FRYSC Coordinator Training Requirements

FRYSC Coordinators are required to receive training that is approved by the FRYSC Training Council. The required number of hours is detailed below:

Year 1 **24 hours total**	**Years 2 and beyond** **24 hours total**
• New Coordinator Orientation (12) • Victory Over Violence (6 - 12) • Fall Institute (6 - 12) **And** • Regional FRYSC Trainings* • Completion of the FRYSC Mentoring Checklist **Coordinators may also attend:** • Other approved statewide trainings/conferences (6) **No more than six (6) FRYSC training hours per event will automatically be approved for:** • **District-sponsored PD**** • **Trainings approved for social work hours** • **Trainings approved for child care hours** ***A certificate of completion must be received to track the hours on the Training Tracking Form.*** All hours must fall within the FRYSC Training Domain topics and address the components of the approved FRYSC plan and/or the school or district goals. It is recommended that a variety of domain topics be covered.	• Victory Over Violence (6 - 12) • Fall Institute (6 - 12) **And** • Regional FRYSC Trainings* **Coordinators may also attend:** • Other approved statewide conference/trainings (6) **No more than six (6) FRYSC training hours per event will automatically be approved for:** • **District-sponsored PD**** • **Trainings approved for social work hours** • **Trainings approved for child care hours** ***A certificate of completion must be received to track the hours on the Training Tracking Form.*** All hours must fall within the FRYSC Training Domain topics and address the components of the approved FRYSC plan, and/or the school or district goals. It is recommended that a variety of domain topics be covered.

FRYSC Coordinator Training Requirements

***Please note that training hour requirements are separate from Regional Meetings. Regional Meetings are mandated, no matter the number of hours a Coordinator has received. Coordinators are NOT excused from mandated Regional events once their required number of hours is met.**

******Center Coordinators must also complete **all <u>staff</u> trainings required by the school district** such as Confidentiality, Blood Borne Pathogens, etc. This does **NOT** count towards the FRYSC training hours.

<u>Non- FRYSC sponsored training:</u>

If training is not sponsored by the Division of Family Resource & Youth Services Centers, Coordinators may obtain credit for the training by completing the Training Registration Form found on the FRYSC training page. The form must be submitted to the Training Specialist **at least 15 days prior to the training.**

In order to receive training hours for a non-FRYSC sponsored training, it must be related to FRYSC components in their approved program plan. The training should provide strategies for addressing the components or is designed to improve the FRYSC coordinator's or staff's individual professional growth and/or address school and district goals.

In some instances, approval may be obtained, **but is not guaranteed**, after the training has occurred. Coordinators must submit the Training Registration Form to the Training Specialist for consideration.

Only one Training Registration form needs to be submitted per training event. If a group of Coordinators attend, they can submit the form together.

If professional development is offered by a Coordinator's school or school district, including training for EILA credit, it is automatically approved to count towards the required number of FRYSC hours. A certificate of attendance must be obtained from the training. Training that is required each year by all school district staff that includes, but is not limited to, Confidentiality, Blood Borne Pathogens, Harassment, Bullying, etc. **will not be counted for FRYSC PD hours even if district provides PD credit to staff. This is considered annual staff training.**

Any non-FRYSC sponsored single training event can only be counted for 6 hours of credit, no matter the length of time spent at the training.

FRYSC Coordinator Training Requirements

Online Training Modules:

Online training modules can be used for up to 2 hours of training credit. However, if a certificate of completion is not provided at the end of the module, no more than 1 credit hour can be issued, no matter the length of the module.

Kentucky Board of Social Work or Kentucky Division of Child Care:

Trainings that have been approved by the Kentucky Board of Social Work or the Kentucky Division of Child Care are automatically approved for FRYSC Training Hours.

Tracking Procedures for Training Hours:

All Coordinators are required to complete the FRYSC Coordinator Professional Development Tracking Form which can be found on the training page of the DFRYSC website. The forms are due in August each year. The District Contact signs off on the forms and uploads the approved form to their District Green Page. The Districts are responsible for the tracking of all required training hours.

Training Certificates:

Certificates for trainings are provided by the DRYSC for all Division-sponsored trainings. Certificates should be kept on file in the Center and in the District office. RPMs must request certificates from the DFRYSC at least 15 business days prior to training event.

Failure to meet Training Hours:

Coordinator- Years 1-3	Coordinator - Years 4 and beyond
Coordinator will have 1 year to repeat the required amount of training hours	The Center will be on probation until one full year of training is complete

If a Coordinator does not meet their required number of hours, the Center will be placed on probation and must complete the following:

If Coordinators fail to make up the previous year's hours, the Center will go to the Strategic Targeted Assistance Team (STAT) procedure.

Training Costs:

If a Center's operating budget does not provide ample funds for all cost associated with a Coordinator's training, the District, SBDM or other available funds must absorb these costs (see 202.2 of FRYSC and District Contract).

Revised 4/11/16