-NCORTC - 9752  <b>Virtual CAPS/ZOOM</b>  <hr/> <b>Diversity Foundations</b>  7:45p-9:15p  CPS-NCORTC - 9754  <b>Virtual CAPS/ZOOM</b>	31			



# 2024





# January

## PRE-SERVICE

### THE BASICS OF PLACEMENT

**DATE:** Thursday, January 4, 2024

**TIME:** 6:00 PM - 8:30 PM

**CREDIT HOURS:** 2.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, helps learners understand how children come into care and are matched with a family. Laws influencing matching decisions are discussed, including MEPA, ICWA, Title VI. Learners will understand the importance making an informed decision about the placement and how to create an environment in which the child feels safe.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### TRAUMA OVERVIEW

**DATE:** Saturday, January 6, 2024

**TIME:** 9:00AM - 10:30AM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, defines trauma and explores how trauma influences brain architecture, development, and the ability to attach. Learners will consider how trauma may impact not just the child, but others on the child protection team. Learners will think about how their trauma histories may impact how they will provide care.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024



# January

## PRE-SERVICE

### THE IMPACT OF TRAUMA ON CHILDREN IN CARE

**DATE:** Saturday, January 6, 2024

**TIME:** 10:45AM - 12:15PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, focuses on how trauma impacts the children in care. Learners will consider what new skills and knowledge they will need to provide appropriate care to children who have been impacted by trauma.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### CHILD DEVELOPMENT

**DATE:** Tuesday, January 9, 2024

**TIME:** 6:00PM - 8:00PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, explores the importance of maintaining the child's connections to their primary family and other important adults and peers. Learners will be introduced to the C.A.R.E. Guide, Ohio's recommended best practice in co-parenting. Learners will consider strategies to support the child's important relationships.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024





# January

## PRE-SERVICE

### ADOLESCENT DEVELOPMENT

**DATE:** Tuesday, January 9, 2024

**TIME:** 8:15PM - 9:15PM

**CREDIT HOURS:** 1

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, helps learners understand their need to partner with the primary family for the child's benefit. The importance of empathy is explored, and learners consider child protection from the perspective of the primary family. Learners will hear about the value of partnering from those with lived experience.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### ADULT, CHILD, INFANT CPR/FIRST AID/AED

**DATE:** Thursday, January 11, 2024

**TIME:** 6:00PM—9:15PM

**CREDIT HOURS:** 3.25

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, provides caregivers with the knowledge and skills needed to recognize and respond appropriately to cardiac, breathing, first aid, and environmental emergencies. Learners will gain awareness in giving immediate care to an injured or ill person and to decide whether advanced medical care is needed for all ages, including adults, children, and infants.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024





# January

## PRE-SERVICE

### EFFECTS OF CAREGIVING

**DATE:** Thursday, January 18, 2024

**TIME:** 6:00PM—8:00PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, discusses how to find and apply good child development information. It introduces the importance of providing positive childhood experiences and supporting nurturing relationships. Learners are made aware of the concept of normalcy and how to apply the reasonable and prudent parenting standard.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### PERMANENCY

**DATE:** Thursday, January 18, 2024

**TIME:** 8:15PM - 9:15PM

**CREDIT HOURS:** 1

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, explores what happens during adolescence, including brain development, identity development, and life skills development. Learners will consider how they can support adolescents through this period of development.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024



# January

## PRE-SERVICE

### MAINTAINING THE CHILD'S CONNECTIONS

**DATE:** Thursday, January 25, 2024

**TIME:** 6:00PM - 7:30PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, will help learners take a realistic look at caregiving including stressors and challenging events. This course defines burnout and secondary traumatic stress and explores the risk to caregivers. Learners will understand the importance of self-care and develop a self-care plan.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### PARTNERING WITH PRIMARY FAMILIES

**DATE:** Thursday, January 25, 2024

**TIME:** 7:45PM - 9:15PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, explains the importance of permanency and reviews permanency options for children in care, including reunification and adoption. Adoption supports, including subsidies, are discussed. Learners will consider how they can help prepare children for permanency.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024





