



# Department of Children & Youth

Northwest Ohio Regional Training Center


## 2025 Winter Staff Training Calendar JAN - MAR



**new address as of JULY 24, 2024:  
301 Adams Street, Toledo, OH 43604**



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### Mission Statement

The Ohio Child Welfare Training Program promotes the delivery of high quality, culturally competent, family centered services to children and their families who have experienced or are at risk of abuse, neglect, or dependency. 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 standards that reflect best practice in child welfare.

### County Agencies served by the Northwest Ohio Regional Training Center

- **Defiance/Paulding DJFS:** Director, Amy Simonis 419-782-3881
- **Erie DJFS:** Director, A.J. Lill 419-627-4400
- **Fulton DJFS:** Director, Amy Metz-Simon 419-337-0010
- **Hancock DJFS:** Director, Randall Galbraith 419-422-0182
- **Henry DJFS:** Director, Shannon Jones 419-592-0946
- **Huron DJFS:** Director, Lenora Minor 419-668-8126
- **Lucas Co. (LCCS):** Director, Randall Muth 419-213-3200
- **Ottawa DJFS:** Director, Stephanie Kowal 419-898-3688
- **Putnam DJFS:** Director, Suzy Wichmeyer 567- 376-3777
- **Sandusky DJFS:** Director, Melanie Allen 419-334-3891
- **Seneca DJFS:** Director, Kathy Oliver 419-447-5011
- **Van Wert DJFS:** Director, Erinn Sellers 419-238-5430
- **Williams DJFS:** Director, Kylee Towne 419-636-6725
- **Wood DJFS:** Director, David Wigent 419-352-7566
- **Wyandot DJFS:** Director, Jason A. Fagon 419-294-4977



## Department of Children & Youth

Northwest Ohio Regional Training Center

**Melonny King, Director**, Melonny.King@jfs.ohio.gov

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**Megan Hite, Regional Training Center Clerk (Staff)**, Megan.Hite@jfs.ohio.gov

**Tanya Roach, Regional Training Center Clerk (Assessor, Preservice, & Foster Parent College)**, Tanya.Roach@jfs.ohio.gov

**Catrina Carwell, Regional Training Center Clerk (Ongoing Resource Family)**,  
Catrina.Carwell@jfs.ohio.gov

### **CAPS Registration How-To**

- Log into CAPS
- Search by keyword or Learning Title
- Click: "Enroll or View Available Dates for this Training"
- Choose the session occurring at NWORTC on the date specified
- Reference CAPS Job Aids located in the CAPS knowledge bank for assistance

If you need additional assistance, please contact **CAPS Live Support** ([link here](#) or from the CAPS Welcome page) or **Megan Hite** at (419) 213-3653 or by e-mail at: Megan.Hite@jfs.ohio.gov.

### **Rules of Training**

- Please allow yourself ample travel time.
- You will not receive credit for the training **if you miss more than 15 minutes** of the session; all time spent outside the classroom counts toward this 15 minutes.
- **Partial credit cannot be given** for any training session.
- You **MUST** attend ALL parts of a training session to receive a certificate of credit; this includes sessions that extend beyond one day.
- **Turn off cell phones** or put them on silent mode and return calls during break times or lunch.
- Electronic devices such as IPADS may only be used for note-taking.
- Excessive use of electronic devices during training (i.e., texting, messaging, Facebook, etc.) other than for note-taking could prevent you from receiving credit for the training.
- During virtual training **make sure your camera is ON.**
- Create a quiet environment for virtual learning.
- Ensure that your internet is working and your software is updated **before virtual training.**
- **Dress professionally** for virtual training as you would for in-person training.

UNLESS OTHERWISE NOTED, CLASSES ARE HELD AT:

