



HANDBOOK

**For
Licensing Staff,
Prospective Foster Parents,
And
Trainers**

Contact Information

Interim Manager:

Lisa Wilson
6201 S. Emerald St.
Chicago, IL 60621
Work: 773-371-6486
Fax: 773-371-6130
Email: Lisa.Wilson@illinois.gov

Regional Training Specialist

PRIDE Online Tech Support:

Brittany Willis
2125 S. First Street
Champaign, IL 61820
Work: 217-278-3222
Fax: 217-278-5557
Email: Brittany.Willis@illinois.gov

Regional Training Specialist

PRIDE Online Tech Support:

Karla Blake
107 Airway Dr.
Marion, IL 62959
Office: 618-993-7611
Fax: 618-993-7184
Email: Karla.Blake@illinois.gov

Field Training Liaison

PRIDE Online Tech Support:

Carolyn Gibson
6201 S. Emerald 2nd Flr. / 281K
Chicago, IL 60621
Direct Line: (773) 371-6178
Fax: (773) 371-6130
Email: Carolyn.W.Gibson@illinois.gov

PRIDE Training Terms

PRIDE IL

- PRIDE IL consists of 39 hours of training. Revisions have been incorporated into this training to meet the 402 licensing standards. The 39 hours include PRIDE IL (27 hours; sessions 1 through 9) and Supplemental classes (12 hours; six sessions).
 - PRIDE IL is the PRIDE pre-service training. Previously known as PRIDE 2009.

PRIDE Supplemental

- PRIDE Supplemental consists of 12 hours of training.
 - Keeping Children Connected
 - Social Media
 - Trauma
 - Human trafficking
 - Life of a Case Part 1 & 2

PRIDE Online

- PRIDE Online is a NEW option to complete the PRIDE IL Training through an online learning management system. PRIDE Online is not an expedited option for licensure. It is expected that participants will complete two sessions per week (for total of five weeks) mirroring all day Saturday in-person classes.
 - **Interaction Report-** Is a report that is submitted to Licensing Workers for online participants. The report includes the answers from the EBook (which replicates the participant workbook in-class), discussion questions (which serves as the in-class trainer notes), and PRIDE Connections (homework).

LICENSING WORKER

Licensing Worker Overview

PRIDE Pre-Service consists of 39 hours of training. Revisions have been incorporated into this training to meet the 402 licensing standards. The 39 hours include PRIDE IL (27 hours; sessions 1 through 9) and Supplemental classes (12 hours; six sessions). PRIDE Pre-Service can be taken online or in the classroom.

The PRIDE Online training is not an expedited option for licensure. It is expected that participants will complete two sessions per week (for total of five weeks) mirroring all day Saturday classes.

The online trainings are self-paced. PRIDE trainers monitor the completion of participants and answer any questions as they receive them. At this time, trainers do not prompt responses from participants.

This handbook outlines the procedures, protocols, and includes the necessary forms for the online option of the PRIDE Pre-service training.

Registration Process

Licensing Workers are responsible for registration of all participants.

Please follow the steps below when registering participants for all options of PRIDE IL Online.

- Assist the prospective foster parent in completing the *Is Online for Me?* Assessment Tool.
- Complete the CFS 2022 registration form.
- Submit both forms to the Registration Unit before the designated class registration deadline.
- Participants can be enrolled in the online training no later than close of business, five business days prior to the start of the online class. If a referral is submitted after the deadline, it will be processed for the next starting class. *See deadline dates below.*
- You will receive a copy of the confirmation email from the registration unit.
- It is important for licensing workers to maintain accurate records of participants who are registered in the full 27 hour online course and those who will be completing make up classes.

MONTH	CLASS START DATE	REFERRAL DEADLINE DATE
DECEMBER	12/04/17	11/27/17
JANUARY	01/08/18	12/22/17
FEBRUARY	02/05/18	01/28/18
MARCH	03/05/18	02/25/18
APRIL	04/02/18	03/25/18
MAY	05/07/18	04/29/18

If you have any questions or concerns regarding the registration process for PRIDE IL Online; please email Brittany Willis at Brittany.Willis@Illinois.gov.

Online Requirements

To be successful with the PRIDE Online classes (both the Pre-Service and Supplemental classes) the following are necessary.

