



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

June 15, 2013

DEAR DIRECTORS OF COUNTY CHILD WELFARE AGENCIES

DIRECTORS OF: PRIVATE GROUP HOMES, CHILD CARING INSTITUTIONS, CHILD PLACING AGENCIES, FAMILY PRESERVATION PROGRAMS, FAMILY SUPPORT / FAMILY RESOURCE CENTER PROGRAMS, NC SCHOOLS OF SOCIAL WORK AND FIELD EDUCATION PROGRAM COORDINATORS

ATTENTION: CHILD WELFARE SERVICES STAFF AND ATTORNEYS

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

The North Carolina Division of Social Services is pleased to announce that the July to December 2013 Child Welfare Services training schedule is now available online. To find available courses, including all online courses, go to <https://www.ncswLearn.org> and click on "Find a Training." Searches may be done by event or by viewing the online training catalog. An account is not needed to search for trainings, however an account is necessary to register for a course. Course registration applications may be easily submitted online through the website.

Once a participant is registered for a course, confirmation letters are sent via email to the participant, or to the supervisor if the participant is new and does not yet have an email account. Please read confirmation letters carefully for information that will ensure a successful learning experience for participants. These letters give specifics on how to prepare and what to bring to class.

Revised List of Training Courses and Requirements

We have attached our "List of Training Courses and Training Requirements". This document will be posted at the Division's website: <http://www.ncdhhs.gov/dss/training/childwelfare.htm>. Please use this document as a reference for course listings, descriptions and requirements. Course descriptions and requirements are also found online at <https://www.ncswLearn.org>.

Supervisor Resources

Supervisors are required to register their employees for Child Welfare in North Carolina: our pre-service curriculum for new hires and supervisors. Please take time to carefully read pages 27-33 of the attached "List of Training Courses and Training Requirements." This section provides detailed information on registering for training courses. This information will be particularly helpful as we move from paper registrations to online registrations. **As of July 1, 2013 we will no longer accept paper registrations for training courses.** For supervisors who are unfamiliar with ncsWLearn, we have attached a one-page instruction sheet for registering

Child Welfare Services

www.ncdhhs.gov • www.ncdhhs.gov/dss

Tel 919-733-3055 • Fax 919-334-1018

Location: Albemarle Building • 325 N. Salisbury Street • Raleigh, NC 27603

Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401

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employees online for training. These instructions may also be found on the Frequently Asked Questions page at ncswLearn: <https://www.ncswlearn.org/help/faq.aspx>.

The ncswLearn website offers multiple resources for supervisors to enhance their ability to manage all aspects of training related to their employees. To access this section, log in to ncswLearn and click on "My Supervisor Resource Options" on the left sidebar.

In the next fiscal year the Division will partner with the University of North Carolina-Chapel Hill's Family and Children's Resource Center to offer a webinar for supervisors on how to navigate the ncswLearn website. We think this will be particularly beneficial to new supervisors.

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. Please direct questions about specific course availability or registration status to the course registrar.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large initial "K".

Kevin Kelley, Section Chief
Child Welfare Services

cc: Wayne Black, DSS Director
Jack Rogers, DSS Deputy Director
Child Welfare Services Team Leaders