**The Northwest Ohio Regional Training Center (NWORTC)**  
**301 Adams Street**  
**Toledo, Ohio 43604**

NWORTC

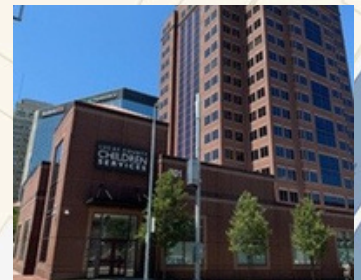
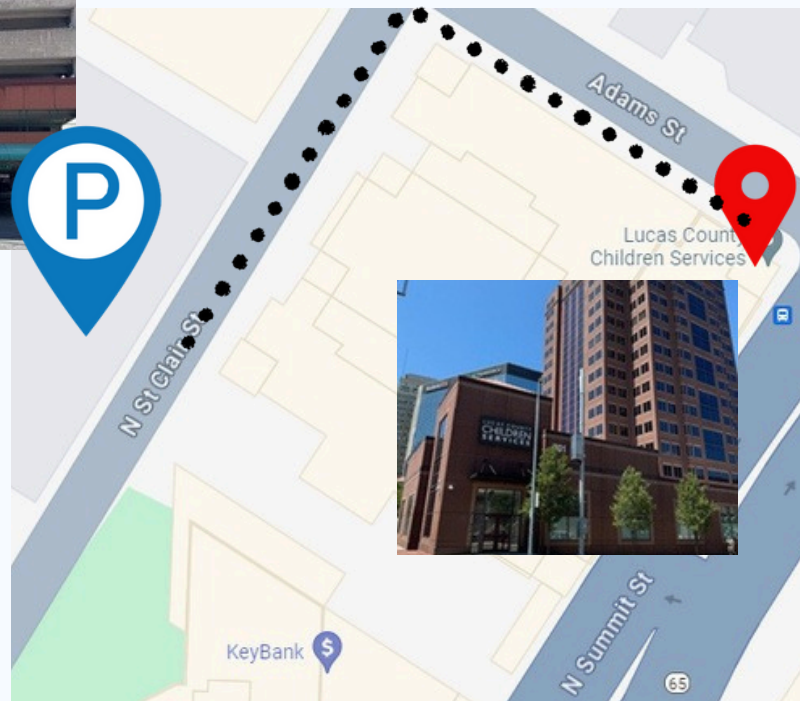
301 Adams St., Toledo,  
OH 43604

Park Smart Garage  
334 N. Superior St.,  
Toledo, OH 43604

NWORTC

## PARKING & BUILDING ENTRY

- **PARK SMART GARAGE IS THE CLOSEST:**  
**334 N. SUPERIOR PULL A TICKET AND**
- **PARK DO NOT PARK IN RESERVED**
- **SPACES**



- **ON FOOT, EXIT THE GARAGE LEFT ONTO SAINT CLAIR ST. AND THEN RIGHT ONTO ADAMS ST.**
- **ENTER LUCAS CO. CHILDREN SERVICES AT 301 ADAMS AND SIGN IN WITH SECURITY**



- **EFFECTIVE 7/1/2024 NWORTC STAFF WILL NO LONGER VALIDATE PARKING FOR PCSA STAFF. WE RESPECTFULLY REQUEST YOU REFER TO YOUR COUNTY'S MILEAGE/ REIMBURSEMENT POLICY FOR ANY COST INCURRED DURING TRAVEL.**

Questions?

megan.hite@jfs.ohio.gov   
419-213-3653 



Department of  
Children & Youth

Northwest Ohio Regional Training Center

2025



Department of Children & Youth

Northwest Ohio Regional Training Center

# JANUARY

STAFF

SUN

MON

TUE

WED

THU

FRI

SAT

			1	2	3 Virtual <b>Working with Youth at Risk of Human Trafficking,</b> 9am-4pm	4
5	6 Virtual <b>Street Smart Ohio: Substance Abuse Awareness &amp; Recognition for Child Welfare Professionals</b> 9am-4pm	7 Virtual CW CORE <b>Collaboration &amp; Teaming,</b> 9am-2:45pm	8 Virtual <b>Survivor-Led Human Trafficking Awareness Interdisciplinary Training,</b> 9am-12:15pm	9 In-Person SUP CORE <b>Supervisor Self-Care,</b> 12:30pm-4:30pm	10	11
12	13 Virtual <b>A Smooth Transition: Taking the Step from Worker to Supervisor,</b> 9am-12pm	14 Virtual CW CORE <b>Engagement &amp; Interviewing Skills Practice,</b> 9am-4pm	15 NEW In-Person <b>Building and Maintaining Boundaries,</b> 10am-3:15pm	16 Virtual <b>How to Identify and Address Microaggressions in Today's Climate</b> 9am-12pm	17	18
19	20	21 Virtual CW CORE <b>Interviewing Children,</b> 9am-12:45pm	22 Virtual <b>Stress, Anxiety Relief with EFT/Tapping-Introduction,</b> 9am-12pm	23 In-Person <b>S.E.E.K.: Search, Engage, Explore, Kinnect</b> 9am-4pm In-Person SUP CORE <b>Trauma-Informed Supervision,</b> 1pm-4pm	24	25
26	27	28 Virtual <b>Anxiety Disorders: Joy, Fear, Anger, Disgust, and Sadness all Working Together,</b> 9am-4pm Virtual CW CORE <b>Determining if Abuse or Neglect Occurred,</b> 9am-4pm	29 Virtual <b>Take My Advice: Guidelines for Assessing and Advising Parents,</b> 9am-4pm In-Person <b>Beyond the Silence: Forensic Interviewing Part 1</b> 9am-4pm Day 1 of 3	30 In-Person SUP CORE <b>Supervision Strategies for Managing Conflict,</b> 9am-4pm In-Person <b>Beyond the Silence: Forensic Interviewing Part 1</b> 9am-4pm Day 2 of 3	31 In-Person <b>Beyond the Silence: Forensic Interviewing Part 1</b> 9am-12:15pm Day 3 of 3	