- **Participants must have an email address. Couples need to have separate email addresses.**
- **Participants must use Google Chrome or Firefox.**
- **Participants must be able to complete the course work on a desktop or laptop.**
- **Participants must have access to high speed broadband internet (it must be fast enough to stream online television on multiple devices at the same time).**
- **Participants must have basic computer knowledge.**

PRIDE IL Online Cohorts

PRIDE IL Online Cohorts

- The PRIDE IL Online training is scheduled near the beginning of every month with the exception of the month of June. The PRIDE IL Online training is scheduled in cohorts. A cohort consists of a group of twenty participants. The class is expected to take five weeks to complete.

Participant Requirements

- Couples will need separate email addresses for online training.
- Participants are required to complete two sessions, evaluations, and discussion questions per week.
 - **PLEASE NOTE:** *Participants are not allowed to advance beyond the two sessions each week. However, they are able to complete previously missed sessions.*

Course Information

- Participants need to be advised that they will be directed to PRIDE ONLINE (Course Mill) for their online session(s). This information will be explained in their welcome letter from the trainer.
- Participants will use their VTC User ID for both Course Mill and for the evaluation link.
- **Participants have two separate passwords. One for Course Mill and one for the VTC.**
 - Participants will need to know their VTC password to complete the evaluation for each session. (If they have forgotten it or didn't receive their original email, they can reset it on the front page of the VTC)

Trainer Requirements

- Each cohort is assigned one trainer to facilitate the learning process and troubleshoot any problems a participant may have.
- The assigned trainer will send a welcome letter to the participants reviewing the online technical requirements and their office hours.
- Trainers will have set office hours to respond to the participant's concerns.
- Trainers can only view Course Mill requirements. They do not have access to a participant's VTC transcript to verify the completion of the evaluations.
 - **It is the evaluation link that gives participant's credit on their VTC Transcript.**

- If a participant is having problems with the evaluation link, this needs to be communicated to the trainer. Upon verification that the session has been completed, the trainer will send an evaluation link to the participant.
- The trainers will respond during their office hours.

Interaction Reports

- Licensing workers will receive a progress report after the participant completes session 1-4 and sessions 5-9. This is called the Interaction Report. It will include the answers from the EBook (which replicates the participant workbook in-class), discussion questions (which serves as the in-class trainer notes), and PRIDE Connections (homework).
- The Interaction Report will be sent by email. It is a Microsoft Excel spreadsheet.

Please Note:

Participants transcripts will reflect a “Dropped” status if all sessions have not been completed by the class end date. Upon completion of all sessions, their status will be changed from “Dropped” to “Completed”. If missed sessions have not been completed by the supplemental training deadline, the status on their transcript will continue to be listed as “Dropped”.

All missed sessions that are not completed by the supplemental training deadline will have to be completed as Make-up sessions.

You will have to contact the registration unit to register the participant for the online make-up sessions. No referral forms or additional paperwork are needed to facilitate this process.

PRIDE IL Online Makeups

PRIDE IL Online Makeups

- A PRIDE IL Online makeup will replicate the in-class session(s) that a participant missed.
- All in-class participants are able to do make up sessions
- Participants cannot exceed three makeup sessions.
- Participants can take sessions one and two online so they may enter into an in-class series.
- Licensing workers can verify the DCFS VTC Transcript to assure the participant has taken the evaluation and credit has been awarded.

Enrollment Procedures

- You must complete the PRIDE Online Makeup Registration Form and the Is Online for Me? Assessment Tool.
- Participants will be enrolled into the makeup sessions on the Friday, after 4pm, following the referral to the registration unit.
- **The registration deadline for makeup sessions is every Friday at noon.**
- Licensing workers will be notified by the registration unit confirming your participants have been registered for makeup sessions.
- Licensing workers will be copied on emails sent by the trainer, to participants when they are not completing the required session(s).

Participant Requirements

- Couples will need separate email addresses for online training.
 - Participants are given one week per two sessions to complete their makeup sessions which includes the course work, evaluations and discussion questions.
 - Participants must take the online makeup sessions in order.
 - Participants must complete an online evaluation for each session for credit to be awarded.

