

The 15 Minute Rule

The What: Any training participant who misses more than 15 minutes of the training day will not receive credit for the training being provided.

The Why: The Pennsylvania Child Welfare Training Program is a comprehensive, in-service training model that recognizes the importance of supervision. Training attendance must be supported by Agency supervision and administration. To assure accountability of the time and resources being invested in training, compliance with this attendance rule is necessary.

Most staff across the state begin their official work day a half hour to an hour BEFORE the start of the training. Children and Youth Administrators and the Department of Public Welfare felt it was reasonable to expect staff to be punctual for a training day that begins at 9:00 a.m., ends at 4:00 p.m. and includes morning, lunch and afternoon breaks (approximately 15 minutes, 1 hour, and 15 minutes respectively).

The When: This policy was established by the Training Steering Committee consisting of representatives from the Pennsylvania Children and Youth Administrator's Association, the Department of Public Welfare, regional staff and Shippensburg University in 1991.

The Where: The 15 minute rule applies to any training being contracted by the University of Pittsburgh through approved Trainers. Trainers are under contract to provide specified training scheduled by the University of Pittsburgh's Training Delivery Specialists.

The Who: Contracted Trainers are responsible to monitor the attendance of training participants. We recommend that Trainers use name tents to facilitate communication and networking. If a participant does not return from break, lunch etc., Trainers are expected to be aware of who is missing.