TRAINING OF NOTE:

- Human Trafficking: \_\_\_\_\_
- JAN 3 \_\_\_\_\_
- JAN 8 \_\_\_\_\_
- Ethics: \_\_\_\_\_
- JAN 15 \_\_\_\_\_
- Forensic Interviewing: \_\_\_\_\_
- JAN 29-31 \_\_\_\_\_
- Substance Abuse: \_\_\_\_\_
- JAN 6 \_\_\_\_\_
- Mental Health: \_\_\_\_\_
- JAN 28 \_\_\_\_\_
- Self-Care: \_\_\_\_\_
- JAN 22 \_\_\_\_\_

RED MEETS CRITERIA FOR LCCS CULTURAL DIVERSITY POLICE #490:

- JAN 16 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

NOTES:

SESSIONS IN GREEN ARE CW CORE

SESSIONS IN PURPLE ARE SUP CORE

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# 2025



## Department of Children & Youth

Northwest Ohio Regional Training Center

# FEBRUARY

## STAFF

SUN MON TUE WED THU FRI SAT

						1
2	3	4 Virtual CW CORE <b>Fact Gathering Skills Practice,</b> 9am-12:30pm	5 Virtual <b>Street Smart Ohio Series: Everything Marijuana,</b> 9am-12pm	6 Virtual <b>ADHD among Children and Adolescents,</b> 9am-12pm Virtual <b>Effective Trial Testimony in a Termination of Parental Rights,</b> 9am-4pm	7 <b>In-Person Leading Across Generations,</b> 9am - 4pm	8
9	10	11 Virtual CW CORE <b>Quality Assessments of Safety: Is Immediate Intervention Necessary to Assure Child Safety?,</b> 9am-4pm In-Person @ Putnam Co. <b>Basic Drug Identification,</b> 9am-4pm	12 Virtual <b>Is Poverty Culture? Strategies for Working with Families Living in Poverty (C,</b> 9am - 4pm In-Person @ Putnam Co. <b>Identification of Meth Labs,</b> 9am-4pm	13 Virtual SUP CORE <b>Staff Development: The Coaching Mindset in Action,</b> 9am-4pm	14	15
16	17	18 Virtual CW CORE <b>Assuring Child Safety in Key Practice Areas,</b> 9am-4pm	19 In-Person <b>Child and Animal Abuse,</b> 9am-4pm	20	21	22
23	24	25 Virtual CW CORE <b>Assessing Risk of Future Harm,</b> 9am-4pm	26 In-Person <b>Level Up: Time Management and Organization,</b> 9am-12pm	27 Virtual SUP CORE <b>Supervision Strategies for Leading Change,</b> 9am-3:30pm	28 Virtual <b>Applying Personal Values and Diversity Considerations to Child Sexual Abuse Cases,</b> 10am-2:45pm	

**TRAININGS OF NOTE:**

- Substance Abuse:  
FEB 5
- Supervision / Motivational:  
FEB 7
- Domestic Violence:  
FEB 19
- Organization:  
FEB 26
- Ethics:  
FEB 28
- Sexual Abuse:  
FEB 28
- 
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**RED MEETS CRITERIA FOR LCCS CULTURAL DIVERSITY POLICE #490:**

- FEB 7
- FEB 12
- FEB 28
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**NOTES:**