# January

## PRE-SERVICE

### DISCIPLINE FOUNDATIONS

**DATE:** Tuesday, January 30, 2024

**TIME:** 5:30PM—7:30PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** Coming soon This course, part of the Preservice training series, discusses the knowledge and skills needed to appropriately discipline children. Learners will consider the importance of re-framing behavior and taking an approach that focuses on relationship, managing their emotions, and being intentional. Learners will also discover how to determine if a discipline strategy is appropriate. in CAPS.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### DIVERSITY FOUNDATIONS

**DATE:** Tuesday, January 30, 2024

**TIME:** 7:45PM—9:15PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, introduces the concepts of diversity competence and cultural humility, disproportionality, and disparity. Learners will consider how equity and inclusion efforts can mitigate disparity and disproportionality. Learners will also explore their own implicit bias and think about how they can confront their bias. Strategies for creating an inclusive and equitable home will be discussed.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024





# February 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16	17
	<b>Child Development</b> 5:30p-7:30p CPS-NCORTC - 9797 <b>Virtual CAPS/ZOOM</b>		<b>Partnering with Primary Families</b> 5:30p-7p CPS-NCORTC - 9803 <b>Virtual CAPS/ZOOM</b>		
	<b>Adolescent Development</b> 7:45p-8:45p CPS-NCORTC - 9802 <b>Virtual CAPS/ZOOM</b>		<b>Maintaining the Child's Connections</b> 7:15p-8:45p CPS-NCORTC - 9804 <b>Virtual CAPS/ZOOM</b>		
	<b>The Basics of Placement</b> 6p-8:30p CPS-NCORTC - 9940 <b>Virtual CAPS/ZOOM</b>		<b>Trauma Overview</b> 5:30p-7p CPS-NCORTC - 9941 <b>Virtual CAPS/ZOOM</b>		
			<b>The Impact of Trauma on Children in Care</b> 7:15p-8:45p CPS-NCORTC - 9945 <b>Virtual CAPS/ZOOM</b>		

# February 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24
	<p><b>Discipline Foundations</b></p> <p>5:30p-7:30p</p> <p>CPS-NCORTC - 9805</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Diversity Foundations</b></p> <p>7:45p-9:15p</p> <p>CPS-NCORTC - 9806</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Child Development</b></p> <p>5:30p-7:30p</p> <p>CPS-NCORTC - 9946</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Adolescent Development</b></p> <p>7:45p-8:45p</p> <p>CPS-NCORTC - 9947</p> <p><b>Virtual CAPS/ZOOM</b></p>		<p><b>Permanency</b></p> <p>5:30p-6:30p</p> <p>CPS-NCORTC - 9807</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Effects of Caregiving</b></p> <p>6:45p-8:45p</p> <p>CPS-NCORTC - 9808</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Partnering with Primary Families</b></p> <p>5:30p-7p</p> <p>CPS-NCORTC - 9948</p> <p><b>Virtual CAPS/ZOOM</b></p> <hr/> <p><b>Maintaining the Child's Connections</b></p> <p>7:15p-8:45p</p> <p>CPS-NCORTC - 9949</p> <p><b>Virtual CAPS/ZOOM</b></p>		







# February 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29		
	<div>Discipline Foundations</div> <div>5:30p-7:30p</div> <div>CPS-NCORTC - 9951</div> <div>Virtual CAPS/ZOOM</div>		<div>Permanency</div> <div>5:30p-6:30p</div> <div>CPS-NCORTC - 9954</div> <div>Virtual CAPS/ZOOM</div>		
	<div>Diversity Foundations</div> <div>7:45p-9:15p</div> <div>CPS-NCORTC - 9952</div> <div>Virtual CAPS/ZOOM</div>		<div>Effects of Caregiving</div> <div>6:45p-8:45p</div> <div>CPS-NCORTC - 9955</div> <div>Virtual CAPS/ZOOM</div>		
			<div>LEAP YEAR</div>		



# February

## PRE-SERVICE

### THE BASICS OF PLACEMENT

**DATES:** Tuesday, February 6, 2024  
Tuesday, February 13, 2024

**TIME:** 6:00 PM - 8:30 PM  
**TIME:** 6:00 PM - 8:30 PM

**CREDIT HOURS:** 2.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, helps learners understand how children come into care and are matched with a family. Laws influencing matching decisions are discussed, including MEPA, ICWA, Title VI. Learners will understand the importance making an informed decision about the placement and how to create an environment in which the child feels safe.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### TRAUMA OVERVIEW

