

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



March 3, 2003

TC LETTER: 03-05

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: UPCOMING DCSS TRAINING FOR TRAINERS CERTIFICATION PROGRAM

The Department of Child Support Services (DCSS) is pleased to announce the upcoming Trainer Certification Program (TCP) event. This five (5) day event will be held at the Sheraton Grand, Sacramento, Monday April 14 through Friday April 18, 2003. The curriculum used for this training is Office of Child Support Enforcement (OCSE) certified and will be facilitated by Statewide Training Leadership Team certified trainers.

Those individuals who complete the TCP will be added to the statewide list of certified trainers who are available for facilitating future statewide, regional and local training events. DCSS held two identical trainings in 2002. We urge you to consider sending staff to this training because:

- Due to current budget constraints, the Department is encouraging more local and regional training, as opposed to the statewide events that result in travel and per diem expenses. Having a sufficient number of certified Child Support Specialist and Child Support Attorney trainers is critical to support this local and regional activity.
- It has come to our attention that a number of Training Coordinators and local trainers were not able to attend the 2002 TCP events and are not yet certified.
- Members of the CASES Training team have not yet become certified.
- The Department is in the process of becoming certified by the State Bar of California to provide Minimum Continuing Legal Education Credits. Consequently, it is imperative that additional Child Support Attorney's become certified in order to accommodate this type of training delivery.



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

TC Letter: 03-05

March 3, 2003

Page 2

Space is available for 120 participants. If registration exceeds available space, there will be a prioritized selection process for this event based upon the following criteria: the nominee's classification, the nominee's location within the region/state, the existence of certified trainers in the nominee's county and region, and automation issues (i.e. CASES trainers). This training is not limited to only trainers. We recommend the training for anyone who does oral presentations, such as Outreach managers and staff, QAPI managers and staff, Attorneys, etc.. Any additional special circumstances made known to DCSS regarding the need for a particular nominee's attendance will also be considered. Nominees will receive a confirmation letter after their acceptance for this training.

Registrants who we are unable to accommodate for the April 2003 training will be placed on a waiting list for future statewide or regional TCP events.

Attached you will find the "Train the Trainer" 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. Hotel and travel information is available on the Registration Form. Please register on line at www.csdaca.org. Payment should be mailed to:

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 any questions regarding the registration or logistics for this training, please contact Natalie Dillon at the number listed above, or via e-mail at ndillon@csdaca.org. If you have questions regarding the TCP, please contact Kim Krazyński at kim.krazynski@dcss.ca.gov or 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



Priority will be given to those staff who will be training the statewide Child Support Program Orientation curriculum, CASES trainers, attorneys, training coordinators and regions with limited certified trainers. All registrants will receive a confirmation letter verifying their enrollment.



Child Support Directors Association

925 L Street, Suite 1402
Sacramento, CA 95814

Register online at:

www.csdaca.org/training/train.html

Contact: Natalie Dillon
Phone: 916-446-6700
Fax: 916-446-1199
ndillon@csdaca.org

**Department of Child
Support Services**

**Training for
Trainers**



**April 14 - 18
2003**

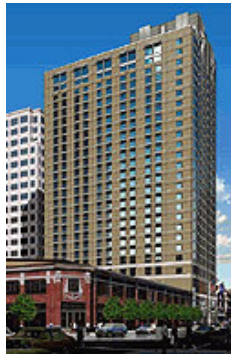
8:00 a.m. to 5:00 p.m.

**Sheraton Grand Hotel
1230 J Street
Sacramento, CA 95814**

Hotel

Located in the beautifully restored historic Public Market Building, the Sheraton Grand Sacramento is steps away from the Sacramento Convention Center, and one block away from the State Capitol Complex. The California State Railroad Museum, the oldest and largest of its kind in the world, is just blocks away.

The Sheraton Grand Sacramento is located at 1230 J Street, Sacramento, CA 95814. They can be reached by phone at 916-447-1700 or by fax at 916-447-1701.

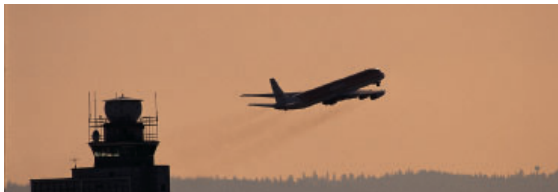


For room reservations please call 800-325-3535 and identify yourself as part of the Child Support Directors Association Training for Trainers. The hotel has a block of guest suites at a rate of \$119.00 per night. The deadline for this rate is March 14, 2003.

Morning and afternoon breaks will be provided daily. Lunches will be on your own.

Travel

Patterson Travel has arranged special air travel and rental car rates through the Child Support Directors Association. To take advantage of these special savings, please call Patterson Travel, Busindes Travel Center, at 916-929-3565 or 800-748-6655. Press 1 to reach the first available agent. All costs for travel are expected to be paid by the individual county sending participants to this event.



Parking

There is parking across the street at the AMCO parking garage. For nonguest visitors of the hotel, the parking fee is \$15.00 maximum per day. For guests of the hotel, the parking fee is \$12.00 maximum per day.

Shuttle

If you are interested in securing a shuttle from the Sacramento Airport, the hotel recommends contacting the Super Shuttle at 800-258-3826 or via the Internet at www.supershuttle.com. The cost is \$11.00 per person, per trip.

Cancellation Policy

Cancellations will not be accepted after March 28, 2003. After that date, registrants will be obligated to pay the full registration fee.

Trainer Certification Program



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

REGISTER ONLINE at

www.csdaca.org/training/train.html

It's fast and easy to register online using the CSDA Web site Training page! If you are not able to register online, please use this form:

Register for: Price:
DCSS Trainer **\$250.00**
Certification Program
April 14 - 18, 2003
Sacramento Sheraton

Name

Title/Classification and Tenure

Agency/County

Address

Telephone

Email

Contact name and number

Please remit registration and payment to:

Child Support Directors Association
925 L Street, Suite 1402
Sacramento, CA 95814
916-446-6700 telephone
916-446-1199 facsimile