

FRYSC Coordinator Training Requirements

FRYSC Coordinators are required to receive training* that is approved by the FRYSC Training Council. The required amount of years will be based on the Coordinator’s years of experience as detailed below:

Year 1	Years 2 and 3	Years 4 and beyond
18 hours total	14 hours total	12 hours total
<ul style="list-style-type: none"> • New Coordinator Orientation (12) • Approved statewide conference (6) • Completion of the FRYSC Mentoring Checklist 	<ul style="list-style-type: none"> • Six (6) of these hours must be at an approved statewide conference. <p>All other hours must fall within the FRYSC Training Domain topics. It is recommended that a variety of domain topics be covered.</p>	<ul style="list-style-type: none"> • Six (6) of these hours must be at an approved statewide conference. <p>All other hours must fall within the FRYSC Training Domain topics. It is recommended that a variety of domain topics be covered.</p>

***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 required trainings by the school district such as Confidentiality, Blood Borne Pathogens, etc. This does NOT count towards the FRYSC training hours.

Non- FRYSC sponsored training:

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 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.

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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 sponsored by a Coordinator's school district (other than required staff training such as Confidentiality, etc.), it is automatically approved to count towards the required number of hours. A certificate of attendance must be obtained from the training.

Any single training event can only be counted for 6 hours of credit, no matter the length of time spent at the training with the single exception of New Coordinator Orientation.

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.

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Failure to meet Training Hours:

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

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 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).