Course Information

- Participants need to be advised that they will be directed to PRIDE ONLINE (Course Mill) for their online session(s). This will be explained in their welcome letters.
- Participants will use their VTC User ID for both Course Mill (the online makeup session) and for the evaluation link.
- Participants have two separate passwords. One for Course Mill and one for the VTC.
- Participants will need to know their VTC password to complete the evaluation for each session. (If they have forgotten it or didn't receive their original email, they can reset it on the front page of the VTC)
 - **Please Note: All paperwork for makeup sessions will be emailed to the licensing worker. Work completed for in-class sessions will be submitted by participants. Trainer Notes will be submitted for in-class sessions by the trainer.**

Trainer Requirements

- A trainer will be assigned to facilitate the learning process and troubleshoot any problems a participant may have.
- The assigned trainer will send an introduction letter to the participants reviewing the online technical requirements and their office hours.
- Trainers will have set office hours to respond participant's concerns.
- Trainers can only view Course Mill requirements. They do not have access to a participant's transcript to verify the completion of the evaluations.
 - **It is the evaluation link that gives participant's credit in the VTC Transcript.**
 - If a participant is having problems with the evaluation link, the trainer, upon verification that the session is completed, can send an evaluation link to the participant.

Interaction Reports

- Licensing workers will receive a progress report after the participant completes all required makeup sessions. This is called the Interaction Report. It will include the answers from the EBook (which replicates the participant workbook in-class), discussion questions (which serves as the in-class trainer notes), and PRIDE Connections (homework).
- The Interaction Report will be sent by email. It is a Microsoft Excel spreadsheet.

Deadlines - Additional Information

The following protocol was established to provide standards and deadlines for completing online makeup sessions. We understand that emergencies and life circumstances arise; however it takes

a team of staff within the Office of Learning and Professional Development to manage the online makeup trainings and these parameters will help us provide timely submission of training credit for all participants completing the online training.

- Participants will have one week to complete up to two sessions:
 - 1-2 sessions = One week
 - 3 sessions = Two weeks
- If participants need to make up more than 3 sessions; the full PRIDE Online Pre-service should be considered.

If participants are not able to complete their sessions within the deadlines stated above; the following actions will be taken:

- The trainer will contact the participant, carbon copying the participants Licensing Worker, on the Wednesday before the completion deadline.
- If the participant does not respond or move forward with the completion of the training by the given completion deadline; the trainer will contact the Licensing Worker, carbon copying the Licensing Worker's Supervisor and the Regional Training Manager, making them aware of the incompleteness of the makeup sessions.

Participants who do not complete the makeup sessions by the completion date will have the opportunity to be re-enrolled into a new makeup the following week, with the same guidelines.

If the participant does not successfully complete the makeup sessions after being enrolled for a second time, they will not be allowed to be re-enrolled for a third time. It is recommended that the Licensing Worker look into makeup sessions being completed in the in-class trainings.

To access the 12 hours of supplemental On-demand training, follow the steps listed below. You are required to complete an evaluation at the end the training in order to receive training credit. You will need your VTC login and password to access the training.

The Online Supplemental Trainings have the same system requirements that the PRIDE Online has.

- **High speed broadband internet** service is required to access this training.
- **Mozilla Firefox or Google Chrome** should be utilized as your browser as Internet Explorer does not work well with this program.
- Please ensure your **pop up blocker is turned off** each time you log onto the site to minimize difficulties.
- Please ensure your **adobe flash plug in is turned off**.
- You must **complete an evaluation** at the end of each session in order to receive credit. If you have trouble accessing the evaluation, check to make sure your pop-up blocker is turned off. It tends to turn back on when accessing the evaluation.

Please note: once you have started a supplemental class, you must finish it **within 7 days**. If you do not, the sessions will “time out”. If that happens, please contact ginny.hayesmanske@illinois.gov.

If a session appears to get “hung up” or starts “spinning”, please clear your browser using “date from the beginning of time”.

Supplemental trainings must be completed along with the 27 hours of in class training for licensure. It can be accessed at www.dcfstraining.org. It can be taken along with the 27 hours in class or PRIDE Online or after completion of the 27 hours. You have 30 days from the end of the class to complete the supplemental training. See below for instructions for Accessing Supplemental Training.

