



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
  
Wayne E. Black  
Division Director

January 15, 2015

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

DEAR EXECUTIVE DIRECTOR OF CHILD PLACING AGENCIES (FOSTER CARE AND ADOPTION)

ATTENTION: CHILD WELFARE SERVICES STAFF

SUBJECT: NCDSS CHILD WELFARE SERVICES LIST OF TRAINING COURSES AND TRAINING REQUIREMENTS

This letter is to provide up-to-date information about training courses and requirements provided through the statewide Child Welfare Training System. To this letter we have attached the most recent "List of Training Courses and Training Requirements". This document will be posted at the Division's website:

[http://www.ncdhhs.gov/dss/training/docs/CWS%20Training%20and%20Requirements\\_January2015.pdf](http://www.ncdhhs.gov/dss/training/docs/CWS%20Training%20and%20Requirements_January2015.pdf).

Course descriptions and requirements are also found online at <https://www.ncswLearn.org>.

The "List of Training Courses and Training Requirements" includes important information about the statewide Child Welfare Training System including:

- Laws, Definitions and Required Training, Pages 6-8. This section provides specific information regarding the laws that govern our training system, the definition of a child welfare worker, and the minimum training requirements based on primary job functions.
- *At-a-Glance: NCDSS-Sponsored Child Welfare Training*, Pages 14-15. This chart makes it easy for County DSS Directors to quickly determine the training requirements of staff.
- *For Supervisors: How to Register my Employees Online*, Page 31. It is the responsibility of supervisors to register new hires for *Child Welfare in North Carolina: Pre-service Curriculum for New Workers and Supervisors*. This section gives supervisors step-by-step instructions on how to do so.

**Conversion of Transfer of Learning (TOL) Booklet to electronic version**

Week 3 of Pre-service is an Experiential Learning Week. Newly hired social workers and/or supervisors return to their agencies to participate in activities which assist in their transfer of learning. Participants are required to shadow other staff, observe interviews in different program areas, review agency records and participate in other activities. Participants are provided with a Transfer of Learning (TOL) Booklet which requires the completion of certain activities to enhance this learning experience.

Beginning in February, the TOL Booklet will be converted to an electronic, interactive PDF file. Participants will download the TOL Booklet from [ncswLearn.org](http://ncswLearn.org). Participants will be able to type into this document and submit electronically to Staff Development trainers via email. Participants who prefer completing a hard copy may download and print the document.

If you have any questions about this letter, please feel free to contact Kathy Dobbs, Program Manager for Staff Development at [Kathy.dobbs@dhhs.nc.gov](mailto:Kathy.dobbs@dhhs.nc.gov).

Sincerely,

Kevin Kelley, MSW  
Section Chief, Child Welfare Services

cc: Wayne Black  
Child Welfare Services Team Leaders  
CWS-01-2015

Child Welfare Services  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)  
Tel. 919-527-6340 • Fax 919-715-6714

Location: McBryde East Building • 820 South Boylan Ave. • Raleigh, NC 27699-2439  
Mailing Address: 2406 Mail Service Center • Raleigh, NC 27699-2406  
An Equal Opportunity / Affirmative Action Employer

