

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



June 4, 2002

TC LETTER NO: 02-07

TO: CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: INVITATION TO PARTICIPATE IN THE TRAINING FOR TRAINERS  
CERTIFICATION PROGRAM – NORTHERN EVENT

The Department of Child Support Services' (DCSS) Training Team is pleased to announce and provide information regarding the second DCSS Training for Trainers Certification Program Event.

**Program Information**

The DCSS Trainer Certification Program will ensure that individuals involved in California's child support training program are trained and certified to perform one of two specified training functions:

- Presenters, individuals who deliver training material to child support staff.
- Trainers, individuals who analyze training needs, design and develop curriculum, deliver training to child support staff and evaluate the effectiveness of training.

Individuals who complete this training will be certified instructors of the Training for Trainers certification and will participate with their peers to ensure the trainer certification needs of their counties are met. In addition, these individuals will be added along with those certified at the June event, to a statewide list of available certified trainers who will be utilized for future training presentations and curriculum development.

The Training for Trainers curriculum is Office of Child Support Enforcement certified. The program is facilitated by certified trainers and is designed to build professional trainer competencies.

**Participant Recommendations**

Having a cadre of certified trainers from a wide spectrum of professional classifications is important to the credibility of the statewide child support training program.



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Consequently, individuals from a broad spectrum of classification, such as child support specialists, staff development trainers, attorneys, accountants, and customer service staff, can participate in this training. The majority of individuals who are registered for the June event hold Family Support Officer or staff development positions. Please consider other classifications within your department.

### **Event and Registration Information**

This event will be held at the Embassy Suites, Sacramento at 100 Capitol Mall from Monday, August 5<sup>th</sup> through Friday, August 9<sup>th</sup>. Space is limited to 100 participants. There will be three separate tracks, with a capacity of 33 in each.

Attached you will find the "Train the Trainers" Brochure/Registration Form. Please be sure to distribute this information to all staff in your county that may be interested in participating in this training. Each county will also be receiving a number of Brochure/Registration Forms in hardcopy for distribution. Hotel and travel information is available on the Registration Form.

Please make sure staff complete and submit the registration form and payment to the:

Child Support Directors Association  
Attention: **Natalie Dillon**  
925 L Street, Suite 1402  
Sacramento, CA 95814

Telephone Number: (916) 446-6700  
Facsimile Number: (916) 446-1199

If you have questions regarding the registration or logistics for this event, please contact Natalie Dillon at the number listed above. If you have questions regarding the Training for Trainers Certification Program, please contact Kim Krazyński at (916) 464-5174.

Sincerely,

SHAR SCHROEPFER, Chief  
Policy Branch

Attachments

cc: IV-D Directors  
Training Advisory Committee

*Department  
of  
Child Support  
Services*

*Training  
for  
Trainers  
Certification  
Program*

***Special Thanks to  
the Statewide  
Training for  
Trainers  
Leadership Team  
for providing their  
staff for this  
event.***



***Thank you to the  
Child Support  
Directors  
Association  
(CSDA) for  
making this  
training possible  
by coordinating  
and facilitating  
this event.***



**Natalie Dillon**  
925 L Street, Ste 1402  
Sacramento, CA 95814

Phone: 916-446-6700  
Fax: 916-446-1199  
Email: [ndillon@csdaca.org](mailto:ndillon@csdaca.org)

**Department of Child  
Support Services**

**Training for Trainers  
Certification  
Program**

**Train the  
Trainer**



**August 5, 2002  
8:00 am  
to  
August 9, 2002  
2:00 pm**

**Embassy Suites  
Sacramento**

## About the Training

**The program consists of one one-week workshop separated into twenty-five modules. Each training day is divided into two 3 1/2 hours sessions.**

**The training session material is Office of Child Support Enforcement (OCSE) certified and will be**



**taught by certified trainers.**

**The training material is applicable to a trainer training in Child Support. Effective training is achieved through a relevant mixture of theory and practice, input of knowledge, and experimental practice.**

## Hotel Information

The Embassy Suites Sacramento Riverfront Promenade is located at 100 Capitol Mall, Sacramento, CA 95814. They can be reached by phone at 916-326-5000 or by fax at 916-326-5001.

For room reservations please call 800-362-2779 and identify yourself as part of the Child Support Directors Association Training for Trainers. The hotel has a block of guest suites at a rate of \$124 a night. The deadline for this rate is July 14, 2002.

Registration for this training includes all materials, lunches, and snacks Monday through Friday.

## Travel Information

Southwest Airlines is offering a 10% discount on most of its already low fares for air travel to and from the meeting. You or your travel agent may call Southwest Airlines Group and Meetings Reservations at 800-433-5368 and reference ID CODE J6477.

Reservations Sales Agents are available 7:00 am - 8:00 pm Monday - Friday and 8:30 am - 5:30 pm on Saturday and Sunday, Central Time. You must make reservations five or more days prior to travel to take advantage of this offer.

**Who should attend? A diverse range of classifications, including staff development trainers, child support specialists, attorneys, accountants, and customer service staff.**

## Registration

Sign up for:

Price:

DCSS Training for Trainers Certification Program –North

\$350.00

Name

Title/Classification

Agency/County

Address

Phone

Email

Contact name and number

Please register and submit payment no later than June 28, 2002 to:

## Child Support Directors Association

**Natalie Dillon**

925 L Street, Ste 1402  
Sacramento, CA 95814

Phone: 916-446-6700

Fax: 916-446-1199

Email: [ndillon@csdaca.org](mailto:ndillon@csdaca.org)