- From the DCFS VTC home page do not sign in
<https://www.dcfstraining.org/vtc/home/home.action>
- On top **red bar** click Foster Parents
- Click on + for Approved In-Service Credit
 - Click link for Instructions and Links to DCFS On-Demand Training

 **Approved In-Service Credit**

 [Instructions and Links to DCFS On-Demand Training](#)

- Open up the PDF download

- All of the PRIDE Pre-Service Supplemental Trainings are labeled as: **PRIDE PRE-SERVICE SUPPLEMENTAL-XXXXXXXXXX**.
 - **Caregiver Social Media**
 - **Human Trafficking**
 - **Keeping Children Connected**
 - **Life of the Case Part 1**
 - **Life of the Case Part 2**
 - **Trauma**
- Click on the link of the title
- You will now be asked to log in to the VTC using your unique user name and password
 - *If you have forgotten/lost/never set up your VTC ID, you will need click on “Can’t access your account?”. Please check your spam folder for an email to reset your account.*

Please enter your VTC username and password to continue with the requested training.

VTC Training ID:

VTC Password:

Login

Cancel

Can't access your account?

- After you have signed in, click the yellow box to “start training”.

ON-DEMAND TRAINING INFORMATION

BACK

PRIDE PRE-SERVICE SUPPLEMENTAL - CAREGIVER SOCIAL MEDIA

In order to receive credit for this on-demand training, you must complete both the Part 1 and Part 2 requirements within 10 day(s) from when you started the training on 08/17/2017 9:55 AM.

There are two parts to an on-demand training. In order to receive credit for the training, both parts must be completed:

Part 1 - Take the Training

Start Training

- Once you have completed the training, you should link automatically to an evaluation which must be completed to receive credit. If the system does not, you must return to the screen above and select the link in the box labeled part two. Once you have completed the evaluation or certification and submitted it, credit for the class will be reflected on your

transcript

Part 2 - Complete the following assigned assessments:

Evaluations

Caregiver Social Media - [Start Evaluation](#)

- If you are still not able to access the evaluation, send an email to Ginny.HayesManske@illinois.gov with a detailed explanation and a screen shot of the problem you are experiencing.

You will need to follow these steps for each required PRIDE Supplemental Training. Completing all six supplemental trainings and the evaluations will credit you 12 training hours to meet the Foster Care Licensure requirement.

❖ **Supplemental Training Class – Trauma**

- This class is a power point that must be downloaded. To access the power point, you will select PRIDE PRE-SERVICE SUPPLEMENTAL – TRAUMA
- Click on the “Start Training” button
- A power point will automatically download.

The screenshot shows a web interface for a training module. On the left, a vertical black bar obscures part of the page. The main content area has a grey background. At the top, it says "There are two parts to an on-demand training. In order to receive cr". Below this is "Part 1 - Take the Training" with a yellow "Start Training" button. A blue arrow points to the button. Below that is a yellow box with "Part 2 - Complete the following assigned assessments:", "Evaluations", and "Trauma - [Start Evaluation](#)". Underneath is "Event Materials:". At the bottom right, it says "© Illinois Department of Children and Family Services, Office of Professional Regulation, dcfstraining@dcfs.gov". At the very bottom, a file download bar shows "Trauma (5).ppsx" with a blue arrow pointing to the file name.

- Click on the power point to review the material.
- To exit the power point, you can either click the escape (esc) button on your keyboard or click on the red “X” located in the upper right hand corner of your computer screen.
- After you exit the power point, you will be directed back to the VTC.
- To complete the evaluation and receive credit for this class, you will need to click the link Trauma – Start Evaluation

Part 2 - Complete the following assigned assessments:

Evaluations

Trauma - [Start Evaluation](#)

- If you experience any difficulties, please email ginny.hayesmanske@illinois.gov.

All of the supplemental training must be completed within 30 days of completion of the 27 hours of pre-service training.

PROSPECTIVE FOSTER PARENT

Prospective Foster Parent

The PRIDE Online training is not an expedited option for licensure. It is expected to be completed within the five week time frame as established with the in-class training.

Participants will take PRIDE Online through the Course Mill (prideonline.org) system utilizing a link into the VTC for evaluations. Supplemental classes will be taken from the VTC.