**DATES:** Thursday, February 8, 2024  
Thursday, February 15, 2024

**TIME:** 5:30 PM - 7:00 PM  
**TIME:** 5:30 PM - 7:00 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, defines trauma and explores how trauma influences brain architecture, development, and the ability to attach. Learners will consider how trauma may impact not just the child, but others on the child protection team. Learners will think about how their trauma histories may impact how they will provide care.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024

# February

## PRE-SERVICE

### THE IMPACT OF TRAUMA ON CHILDREN IN CARE

**DATES:** Thursday, February 8, 2024  
Thursday, February 15, 2024

**TIME:** 7:15 PM - 8:45 PM  
**TIME:** 7:15 PM - 8:45 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, focuses on how trauma impacts the children in care. Learners will consider what new skills and knowledge they will need to provide appropriate care to children who have been impacted by trauma.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### CHILD DEVELOPMENT

**DATES:** Tuesday, February 13, 2024  
Tuesday, February 20, 2024

**TIME:** 5:30 PM - 7:30 PM  
**TIME:** 5:30 PM - 7:30 PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, discusses how to find and apply good child development information. It introduces the importance of providing positive childhood experiences and supporting nurturing relationships. Learners are made aware of the concept of normalcy and how to apply the reasonable and prudent parenting standard.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024

# February

## PRE-SERVICE

### ADOLESCENT DEVELOPMENT

**DATES:** Thursday, February 13, 2024  
Thursday, February 20, 2024

**TIME:** 7:45 PM - 8:45 PM  
**TIME:** 7:45 PM - 8:45 PM

**CREDIT HOURS:** 1

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, explores what happens during adolescence, including brain development, identity development, and life skills development. Learners will consider how they can support adolescents through this period of development.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### PARTNERING WITH PRIMARY FAMILIES

**DATES:** Thursday, February 15, 2024  
Thursday, February 22, 2024

**TIME:** 5:30 PM - 7:00 PM  
**TIME:** 5:30 PM - 7:00 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, explores the importance of maintaining the child's connections to their primary family and other important adults and peers. Learners will be introduced to the C.A.R.E. Guide, Ohio's recommended best practice in co-parenting. Learners will consider strategies to support the child's important relationships.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024

# February

## PRE-SERVICE

### MAINTAINING THE CHILD'S CONNECTIONS

**DATES:** Thursday, February 15, 2024  
Thursday, February 22, 2024

**TIME:** 7:15 PM - 8:45 PM  
**TIME:** 7:15 PM - 8:45 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, helps learners understand their need to partner with the primary family for the child's benefit. The importance of empathy is explored, and learners consider child protection from the perspective of the primary family. Learners will hear about the value of partnering from those with lived experience.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### DISCIPLINE FOUNDATIONS

**DATES:** Tuesday, February 20, 2024  
Tuesday, February 27, 2024

**TIME:** 5:30 PM - 7:30 PM  
**TIME:** 5:30 PM - 7:30 PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** Coming soon This course, part of the Preservice training series, discusses the knowledge and skills needed to appropriately discipline children. Learners will consider the importance of re-framing behavior and taking an approach that focuses on relationship, managing their emotions, and being intentional. Learners will also discover how to determine if a discipline strategy is appropriate. in CAPS.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024

# February

## PRE-SERVICE

### DIVERSITY FOUNDATIONS

**DATES:** Tuesday, February 20, 2024  
Tuesday, February 27, 2024

**TIME:** 7:45 PM - 9:15 PM  
**TIME:** 7:45 PM - 9:15 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, introduces the concepts of diversity competence and cultural humility, disproportionality, and disparity. Learners will consider how equity and inclusion efforts can mitigate disparity and disproportionality. Learners will also explore their own implicit bias and think about how they can confront their bias. Strategies for creating an inclusive and equitable home will be discussed.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### PERMANENCY

