



Administrative Policies and Procedures: 5.2

Subject:	Professional Development and Training Requirements
Authority:	TCA Code: 37-1-601; 37-5-105 (3); 37-5-106
Standards:	COA: PA-AM 1.02, 2.01, 2.02, 7.03; PA-AS 13.03, 13.04, 13.05,14.04; PA-ASE 7.03, 7.04, 8.01; PA-BSM 3 & 4; PA-CFS 3.02, 33.03, 33.04, 33.05, 33.06, 33.07, 33.08; PA-CR 1, 4; PA-ETH 5.01; PA-FIN 4.01; PA-HR 1.01, 2.02, 3.01, 3.04, 4.02, 7.01;- PA-JJCM 2.02, 4.06, 6.01,8.01; PA-JJR 1.05, 3.02, 5.04, 18.01; PA-PDS; PA-PQI 3.03; PA-RPM 2.01, 4.01, 4.02, 5.01, 9.06. ACA: 4-JCF-6E-01, 4-JCF-6E-02, 4-JCF-6E-03, 4-JCF-6E-04,4-JCF-6E-05, 4-JCF-6E-06, 4-JCF-6E-07, 4-JCF-6E-08, 4-JCF-6E-09, 4-JCF-6E-10, 4-JCF-6E-11, 4-JCF-6E-12, 4-JCF-6E-13, 4-JCF-6E-14
Application:	To All Department of Children's Services Employees
Policy Statement:	
At minimum, employees receive training in accordance with the policies of the Department of Children's Services (DCS) and other accrediting entities, State and Federal laws, rules, and regulations. As employees accept new assignments, they complete new professional development and training associated with the new assignment.	
Purpose:	
To ensure the continuation of a highly qualified and competent DCS workforce.	
Procedures:	
A. Mandatory Training Courses for DCS Personnel	<ol style="list-style-type: none"> 1. All personnel are required to take a minimum number of annual in-service training hours, as required by job category and outlined in the Professional Development Hours Chart. Refer to the Required Training Chart for DCS Staff for the list of all required training per job classification. 2. Annual training requirements, to include mandatory training and designated number of training hours are to be completed by September 30th of each year. Newly hired staff should consult the Required Training Chart for DCS Staff for deadlines. 3. The Pre-Service Certification Manual for Support Teams and OTPD Staff provides detailed information regarding the certification process for new case managers. All training requirements for the first year of employment are outlined on the Required Training Chart for DCS Staff. 4. The Supervisor Certification Manual provides detailed information regarding the certification process for new supervisors.

	<p>5. The Youth Development Center Training Plan provides detailed information regarding training requirements for Youth Development Center staff.</p>
<p>B. Documentation of Training</p>	<p>Classroom, webinar, and virtual classroom trainings are documented on training rosters, submitted to the Training Coordinator within one week of training completion. The Training Coordinator or approved designee captures the training in the Edison Learning Management System. Employees who receive off-site professional development should submit proof of training on form CS-0752, Record of Training Participation at: https://stateoftennessee.formstack.com/forms/dcs_staff_supplemental.</p>
<p>C. Written Request for Professional Development Waiver</p>	<ol style="list-style-type: none"> 1. Stipend students and certification students are waived from the following Pre-Service requirements: classroom/virtual classroom courses, Google assignments, and Sim Lab (only if completed during internship). The region may request for the staff to complete traditional Pre-Service requirements. 2. When employees are unable to complete the mandatory training, due to being on approved leave of absence, a temporary waiver may be secured through the Training Coordinator/Professional Development Coach. The supervisor of the requesting employee must approve the waiver and then submit it to the Training Coordinator/ Professional Development Coach. The Training Coordinator/Professional Development Coach submits form CS-0840, Professional Development Waiver at: https://files.dcs.tn.gov/intranet/forms/0840.pdf for approval. The disposition of the professional development waiver request becomes a part of the employees professional development records and is maintained in the employee’s human resource record and the professional development database system. An employee consults with the Training Coordinator/Professional Development Coach to determine training requirements upon return to work. If the previous fiscal year has ended prior to the employee’s return from leave of absence, annual training requirements for the current fiscal year are completed. 3. Individual course waivers may be requested by an employee for personal reasons. The course waiver must be accompanied with strong justification. Waivers must be submitted within one (1) month of the training announcement or three (3) months of hire for required courses. The supervisor of the requesting employee must approve the waiver and then submit it to the Training Coordinator/Professional Development Coach. The Training Coordinator/Professional Development Coach submits for CS-0840 Professional Development Waiver at: https://files.dcs.tn.gov/intranet/forms/0840.pdf for approval. Approvals are made by the Professional Development Coach Director or designee on a case by case basis within ten (10) business days of receiving the request. 4. The Professional Development Coach Director or designee prepares a written decision to the Regional Training Coordinator/Professional Development Coach as soon as possible. The Training Coordinator/Professional Development Coach notifies the employee and supervisor of the outcome of the waiver request. All completed Pre-Service waivers are responded to within five (5) business days upon receipt (see Pre-Service Certification Manual for

	<u>Support Teams and OTPD Staff</u> . All other waivers are responded to within five (5) business days of receipt.
D. Notification	The Director of Training and Professional Development or designee provides executive staff or designee quarterly reports on employee progress toward completion of annual training requirements.
E. License Certification Requirements	<ol style="list-style-type: none"> 1. Unless otherwise indicated, ALL license training requirements and/or demonstration of professional competencies are determined as required by each profession (e.g. attorneys, psychologists, registered nurses, social workers, etc.). 2. Staff that participate in trainings for licensure external to the department may receive training credit toward their required training hours by completing form CS-0752, Record of Training Participation.

Forms:	<u>CS-0598, Trainee Sign-In Verification Sheet</u> <u>CS-0752, Record of Training Participation</u> <u>CS-0840, Professional Development Waiver</u>
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Collateral documents:	<u>Professional Development Hours Chart</u> <u>Required Training Chart for DCS Staff</u> <u>Pre-Service Certification Manual for Support Teams and OTPD Staff</u> <u>Supervisor Certification Manual</u> <u>Youth Development Center Training Plan</u>
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Glossary:	
Term	Definition
	None