PRIDE IL Online Cohorts

- The PRIDE IL Online training is scheduled every month except for the month of June. The PRIDE IL Online training is referred to as “cohort.” A cohort consists of a group of twenty participants. The cohorts are expected to be completed in five weeks.

Participant Requirements

- Participants are required to complete two sessions, evaluations, and discussion questions per week.
 - **PLEASE NOTE:** *Participants are not allowed to advance beyond the two sessions each week. However, they are able to complete previous missed sessions*

Course Information

- Participants need to be advised that they will be directed to PRIDE ONLINE (Course Mill) for their online session(s). This will be explained in their welcome letters.
- Participants will use their VTC User ID for both Course Mill (the online makeup session) and for the evaluation link.
- Participants have two separate passwords. One for CourseMill and one for the VTC.
- Participants will need to know their VTC password to complete the evaluation for each session. (If they have forgotten it or didn't receive their original email, they can reset it on the front page of the VTC)

Interaction Reports

- Licensing workers will receive a progress report after the participant completes all required makeup sessions. This is called the Interaction Report. It will include the answers from the EBook (which replicates the participant workbook in-class), discussion questions (which serves as the in-class trainer notes), and PRIDE Connections.
- The Interaction Report will be sent by email. It is a Microsoft Excel spreadsheet.

Please Note:

Participants transcripts will reflect a “Dropped” status if all sessions have not been completed by the class end date. Upon completion of all sessions, their status will be changed from “Dropped” to “Completed”.

Extensions of no more than 30 days can be granted on a case by case basis. This extension coincides with the deadline to complete the Supplemental classes.

All missed sessions that are not completed by the extension deadline will have to be completed as make-up sessions.

PRIDE IL Makeups

PRIDE IL Online Makeups

- A PRIDE IL Online makeup will replicate the in-class session(s) that a participant missed.
- All in-class participants are able to do make up sessions
- Participants cannot exceed three makeup sessions.
- Participants can take sessions one and two online so they may enter in in-class series.
- Licensing workers will be able to verify the DCFS VTC Transcript to assure the participant has taken the evaluation and credit has been awarded.

Enrollment Procedures

- You must complete the Online Learning Assessment (**Is Online for Me**).
- Participants will be enrolled and have access to makeup sessions on the Friday, after 4pm, following the submission of the referral to the registration unit.
- Participants will be notified by the registration unit once registered for makeup sessions.
- Your licensing worker will be copied on emails sent by the trainer, to participants when they are not completing the required session(s).

Participant Requirements

- Couples will need separate email addresses for online training.
 - Participants are given one week per two sessions (course work, evaluations and discussion questions) to complete their makeup sessions.
 - Participants must take the online makeup sessions in order.
 - Participants must complete an online evaluation for each session for credit to be awarded.
 - Participants will not answer their Course Discussion Questions, Participant workbook, or PRIDE Connections for the sessions they do online in their in-class packets. This information will be in the online Interaction Report.

Course Information

- Participants need to be advised that they will be directed to PRIDE ONLINE (Course Mill) for their online session(s). This will be explained in their welcome letters.
- Participants will use their VTC User ID for both Course Mill (the online makeup session) and for the evaluation link.
- Couples will need to have two separate passwords. One for Course Mill and one for the VTC.
- Participants will need to know their VTC password to complete the evaluation for each session. (If they have forgotten it or didn't receive their original email, they can reset it on the front page of the VTC)

Trainer Requirements

- A trainer will be assigned to facilitate the learning process and troubleshoot any problems a participant may have.
- The assigned trainer will send an introduction letter to the participants reviewing the online technical requirements and their office hours.
- Trainers will have set office hours to respond participant's concerns.
- Trainers can only view Course Mill requirements. They do not have access to a participant's transcript to verify the completion of the evaluations.
 - **It is the evaluation link that gives participant's credit in the VTC Transcript.**
 - If a participant is having problems with the evaluation link, the trainer, upon verification that the session is completed, can send an evaluation link to the participant.

Interaction Reports

- Licensing workers will receive a progress report after the participant completes all required makeup sessions. This is called the Interaction Report. It will include the answers from the EBook (which replicates the participant workbook in-class), discussion questions (which serves as the in-class trainer notes), and PRIDE Connections.
- The Interaction Report will be sent by email. It is a Microsoft Excel spreadsheet.

