

**Foster and Adoptive Parent Training Guidelines  
SCDSS Staff Development & Training (SD&T) in Partnership  
with Child Welfare Services Permanency Division**

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## **Purpose**

The Department of Social Services is charged with establishing standards for foster and adoptive parent training to ensure uniform preparedness for those who care for children in the custody of the state. Training is an activity designed to impart skills, techniques, and methodologies to foster and adoptive parents to assist them in maintaining the safety, stability, and well-being of children who reside within their home.

## **Pre-Licensing Standards**

All applicants must complete the DSS approved pre-license training which must include the following topics per regulatory requirements:

(a) An overview of the child welfare system including legal rights, roles, responsibilities and expectations of foster parents and adoptive parents; agency purpose, policies, and services; courts, and applicable laws and regulations.

(b) Information, including, but not limited to, trauma concepts and behavioral management, to provide for the needs of the child who is or may be placed in the home; early learning; child and adolescent brain development; healthy eating; protective factors; child abuse and neglect prevention; grief, loss, trauma, and separation issues; independent living skills; internet and social media safety for kids; sex trafficking prevention and warning signs; and first aid (including cardiopulmonary resuscitation (CPR) for the ages of children in placement, and bloodborne pathogen.

## **Child Placing Agencies (CPA's)**

Child Placing Agencies may require training in addition to those required by licensing regulations. Applicants should communicate with their CPA regarding their specific requirements.

## **Current SCDSS Hybrid Pre-service**

Participants register by contacting Heartfelt Calling or e-mail [scfpregistration@aol.com](mailto:scfpregistration@aol.com). Participants should include their name, address, phone number, and name of their licensing worker when registering. Heartfelt Calling will send the participant an access code and instructions.

This easily accessible training solution for foster and adoptive parents combines the use of recorded webinars and virtual check-ins and is located on the SCParentsLMS site. It is designed to prepare prospective foster and adoptive families for the important journey of helping children and families heal from the effects of child maltreatment and move toward family stability and permanency.

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Participants can complete much of the training at their convenience, as they did with orientation, by completing a series of modules followed by a virtual check-in (live webinar), with a trainer, to apply what they have learned and interact with other participants. *Participants select their virtual check-in dates once they complete a certain number of modules in each series.*

Each individual foster/adoptive applicant must have their own account on the SCParentsLMS and complete the required training modules prior to registering for the virtual check-ins. Participants must register for a virtual check-in 24 hours prior to the start of the training session to reserve their space. All of this will be done through the SCParentsLMS system once they receive their access code. There will be an introductory session, and the following chart shows the remaining modules.

**SCFPA Pre-Service Webinar Modules**

Series 1	Series 2	Series 3
Child Development	Family Reunification	Creating A Stable, Nurturing & Safe Home
Attachment	Foster Care – A Means to Support	Preparing for & Managing Intrusive Questions
Separation, Grief & Loss	Managing Children’s Connections	<b>Reasonable and Prudent Parenting</b>
Trauma-Related Behaviors	Cultural Humility	<b>APPLA</b>
Trauma-Informed Parenting	Parenting Children in Racially and Culturally Diverse Families	Kinship Parenting
Parenting a Child with Sexual Trauma	<b>Healthcare Oversight</b>	Maintaining Connections After Adoption
Impact of Substance Use	<b>Eat This Not That</b>	<b>CAIP</b>
Effective Communication	<b>Ensuring Children’s Safety</b>	Building Resiliency
<b>Virtual Check-In One</b>	<b>Virtual Check-In Two</b>	<b>Virtual Check-In Three</b>

**Current Adoption Applicant Training**

SCDSS requires an additional **six-hour** adoption training for all adoptive applicants. Adoptive applicants are prompted to register in **Module 25** of the Hybrid Pre-service for the additional six-hour training.

Foster parents who are in good standing, that select to move to adoption, do not need to retake Pre-service; however, they are required to take the Adoption Applicant training and

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be up to date with their recertification training hours. They may contact Anna Skipper at [Anna.V.Skipper@dss.sc.gov](mailto:Anna.V.Skipper@dss.sc.gov) to register.