**DATES:** Thursday, February 22, 2024  
Thursday, February 29, 2024

**TIME:** 5:30 PM-6:30 PM  
**TIME:** 5:30 PM-6:30 PM

**CREDIT HOURS:** 1

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, explains the importance of permanency and reviews permanency options for children in care, including reunification and adoption. Adoption supports, including subsidies, are discussed. Learners will consider how they can help prepare children for permanency.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024

# February

## PRE-SERVICE

### EFFECTS OF CAREGIVING

**DATES:** Thursday, February 22, 2024  
Thursday, February 29, 2024

**TIME:** 6:45 PM - 8:45PM  
**TIME:** 6:45 PM - 8:45 PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual - CAPS/ZOOM

**CONTENT:** This course, part of the Preservice training series, will help learners take a realistic look at caregiving including stressors and challenging events. This course defines burnout and secondary traumatic stress and explores the risk to caregivers. Learners will understand the importance of self-care and develop a self-care plan.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### ADULT, CHILD, INFANT CPR/FIRST AID/AED

**DATE:** Monday, February 5, 2024

**TIME:** 6:00 PM—9:15 PM

**CREDIT HOURS:** 3.25

**REGISTRATION:** Maximum 25

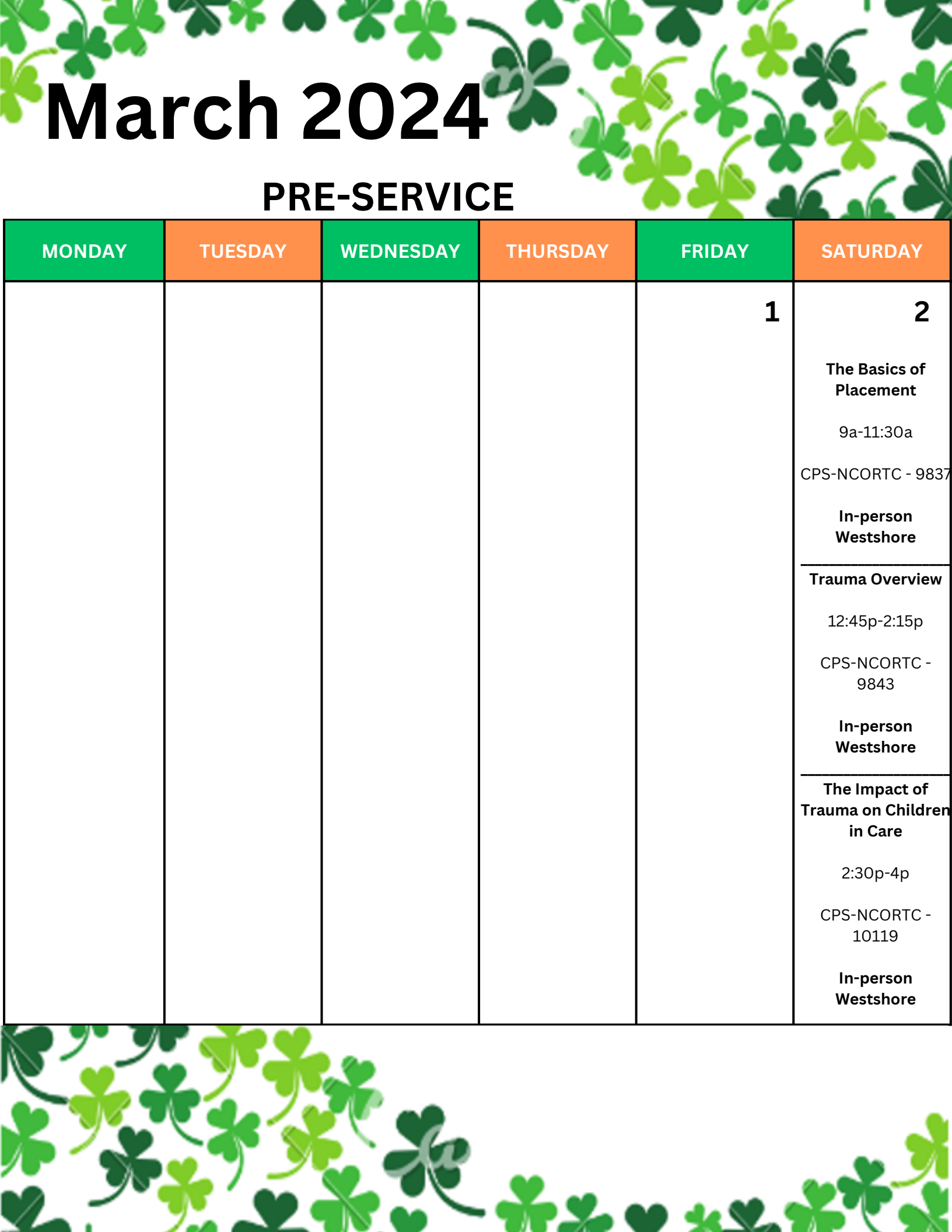
**LOCATION:** Virtual—CAPS

**CONTENT:** This course, part of the Preservice training series, provides caregivers with the knowledge and skills needed to recognize and respond appropriately to cardiac, breathing, first aid, and environmental emergencies. Learners will gain awareness in giving immediate care to an injured or ill person and to decide whether advanced medical care is needed for all ages, including adults, children, and infants.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024





# March 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2
					<div><div>The Basics of Placement</div><div>9a-11:30a</div><div>CPS-NCORTC - 9837</div><div>In-person Westshore</div></div>
					<div><div>Trauma Overview</div><div>12:45p-2:15p</div><div>CPS-NCORTC - 9843</div><div>In-person Westshore</div></div>
					<div><div>The Impact of Trauma on Children in Care</div><div>2:30p-4p</div><div>CPS-NCORTC - 10119</div><div>In-person Westshore</div></div>



# March 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7	8	9
	<div>Adult, Child, Infant CPR/First Aid/AED</div> <div>6p-9:15p</div> <div>CPS-NCORTC - 9895</div> <div>In-person Westshore</div>				






