Since the passing of House Bill 110, PCSA directors, or their designees, have more flexibility to waive Caseworker Core courses for new caseworker employees. PCSA Directors, or their designees, can waive any of the Caseworker Core courses based on their individual assessment of the caseworker and justify their rationale for the waiver in the OCWTP Core Waiver form.

**Process for PCSA director or designee to waive Caseworker Core course requirements**

**Step 1:** Within 6 months of the date the caseworker starts their position, the PCSA director/designee can review the caseworker’s work experience, prior training on required topics, educational background and other optional criteria, like the individual training needs assessment (ITNA), to determine if the director/designee will pursue a waiver for any of the caseworker’s Core course requirements. The PCSA director/designee understands the liability of waiving mandatory training for new caseworkers and potential legal actions resulting from inadequate training.

**Step 2:** If a decision is made to waive any Caseworker Core course(s), the PCSA director/designee will complete the OCWTP Core Waiver form, located on the ODJFS Children Services Training & Development webpage, to document their rationale for each course waived. The waiver allows for multiple courses to be waived under different criteria depending on the circumstances.

**Step 3:** After completing the OCWTP Core Waiver form, the PCSA director/designee will keep a signed copy of this waiver for their records and ensure the waiver form is on file with OCWTP by sending it to their Regional Training Center (RTC) within ten business days from the date of their completion and signature. The RTC will ensure the learning management system (LMS) is updated to reflect the caseworker’s Core status within ten business days from receiving the signed Caseworker Core Waiver form.

**Step 4:** The PCSA director/designee will provide the caseworker with information on current policy and procedure outlined in the OCWTP Core Waiver Form.

**Step 5:** If any Caseworker Core courses are waived, the PCSA director/designee will ensure that the caseworker completes a minimum of thirty-six hours of annual training within their first year of continuous employment with the agency as either a part-time or full-time caseworker. The caseworker’s supervisor is also encouraged to complete the ITNA with the caseworker, as soon as possible, to determine the caseworker’s training needs.
Supervisor-Specific Initial Training Requirements
- Supervisors are to complete 60 hours of Supervisor Core during their first year of being a supervisor. If there are any remaining Core courses, the supervisor must attend those during their second year of being a supervisor.
- Supervisors must complete a course in screening reports of child abuse, neglect and dependency within their first year of being a supervisor. Please complete a Screening Guidelines training to fulfill this requirement.

Caseworker-specific Initial Training Requirements
- Caseworkers are to complete 102 hours of Caseworker Core during their first year of continuous employment, unless a waiver is approved.
- Caseworkers granted a waiver are required to complete 36 hours of training during their first year of employment.

Annual training requirements for caseworkers and supervisors
After their first year of continuous employment with the agency in that position, as a part-time or full-time employee:
- Caseworkers are to complete thirty-six (36) hours of annual training.
- Supervisors are to complete thirty (30) hours of annual training.

These training activities are to be relevant to the caseworker or supervisor’s assigned duties, approved by their respective supervisors, and entered in the statewide LMS. Supervisory approval is assumed for all training activities entered in the statewide LMS. Annual training should also be informed by the caseworker’s or supervisor’s ITNA, both of which are to be completed at least every two years.

Domestic Violence Training Requirements
• The requirements for taking 12 hours of domestic violence training within 2 years of continuous employment as a caseworker or within 2 years of continuous employment if hired or promoted as a supervisor have not changed.
• The rule does not outline specific learning components needed for the training but clarifies that only approved courses listed within the statewide LMS will meet this requirement.
• Caseworkers who were previously employed as a PCSA caseworker within the last 2 years and previously completed required domestic violence training recorded in the statewide LMS are exempt from this requirement.
• Supervisors who have completed 12 hours of domestic violence training already recorded in the statewide LMS are exempt from this requirement.

Human Trafficking Training Requirements
• The requirements for taking a human trafficking training within 2 years of continuous employment as a caseworker or within 2 years of continuous employment if hired or promoted as a supervisor have not changed.
• The rule does not outline specific learning components needed for this training but clarifies that only approved courses listed within the statewide LMS will meet this requirement.
• Caseworkers who were previously employed as a PCSA caseworker within the last 2 years and previously completed required human trafficking training recorded in the statewide LMS are exempt from this requirement.
• Supervisors who have completed a human trafficking training already recorded in the statewide LMS are exempt from this requirement.
Relevant training activities may be offered by:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCWTP</td>
<td>These trainings will be listed within the statewide LMS.</td>
</tr>
<tr>
<td>Ohio Human Services Training System (OHSTS)</td>
<td>These trainings can be found at Ohio Human Services Training System - Home (ohsts.org)</td>
</tr>
<tr>
<td>Ohio Department of Job and Family Services (ODJFS)</td>
<td>Notifications about these trainings will be sent to PCSA county directors or through the OCWTP Regional Training Centers.</td>
</tr>
<tr>
<td>Accredited colleges or universities</td>
<td>When calculating annual training hours, use the number of semester/quarter hours awarded by the college or university as indicated on the college or university transcript.</td>
</tr>
<tr>
<td>Seminars, conferences, and workshops</td>
<td>NASW sponsored seminars; PCSAO sponsored conferences; County-specific workshops</td>
</tr>
<tr>
<td>Any other entities that offer training activities relevant to the employee’s assigned duties</td>
<td>Specific PCSA agency sponsored events; etc.</td>
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</tbody>
</table>

**PCSA Responsibility**

*PCSAs will enter all Caseworkers & Supervisors into the statewide LMS within 30 days of starting their respective positions.*

They must maintain the following work-related education and training records:

**Caseworkers**
- All work-related education applicable at the time of hire and any education/degrees obtained after hire including college transcripts and a copy of their diploma(s) showing degree level and area of study
- Documentation of the time employed in a human services related occupation (Only required if caseworker did not have a bachelor's degree in a human services related field at hire)
- All work-related training records

**Supervisors**
- All work-related education
- All work-related training records

*It should be noted that the OCWTP is currently in a transition period between Learning Management Systems (LMS). The transition from E-track to the Child and Adult Protective Services (CAPS) LMS will change how information is entered and filed. Currently PCSAs maintain work-related education outside of E-track. Once the transition to CAPS LMS is complete, PCSAs will need to ensure all work-related education and training records mentioned above are added.*

Contact your Regional Training Center or the OFC Children Services Training & Development Team at OFCTraining@jfs.ohio.gov for additional guidance, as needed.