### **Kinship Caregivers**

All Kinship Caregivers pursuing kinship foster home licensure are strongly encouraged to participate in the hybrid pre-service training **OR** the kin specific training called *Caring for Our Own*. To register for *Caring for Our Own*, participants should contact the kinship licensing case manager or the regional kinship care coordinator. We do, however, understand the unusual circumstances involved in kinship care placement and licensing, so training can be waived in some circumstances. *Please discuss this with your initial licensing consultant*. Should a kinship foster family decide they wish to foster children unknown to them and they have non-safety waivers applied to their current license, the kinship family **MUST** complete all the additional requirements for non-kin licensure.

### **Re-certification Requirements for Foster and Adoptive Parents**

Foster and adoptive parents are required to complete at least fifteen (15) training hours each year, or thirty (30) hours prior to each license renewal (every 2 years).

Health Care Oversight and Psychotropic Medication training is required each year and is the only training that is accepted twice within a two-year period.

Foster and adoptive parents, working closely with their licensing consultant, may select from a variety of resources to obtain the required training hours. All recertification training must be relevant to the foster or adoptive process; meeting the emotional, physical, or educational needs of the child; or the impact fostering or adopting has on the family. Unrelated training hours will not be accepted toward recertification.

SCDSS sponsored foster and adoptive parent training can be located at these sites: [scparentsims.com](http://scparentsims.com) and [Calendar View \(scfpapp.com\)](http://Calendar View (scfpapp.com))

Viewing standard television programs or reading popular news or magazine articles will not be accepted for training hours. The training shall be provided by SCDSS or another source approved by SCDSS.

### **Closure and Re-opening of a Foster Home**

*Foster Home licenses do not transfer, a home must close and then re-open if a family wishes to move from one agency to another.*

*Should a foster home license close, for any reason, the family may be asked to complete pre-service training again. This is most likely to happen when a home has*

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*been closed for over two years OR if there have been significant changes to pre-service training topics. Families may also be asked to complete pre-service training for a second time should their consultant feel that they have not demonstrated knowledge of the covered subjects during their time as a licensed foster parent.*

**Individualized/Personalized Instruction Documentation Form**

A foster parent may receive up to 4 hours of recertification training per 2-year licensing period for **participating** in meetings related to a particular foster child residing in his/her home when the meeting includes individualized or personalized instruction for the foster parent regarding the safety, stability, or well-being of the child. See attached form.



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**Foster Parent(s) Name:**

**Date of Meeting:**

**Individualized/Personalized Instruction Documentation Form**

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The purpose of this form is to document that some portion of the meeting imparted skills or methodologies to the foster parent relevant to the care of the child in foster care. This form must be completed by the professional who is conducting the meeting. The professional should **only indicate actual instructional time spent with the foster parent**. Examples of such professionals are: teacher, doctor, speech therapist, or mental health counselor.

**Type of meeting (please check the appropriate box)**

IEP Meeting	<input type="checkbox"/>	DHEC – Baby Net	<input type="checkbox"/>
School conference	<input type="checkbox"/>	DHEC – WIC	<input type="checkbox"/>
Counseling	<input type="checkbox"/>	Foster Care Review Board	<input type="checkbox"/>
Medical	<input type="checkbox"/>	Court Hearing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>		<input type="checkbox"/>

**Describe the purpose of the meeting and instruction given to the foster parent:**

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SOUTH CAROLINA

DEPARTMENT of SOCIAL SERVICES

Number of hours documented in 15-minute increments, no more than one hour credit can be awarded for a single meeting (please check the appropriate amount of time that the foster parent actually participated in the meeting with you).

<input type="checkbox"/> 15 minutes	<input type="checkbox"/>	<input type="checkbox"/> 45 minutes	<input type="checkbox"/>
<input type="checkbox"/> 30 minutes	<input type="checkbox"/>	<input type="checkbox"/> 1 hour	<input type="checkbox"/>

<b>Professional's Signature</b>
<b>Title &amp; Professional License</b> <i>(if applicable)</i>
<b>Phone Number</b>
<b>E-mail Address</b>