

Alaska Center for Resource Families

Self-Study and Alternative Training Policies and Procedures

You may email us with questions or concerns at acrf@nwresource.org or call ACRF at 1-800-478-7307 (479-7307, Fairbanks/North Pole or 279-1799, Anchorage).

Alaska Training Requirements

For Foster Parents:

In Alaska, two-parent foster homes are required to have a total of 15 hours of training for their home each licensing year. Each parent on the foster care license must have a minimum of five hours (5) of training. Single-parent foster homes must have 10 hours. The Core Training for Resource Families should be completed by every licensed foster parent in the beginning of their licensing year.

For Adoptive Parents:

All families adopting children from the child welfare system are encouraged to complete the Adoption Learning Path, which includes the ACRF trainings: *Core Training for Resource Families*, *Adopting through OCS*, and *Building Families through Adoption*.

ACRF POLICIES

ACRF Library Materials:

To help foster parents meet the annual training requirement, ACRF provides self-study options to complete at home.

- Visit any of our ACRF office libraries and check out books or pick up self-study courses and packets. You can also find an electronic catalog of our books at <https://www.librarycat.org/lib/AileenMcInnis>
- ACRF will email Self-Study Courses and Information Packets to you in Adobe Acrobat Reader (.pdf format) if you have an email address. We will mail books, DVDs, Audios and CD-ROMs to you, as well as, Self-Study Courses and Information Packets if you do not have an email address. ***The checkout period for due back material (books, DVDs, etc.) is two (2)-weeks. There is a 2-item checkout limit on due back materials.*** You may keep ACRF Self-Study Courses and Information Packets for future use, please ***limit your order to three (3) Courses, Information Packets or Cluster Packets per household per order.***
- You may also go to www.acrf.org to order materials, take online courses or view our online Self-Study Catalog. You may email us with questions or concerns at acrf@nwresource.org or call ACRF at 1-800-478-7307 (479-7307, Fairbanks/North Pole or 279-1799, Anchorage).

Credit for Training:

Self-Study:

For each self-study course you will need to complete a questionnaire that shows you have studied the material and understood it. Read or view the course, fill out the questionnaire, and return the materials to ACRF. If you successfully complete the questionnaire, your training hours will be automatically recorded and if you have an email address a training report will be emailed to you. Contact ACRF if you would like a training record mailed to you.

Both foster parents may complete the same self-study for individual credit but must fill out separate questionnaires. ACRF *will not* accept self-study training credit from an individual that has already been credited with the same self-study within the last three (3) years.

Self-study training hours are entered into your training record for the current licensing year at the time it is submitted to ACRF. Self-study training submitted within your licensing year may not be carried over to the next year. Be aware of when your licensing year begins and ends when you submit your training.

Alternative Training Credit:

Foster and adoptive parents can receive training credit for educational opportunities completed outside of ACRF training. For these alternative opportunities to qualify for training hours, the sessions must contain an educational component that pertains to caring for children with special needs.

ACRF will not credit any training hours submitted that are over one (1) year old.

You must complete the **Alternative Training Information Sheet for Resource Families** and attach documentation that you attended the training. Acceptable documentation includes a certificate of completion, a copy of a certification card (such as CPR) a letter or note signed by the presenter with the presenter's qualifications, the hours in training and the title of the training. This form and your verification will be reviewed by an ACRF training coordinator to ensure the validity and quality of your submission. For all onsite classes or webinars, we credit the hours for the date of the training took place.

Self-Study Done through means other than ACRF Training

Any independent study (reading, watching educational videos or participating in webinars, listening to a podcast, or attending relevant community presentations) may contribute to your training hours if the topic is related to foster care or parenting special needs children. To get credit, you need to fill out the appropriate questionnaire and submit to ACRF.

These forms will be reviewed by an ACRF training coordinator to ensure the validity and quality of your submission. Options available include:

Selected Reading Questionnaire

Selected Video Questionnaire

Selected Micro-Video Questionnaire (for videos under 15 minutes)

Selected Webcast/Podcast Questionnaire.

Community Event/Presentation Foster and adoptive parents can earn training hours for attending a community information event or presentation such as a resource fair or an information fair or a community lecture if it can be shown to be related to parenting, fostering, or caring for children and youth. To get credit, you need to fill out the "**Selected Community Presentation Questionnaire**" available through ACRF. No more than two (2) hours can be awarded for an information fair, presentation or event.

All forms are available on our website www.acrf.org or you can call 1-800-478-7307 or (479-7307 in Fairbanks/North Pole or 279-1799, Anchorage).

ACRF PROCEDURES

1. ACRF will make every effort to forward all materials (DVD, audio, CD-ROM and books) to the requesting party within two (2) to four (4) working days of the request. We will email materials whenever possible.
2. When we cannot email materials, ACRF will pay regular postage costs for printed materials sent to the foster parent or community professional requesting materials. The individual making the request is responsible to **RETURN** resource materials to ACRF at their **OWN COST** for regular mail delivery. In the event postage cost creates a hardship for the foster parent, he/she is requested to contact ACRF for alternate arrangements.
3. The check-out period for due back materials is two (2) weeks. The due date can be found on the card pocket on or in each item. If you need more time to review the material, please call ACRF to extend the deadline **PRIOR** to the due date.
4. ACRF may find it necessary to put certain materials on **RESERVED** when they are to be used for onsite training or curriculum development purposes.
5. For any materials returned to ACRF in an obviously damaged condition, the library user will be sent a bill to pay for a replacement copy. If the materials are

received by the requesting party in a damaged condition, they must notify ACRF immediately. There is NO charge for these materials though you are financially responsible for any lost or damaged material.

6. The limit for the number of items checked out during the same time period is as follows:

BOOKS, DVDs, AUDIO TAPES AND CD-ROMs: You may order two (2) items or one (1) set per household, for a two (2) week period. A longer check out period may be given to remote areas - return dates may be increased up to four (4) weeks if requested.

COURSES, INFORMATION PACKETS AND CLUSTER PACKETS: There is no return date - you may keep the information sent to you. Please limit three (3) packets to your order. We will email these materials whenever possible.

7. In the event library items have not been returned by the date due indicated on the card pocket, a reminder postcard will be sent allowing a 10-day extension. If materials have still not been returned a 1st and 2nd notice will be sent. These notices will include a bill for the replacement cost of the late materials.

Non-response within ten (10) days from the date of the second billing will necessitate in **REVOKING OF PRIVILEGES** to use any due back material from either of our ACRF lending libraries or from entering into any lottery for attending training and/or conferences ACRF offers until the materials or fee is returned to us. All financial assistance requests will be denied while a foster parent is on a **REVOKED** status.

If you have any questions or concerns regarding our Library Policy and Procedures, please feel free to call us at 1-800-478-7307 or 479-7307 for Fairbanks and North Pole areas or 279-1799, Anchorage.