**SESSIONS IN GREEN ARE CW CORE**

**SESSIONS IN PURPLE ARE SUP CORE**

**SESSIONS IN YELLOW ARE LOCATED OUTSIDE OF LUCAS COUNTY**

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# 2025



## Department of Children & Youth

Northwest Ohio Regional Training Center

# MARCH

## STAFF

SUN MON TUE WED THU FRI SAT

						1
2	3	4	5	6	7	8
		Virtual CW CORE CW CORE 6, 9am-4pm Day 1 of 3			Virtual CW CORE CW CORE 6, 9am-4pm Day 2 of 3	
				Virtual CW CORE CW CORE 6, 9am-4pm Day 3 of 3		
9	10	11	12	13	14	15
		Virtual CW CORE Working Towards Successful Reunification: Strengthening the Relationship Between Primary and Resource Families, 9am-4pm	In-Person From Conflict to Collaboration, 9am - 4pm	Virtual Understanding a Child's Experience of Sexual Abuse, 9am-12pm Day 1 of 2	Virtual Understanding a Child's Experience of Sexual Abuse, 9am-12pm Day 2 of 2	
				Virtual SUP CORE Managing for Outcomes: Using Ohio SACWIS Data to Improve Unit Performance, 12:30pm-4:15pm		
16	17	18	19	20	21	22
		Virtual CW CORE Managing Effects of Separation, 9am-2:15pm	Virtual The 3 R's of Ethics: Recognition, Resolution, and Response, 9am-12:15pm	Virtual Working with Parents of Limited Cognitive Functioning, 9am-4pm		
32	24	25	26	27	28	29
		Virtual CW CORE Preparing For & Completing Case Closure, 10am-2:45pm	Virtual Supervision and "The Office": Lessons Learned from the Managers of Dunder Mifflin, 9am-12:15pm	Virtual SUP CORE Assessing and Evaluating Staff Performance, 9am-4pm		
30	31					

TRAININGS OF NOTE:

- Culture & Diversity / LGBTQ+:  
MAR 6
- Conflict Management  
/Communication:  
MAR 12
- Sexual Abuse:  
MAR 13-14
- Ethics:  
MAR 6  
MAR 19  
MAR 26
- Mental Health / Tx:  
MAR 20
- Supervision:  
MAR 26

RED MEETS CRITERIA FOR LCCS  
CULTURAL DIVERSITY POLICE #490:

- MAR 6
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NOTES:

**SESSIONS IN GREEN ARE CW CORE**

**SESSIONS IN PURPLE ARE SUP CORE**

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## Course Descriptions

[Click here to search course descriptions in CAPS](#)

## OAC Training Requirements

[Click here for OAC 5101:2-33-55 Education and in-service training requirements for PCSA caseworkers](#)

[Click here for OAC 5101:2-33-56 In-service training requirements for PCSA supervisors](#)

## CAPS Web-Based Trainings

Search by title under *Learning* in CAPS (See Below).

Courses are subject to availability.

The screenshot displays the CAPS Learning Search interface. At the top, there is a search bar and a navigation menu. Below the search bar, a purple circle with the number '1' is positioned. The main content area shows '101 Results' and a 'Watch' button. A sidebar on the left contains filters for DURATION, TYPE, MODALITY, SUBJECT, and PROVIDER. A purple circle with the number '2' is next to the MODALITY filter, which is expanded to show options: Attend (486), Watch (101), Read (49), Collections (41), and Practice (2). The 'Watch' option is selected. The search results are displayed as a grid of cards, each with a placeholder image of hands holding a smartphone, the text 'Online Class', and a duration (e.g., '1 hour', '30 minutes').

## CORE Course Checklists

[Click here for the Casework CORE Passport](#)

[Click here for the Supervisor CORE Passport](#)





# IMPORTANT

## 2025 Assessor Series Training Schedule

[Click here for assessor training requirements](#)

- Tier 1 & 2 are ending. Tier 1 classes will no longer be offered after JAN 2025. Tier 2 will no longer be available after MAY 2025.
- Tier 1 & 2 cannot be mixed with the new Assessor Series classes.
- The new Assessor Series contains 57 hours of learning
- 34 Required Courses
  - 18 are self-directed
  - 16 are instructor-led
- Staff cannot mix the old Assessor Tier trainings with the new Assessor Series trainings.
- Statewide sessions are open to all staff to register
- The courses listed below are the instructor-led sessions
- Print a course checklist (see pages 10-11 for checklist) to help you schedule your sessions and keep track of completed sessions