# March 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15	16
	<b>Maintaining the Child's Connections</b>  5:45p-7:15p  CPS-NCORTC - 10121  <b>In-person Westshore</b>		<b>Child Development</b>  5:30p-7:30p  CPS-NCORTC - 10125  <b>In-person Westshore</b>		
	<b>Partnering with Primary Families</b>  7:30p-9p  CPS-NCORTC - 10122  <b>In-person Westshore</b>		<b>Adolescent Development</b>  7:45p-9:15p  CPS-NCORTC - 10126  <b>In-person Westshore</b>		





# March 2024

## PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
18	19	20	21	22	23
	<b>Discipline Foundations</b>  5:30p-7:30p  CPS-NCORTC - 10127  <b>In-person Westshore</b>		<b>Effects of Caregiving</b>  5:45p-7:45p  CPS-NCORTC - 10129  <b>In-person Westshore</b>		
	<b>Diversity Foundations</b>  7:45p-9:15p  CPS-NCORTC - 10128  <b>In-person Westshore</b>		<b>Permanency</b>  8p-9p  CPS-NCORTC - 10130  <b>In-person Westshore</b>		

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# PRE-SERVICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30





# March

## PRE-SERVICE



### THE BASICS OF PLACEMENT

**DATE:** Saturday, March 2, 2024

**TIME:** 9:00 AM - 11:30 AM

**CREDIT HOURS:** 2.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, helps learners understand how children come into care and are matched with a family. Laws influencing matching decisions are discussed, including MEPA, ICWA, Title VI. Learners will understand the importance making an informed decision about the placement and how to create an environment in which the child feels safe.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### TRAUMA OVERVIEW

**DATE:** Saturday, March 2, 2024

**TIME:** 12:45 PM - 2:15 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, defines trauma and explores how trauma influences brain architecture, development, and the ability to attach. Learners will consider how trauma may impact not just the child, but others on the child protection team. Learners will think about how their trauma histories may impact how they will provide care.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024







# March

## PRE-SERVICE



### THE IMPACT OF TRAUMA ON CHILDREN IN CARE

**DATE:** Saturday, March 2, 2024

**TIME:** 2:30 PM - 4:00 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, focuses on how trauma impacts the children in care. Learners will consider what new skills and knowledge they will need to provide appropriate care to children who have been impacted by trauma.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### Adult, Child, Infant CPR/First Aid/AED

