

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



February 15, 2005

TC LETTER: 05-02

SUBJECT: TRAINER CERTIFICATION PROGRAM WAIVER CRITERIA

In an effort to establish and maintain a pool of professional child support training staff to deliver child support training statewide, the Department of Child Support Services (DCSS) created the Trainer Certification Program (TCP). In addition to including attendees of several Training for Trainers (T4T) events held between 1995 and 2000 in the DCSS pool of certified trainers, several events were held to increase the number of certified child support trainers. The last statewide event was held April 28, 2003.

Due, in part, to the impending California Child Support Automation System (CCSAS) Version 1 Statewide Services (SWS) training scheduled to be provided through a T4T approach in July 2005, local child support agencies (LCSAs) have expressed an interest in further expanding their pools of DCSS-certified trainers. DCSS is addressing this issue through the development of a TCP waiver process for trainers who have attended other T4T courses that meet certain criteria. This waiver process is in addition to DCSS' earlier response to LCSA concerns that resulted in DCSS' delegation of presentation of TCP to the LCSAs (refer to TC Letter 04-03).

TCP Waiver Policy and Procedures

DCSS adopts the following criteria for considering a TCP waiver:

- Waivers will be considered by DCSS on a case-by-case basis.
- A waiver of the TCP will be granted to an LCSA staff person who has completed a T4T course that includes all of the following subject areas:
 - Instructional design (e.g., 5-D process)
 - Developing training goals and objectives
 - Adult learning theory
 - Presentation skills
 - Trainer styles
 - Participant styles

To be considered for a TCP waiver, the LCSA must submit the following:

- A letter requesting a TCP waiver for the staff person(s)
- Documentation verifying the T4T course which is being used as the basis for the waiver request, included the stipulated subject areas
- Documentation indicating the staff person successfully completed the course
- The date the course was completed

The waiver request and required documents must be submitted to DCSS Statewide Training Section, Attention: Joyce Dowell, Manager, Planning, Analysis, and Program Administration Unit. DCSS staff will review the TCP waiver request documents and notify the LCSA of its decision within 30 business days. Upon approval of the TCP waiver request, the staff person will be added to the statewide certified trainers database.

These TCP waiver policy and procedures have been developed to meet DCSS' objective of establishing a uniform, credible, and professional child support training staff while remaining flexible enough to meet LCSA needs. We hope you will find that this process is beneficial to your work.

If you have any questions regarding this matter, please contact Joyce Dowell at (916) 464-2789.

Sincerely,

VICTOR REA
Acting Chief
Policy Branch

cc: IV-D Directors
Training Advisory Committee