Department of  
Children & Youth

Northwest Ohio Regional Training Center

2025 NWORTC Assessor Series Schedule

Date	Trainer's Name	CAPS Number	Session Title	Time	Hours	Location	Producer
1/10/25	Celeste Nichols	18726	Impact of Placement	10a-12p	2	Virtual	Cathie Stokes
1/24/25	Celeste Nichols	18727	Engagement with Children	9a-12:15p	3.25	Virtual	Carrie Jones
2/13/25	Celeste Nichols	18728	Adoption Readiness	9a-11:30p	2.5	Virtual	Carrie Jones
3/5/25	Celeste Nichols	18729	Supporting Resource and Adoptive Families	1p-4:30p	3.5	Virtual	Carolyn Wilson
3/19/25	Celeste Nichols	18730	Completing the Home Study	12:30p-4:15p	3.75	Virtual	Carolyn Wilson
4/4/25	Celeste Nichols	18731	Matching Process	9a-11:30a	2.5	Virtual	Cathie Stokes
4/25/25	Celeste Nichols	18732	Pre-Finalization	9a-11:30a	2.5	Virtual	Carolyn Wilson
5/9/25	Angie Irby	18746	Supporting Well Being	9a-12p	3	Virtual	Cathie Stokes
5/23/25	Angie Irby	18747	The Importance of Documentation	9a-11:45a	2.75	Virtual	Cathie Stokes
6/6/25	Susan Darden Kautz	18779	The Voluntary Adoption Process	9a-12p	3	Virtual	Cathie Stokes
7/30/25	Angie Irby	18748	Supporting Openness & Collaboration Between Families	9a-11:45a	2.75	Virtual	Carrie Jones
8/20/25	Susan Darden Kautz	18785	Supporting Trauma Informed Parenting	9a-11:30a	2.5	Virtual	Cathie Stokes
9/5/25	Angie Irby	18749	Managing Difficult Conversations in the Home Study	9a-12p	3	Virtual	Carolyn Wilson
10/8/25	Susan Darden Kautz	18789	Supporting Children Who are LGBTQ+	9a-11a	2	Virtual	Cathie Stokes
11/19/25	Susan Darden Kautz	18792	Supporting Children of Color	9a-10:30a	1.5	Virtual	Cathie Stokes
12/19/25	Susan Darden Kautz	18793	Post Finalization Supports	9a-10:30a	1.5	Virtual	Cathie Stokes

**Assessor Questions: Please email [Tanya.Roach@jfs.ohio.gov](mailto:Tanya.Roach@jfs.ohio.gov)**

# Assessor Series

## Course Checklist

When you open the Assessor Series 2024 Curriculum in the CAPS LMS, you will see the full list of Assessor Courses, as well as whether you can take a given course, or if that course is pending prior training. This checklist mimics the structure you will see in the CAPS LMS.

### Key

**SDC** = Self-Directed Course  
On-demand in the CAPS LMS

**ILT** = Instructor-Led Training  
Virtual or in-person at an RTC, class led by a facilitator

**1.5h** = The course length is 1.5 hours\*

\*Hours spent in class may vary.

## Foundational (4 Courses)

Take in any order. These courses must be completed before you can take the Assessor block.

- Permanency Core 2.0 (SDC) 0.75h
- Placement Options (SDC) 1h
- Legislation Guiding Practice (SDC) 0.7h
- Key Concepts of Diversity, Equity, and Inclusion (SDC) 1h

## Assessor (30 Courses)

Start with whatever subsection you wish: Supporting Children, Supporting Families, Adoption Process, Assessment of Families, or Recruitment. You can jump between subsections, taking the first course of Recruitment and then the first course of Adoption Process. Or, you can complete a whole subsection before moving to a new one.



After each course, revisit your **Assessor Series curriculum** in the **CAPS LMS** to see which courses are now available for registration or launch.

## Supporting Children

- Engagement with Children (ILT) 3h
  - The Importance of Documentation (ILT) 2.75h
  - Impact of Placement (ILT) 2h
- Supporting Well-Being (ILT) 2.75h
  - Supporting Children of Color (ILT) 1.5h
  - Supporting Children Who Are LGBTQ+ (ILT) 2h
  - Supporting Children with Disabilities (SDC) 1.50h
  - Supporting Pregnant and Parenting Youth (SDC) 1.50h
  - Supporting Youth Transitioning Out of Care (SDC) 0.75h
  - Supporting the Adoptee (SDC) 0.75h

After you complete Supporting Well-Being, all courses below will be open. You can take them in any order.

