

FCRB Training Credit Guidelines- Annual Training Requirement

Each year, FCRB volunteers are required to obtain six (6) hours of continuing education training.

An FCRB Training Request Form must be completed and provided to your Program Specialist within 45 days of the training or no later than December 31st, whichever is earlier.

Continuing education training should focus on child welfare related topics. FCRB training requirements can also be satisfied by substituting on another board, doing community presentations, training new board members, observing court proceedings or assisting in the startup of new boards.

How Training Credits Can Be Earned:

1. Substitute on Another Board: Up to 2 hours total per calendar year.
2. Reading-Non-Fiction Books Related to Child Welfare: 50 pages = 1 hour
Note: Books are limited to 3 hours of training credit per calendar year and must be nonfiction. Newspapers are not eligible for training credit. It is advisable to check with your Program Specialist to confirm that your book is eligible for training credit.
3. Presenting for FCRB (Community Presentations): Up to 2 hours total per calendar year.
Note: As the Program needs to approve what is being presented, please follow up with your Program Specialist if you have an interest in making a presentation.
4. New Board Member Orientation (NBMO): Assist in training at NBMO. Up to 2 hours total per calendar year.
5. Training of New Boards: Assist in the startup of a new board. Up to 2 hours total per calendar year.
6. Court Observations: Training awarded for observing court proceedings. This must be arranged through your Program Specialist. Up to 2 hours total per calendar year.
7. Documentaries: Training is awarded for length of the program. Up to 2 hours total per calendar year.
Note: Movies/talk shows are not eligible for training credit
8. Trainings/Conferences/ Workshops: Training credit will be given for the length of the program, minus breaks and lunch. Lunch can be included if it is a working lunch. Please provide a copy of the agenda and certificate of attendance to your Program Specialist. If you are not provided an agenda or certificate of attendance, please provide copies of handout materials to your Program Specialist. There is no annual limit for these types of trainings.

9. Webinar or Online Training: Training credit will be given for the length of the program, minus breaks. Please provide a copy of your agenda and certificate of attendance to your Program Specialist. If you are not provided a certificate of attendance, please provide a description of courses/training and/or copies of handout materials. There is no annual limit for these types of trainings.
10. FCRB/CASA/Court Improvement Online Training: Online training completed through the FCRB, CASA or Court Improvement website will be awarded at the pre-identified rate for the curriculum, if noted. There is no annual limit for online training. For CASA or Court Improvement training information, please go to www.azcourts.gov/casa or www.azcourts.gov/improve
11. Program Provided Training: From time to time you will receive training opportunities from the Program or through your Program Specialist. These opportunities could come in the form of FCRB sponsored trainings, articles, videos, etc. They will be presented to you with a pre-determined number of approved training credit.

Training opportunities are provided regularly on your monthly disc under the *Training Materials* folder.

Board members who are newly appointed in the current year are required to obtain training credit hours, but the hours you are required to obtain may be prorated based on when you are appointed to the board.

Board Members newly appointed between:

January-June	6 training hours are required
July-September	4 training hours are required
October-December	2 training hours are required

If you have questions about eligible training credits or need assistance, please follow up with your Program Specialist or contact the Phoenix office at 602-452-3400 (toll free 1-866-320-1959), or the Tucson office at 520-388-4300 (toll free 1-866-558-1791).