**DATE:** Tuesday, March 5, 2024

**TIME:** 6:00PM—9:15PM

**CREDIT HOURS:** 3.25

**REGISTRATION:** Maximum 25

**LOCATION:** Virtual—CAPS

**CONTENT:** This course, part of the Preservice training series, provides caregivers with the knowledge and skills needed to recognize and respond appropriately to cardiac, breathing, first aid, and environmental emergencies. Learners will gain awareness in giving immediate care to an injured or ill person and to decide whether advanced medical care is needed for all ages, including adults, children, and infants.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024





# March

## PRE-SERVICE



### MAINTAINING THE CHILD'S CONNECTIONS

**DATE:** Tuesday, March 12, 2024

**TIME:** 5:45 PM - 7:15 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, explores the importance of maintaining the child's connections to their primary family and other important adults and peers. Learners will be introduced to the C.A.R.E. Guide, Ohio's recommended best practice in co-parenting. Learners will consider strategies to support the child's important relationships.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### PARTNERING WITH PRIMARY FAMILIES

**DATES:** Tuesday, March 12, 2024

**TIME:** 7:30 PM - 9:00 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, explores the importance of maintaining the child's connections to their primary family and other important adults and peers. Learners will be introduced to the C.A.R.E. Guide, Ohio's recommended best practice in co-parenting. Learners will consider strategies to support the child's important relationships.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024





# March

## PRE-SERVICE

### CHILD DEVELOPMENT

**DATES:** Thursday, March 14, 2024

**TIME:** 5:30 PM - 7:30 PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, discusses how to find and apply good child development information. It introduces the importance of providing positive childhood experiences and supporting nurturing relationships. Learners are made aware of the concept of normalcy and how to apply the reasonable and prudent parenting standard.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### ADOLESCENT DEVELOPMENT

**DATE:** Thursday, March 14, 2024

**TIME:** 7:45 PM - 9:15 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, explores what happens during adolescence, including brain development, identity development, and life skills development. Learners will consider how they can support adolescents through this period of development.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024



# March

## PRE-SERVICE



### DISCIPLINE FOUNDATIONS

**DATES:** Tuesday, March 19, 2024

**TIME:** 5:30PM - 7:30PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** Coming soon This course, part of the Preservice training series, discusses the knowledge and skills needed to appropriately discipline children. Learners will consider the importance of re-framing behavior and taking an approach that focuses on relationship, managing their emotions, and being intentional. Learners will also discover how to determine if a discipline strategy is appropriate. in CAPS.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### DIVERSITY FOUNDATIONS

**DATES:** Tuesday, March 19, 2024

**TIME:** 7:45 PM - 9:15 PM

**CREDIT HOURS:** 1.5

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, introduces the concepts of diversity competence and cultural humility, disproportionality, and disparity. Learners will consider how equity and inclusion efforts can mitigate disparity and disproportionality. Learners will also explore their own implicit bias and think about how they can confront their bias. Strategies for creating an inclusive and equitable home will be discussed.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

# 2024







# March

## PRE-SERVICE

### EFFECTS OF CAREGIVING

**DATES:** Thursday, March 21, 2024

**TIME:** 5:45 PM - 7:45 PM

**CREDIT HOURS:** 2

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, will help learners take a realistic look at caregiving including stressors and challenging events. This course defines burnout and secondary traumatic stress and explores the risk to caregivers. Learners will understand the importance of self-care and develop a self-care plan.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families

### PERMANENCY

**DATES:** Thursday, March 21, 2024

**TIME:** 8:00PM - 9:00PM

**CREDIT HOURS:** 1

**REGISTRATION:** Maximum 25

**LOCATION:** In-person: 9830 Lorain Ave. Cleveland, OH 44102

**CONTENT:** This course, part of the Preservice training series, explains the importance of permanency and reviews permanency options for children in care, including reunification and adoption. Adoption supports, including subsidies, are discussed. Learners will consider how they can help prepare children for permanency.

**TARGET AUDIENCE:** Pre-Service Requirement, Resource Readiness Families



# 2024

# PRE-SERVICE TRAINING SCHEDULE

# WINTER

# 2024



North Central Ohio  
Regional Training Center