You can take either of these next, and Impact of Placement opens Supporting Well-Being.

## Assessor (30 Courses), Continued

### Supporting Families

- Supporting Resource & Adoptive Families (ILT) 3.25h
    - Supporting Openness & Collaboration Between Families (ILT) 2.75h
    - Supporting Trauma-Informed Parenting (ILT) 2.5h
- } You can take either of these next.

### Adoption Process

- The Adoption Finalization Process (SDC) 1h
    - Adoption Readiness (ILT) 2.5h
      - Financial Supports for Families (SDC) 1.5h
      - Matching Process (ILT) 2.5h
        - The Voluntary Adoption Process (ILT) 3.0h
        - Pre-Finalization (ILT) 2.5h
      - Pre-Finalization Adoption Assessment Report (SDC) 0.5h
      - Post-Finalization Supports (ILT) 1.5h
- Matching Process opens Voluntary Adoption and Pre-Finalization.*

### Assessment of Families

- Introduction to the Homestudy (SDC) 1h
    - Managing Difficult Conversations in the Homestudy (ILT) 3h
    - Completing the Homestudy (ILT) 3.5h
      - Step-Parent Adoption (SDC) 0.25h
      - Ongoing Requirements for Certification & Approval (SDC) 0.25h
      - Allegations and the Assessor's Role (SDC) 1h
- Once you take Completing the Homestudy, the three remaining courses in this section will be available to you.*

### Recruitment

- Recruitment of Foster and Adoptive Families (SDC) 0.75h
  - Child-Specific Recruitment (SDC) 0.75h
  - Developing Quality Adoption Narratives (SDC) 1.5h
- } You can take either of these first, and Child-Specific Recruitment will open Developing Quality Adoption Narratives.

REGISTER NOW



To register, please log into the CAPS LMS and search for "Assessor Series 2024."

<https://ohiocaps.org/caps-lms-info/>

If you are new to the OCWTP or online training, take the [Virtual Learning Orientation](#).



Approximately

**57 hours of learning**

**1 optional** self-directed course called *Assessor Overview*.

**34 required** courses (listed above)

- 18 are self-directed
- 16 are instructor-led

For more information on the series:



Contact Amanda Schranghamer at [aschranghamer@uakron.edu](mailto:aschranghamer@uakron.edu).

For scheduling assistance, contact your RTC.



## Department of Children & Youth

Northwest Ohio Regional Training Center

### Links to NWORTC 2025 Schedules

- Please note: dates are subject to change, see CAPS for current scheduling

2025  
CW CORE

2025  
SUP CORE

2025  
FELLOWSHIP  
CORE

2025  
ASSESSOR  
SERIES

2025  
SEXUAL  
ABUSE  
INTERVENTION  
SERIES

2025  
BEYOND THE  
SILENCE



## Information on Casework CORE

**Newly hired caseworkers must complete CORE by the end of their first year of employment.**

The required training consists of the Ohio Child Welfare Training Program's CORE Modules.

### **Key Points to remember about CORE:**

- **Prerequisites** must be completed before taking instructor-led sessions.
- **[Click here to learn more about CW & SUP CORE.](#)**

### **The following are recommendations for new caseworkers who will take CORE Modules:**

1. At least 30 days of child welfare casework experience before taking the first CORE workshop
2. New child welfare caseworkers should accompany an experienced colleague or supervisor on:
  - Three or more home visits
  - A court hearing
  - A visit with a child in a substitute care setting
  - An investigation of a complaint of abuse or neglect
3. Direct service workers should review exemplary case plans and related case records
4. Sequential attendance of CORE courses to ensure continuity

### **Approved Provider Status**

The Ohio Child Welfare Training Program is an approved Continuing Education Provider through the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board. OCWTP programs designated as approved for licensure credit hours can be used by licensees toward license renewal requirements. Only individuals completing training in its entirety will receive Certificates of Training.

University of Cincinnati School of Social Work  
Social work approved provider number: RSXX038702  
Counselor approved provider number: RCX012101

Participants **CANNOT** use the same workshop to satisfy renewal requirements for both.



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