University of Pittsburgh

School of Social Work
Child Welfare Education and Research Programs
The Pennsylvania Child Welfare Resource Center

403 East Winding Hill Road
Mechanicsburg, PA 17055
717-795-9048 Fax 717-795-8013

Dear *302: Building and Sustaining Father Engagement* Trainers:

This letter is to inform you of a modification in the process for awarding credit when delivering this curriculum. As you know, this course is designed with a multi-disciplinary focus. In addition to child welfare professionals, judges, and attorneys have been invited to attend. Therefore, we will be issuing Resource Center and Continuing Education credits to the child welfare professionals and Continuing Legal Education (CLE) credits to the attorneys present.

As you know, all participants must attend all 12 hours of the training session to receive Resource Center and CE credits, and the process for awarding them credit remains the same. **However, attorneys attending this training session can also be awarded 11 Continuing Legal Education (C.L.E.) credits pursuant to a decision by the PA Continuing Legal Education Board.**

Please follow these directions when instructing all participants regarding the issuance of credit:

- Inform all participants that they are eligible for the standard Resource Center credit and Continuing Education credits. Remind them that the condition for receipt of these credits is attendance at all 12 hours of the training session, missing no more than 15 minutes. All participants intending to receive these credits must sign in on the usual form and initial it the second day.
- **Inform the attorneys present that they are also eligible for 11 Continuing Legal Education (CLE) Credits. Please instruct them on the following steps to receive these credits:**
    - Record their names and time of arrival on the attorney sign-in sheet provided in the training material box (see attached).
    - Record the time of their departure on the same sign-in sheet.
    - At the time of the attorney's departure, the trainer will provide the attorney a C.L.E. Credit Request Form. Sufficient copies of this C.L.E. form will be available (see attached).
    - Inform the attorneys that they are responsible for submitting these forms to the PA Continuing Legal Education Board with the required payment.
    - Inform the attorneys that they will receive a certificate for their attendance at this training session in the mail if and/only if they attend all 12 hours of this training session. Resource Center certificates are not provided to participants unless they attend all 12 hours.
- Please note that it is essential that the trainer only distribute the C.L.E. form to those attorneys present.
- Attorneys are permitted to attend a portion of the training session and receive partial C.L.E. credit.

- Attorneys may not receive partial Resource Center and C.E. credit.

All trainers for this course will receive a doodle request along with this communication to schedule a conference call with the other trainers for an opportunity to discuss and ask questions regarding these instructions. If you have any questions prior to this conference, please email me at sse8@pitt.edu.

Thank you for your continued support for child welfare training and technical assistance.

Sincerely,

Sharon S. England

Enclosure(s)