Please Note:

The following protocol was established to provide standards and deadlines for completing online makeup sessions. We understand that emergencies and life circumstances arise; however it takes a team of staff within the Office of Learning and Professional Development to manage the online makeup trainings and these parameters will help us better manage and provide timely submission of training credit for all participants completing the online training.

- Participants will have one week to complete up to two sessions:
 - 1-2 sessions = One week
 - 3 sessions = Two weeks
- If participants need to make up more than 3 sessions; the full PRIDE Online Pre-service should be considered.

If participants are not able to complete their sessions within the deadlines stated above; the following actions will be taken:

- The trainer will contact the participant, carbon copying the participants Licensing Worker, on the Wednesday before the completion deadline.
- If the participant does not respond or move forward with the completion of the training by the given completion deadline; the trainer will contact the Licensing Worker, carbon copying the Licensing Workers Supervisor and the Regional Training Manager, making them aware of the incompleteness of the makeup sessions.

Participants who do not complete the makeup sessions by the completion date will have the opportunity to be re-enrolled into a new makeup week, with the same guidelines.

If the participant does not successfully complete the makeup sessions after being enrolled for a second time, they will not be allowed to be re-enrolled for a third time. It is recommended that the Licensing Worker look into makeup sessions being completed in the In-Class trainings.

PRIDE IL Supplemental

To access the 12 hours of supplemental On-demand training, follow the steps listed below. You are required to complete an evaluation at the end the training in order to receive training credit. You will need your VTC login and password to access the training.

The Online Supplemental Trainings have the same system requirements that the PRIDE Online has.

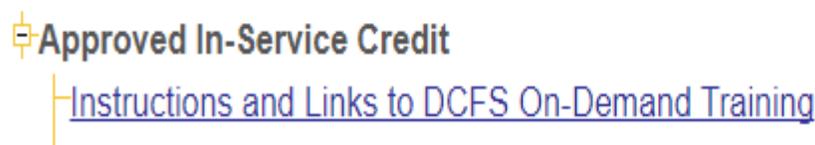
- **High speed broadband internet** service is required to access this training.
- **Mozilla Firefox or Google Chrome** should be utilized as your browser as Internet Explorer does not work well with this program.
- Please ensure your **pop up blocker is turned off** each time you log onto the site to minimize difficulties.
- Please ensure your **adobe flash plug in is turned off**.
- You must **complete an evaluation** at the end of each session in order to receive credit. If you have trouble accessing the evaluation, check to make sure your pop-up blocker is turned off. It tends to turn back on when accessing the evaluation.

Please note: once you have started a supplemental class, you must finish it **within 7 days**. If you do not, the sessions will “time out”. If that happens, please contact ginny.hayesmanske@illinois.gov.

If a session appears to get “hung up” or starts “spinning”, please clear your browser using the option “date from the beginning of time”.

Supplemental trainings must be completed along with the 27 hours of in class training for licensure. It can be accessed at www.dcfstraining.org. It can be taken along with the 27 hours in class or PRIDE Online or after completion of the 27 hours. You have 30 days from the end of the class to complete the supplemental training. See below for instructions for Accessing Supplemental Training.

- From the DCFS VTC home page do not sign in
<https://www.dcfstraining.org/vtc/home/home.action>
- On top **red bar** click Foster Parents
- Click on + for Approved In-Service Credit
 - Click link for Instructions and Links to DCFS On-Demand Training



- Open up the PDF download
- All of the PRIDE Pre-Service Supplemental Trainings are labeled as: **PRIDE PRE-SERVICE SUPPLEMENTAL-XXXXXXXXXX**.
 - **Caregiver Social Media**
 - **Human Trafficking**

- **Keeping Children Connected**
- **Life of the Case Part 1**
- **Life of the Case Part 2**
- **Trauma**
- Click on the link of the title
- You will now be asked to log in to the VTC using your unique user name and password
 - *If you have forgotten/lost/never set up your VTC ID, you will need click on “Can’t access your account?”. Please check your spam folder for an email to reset your account.*

Please enter your VTC username and password to continue with the requested training.

VTC Training ID:

VTC Password:

Login

Cancel

Can't access your account?

- After you have signed in, click the yellow box to “start training”.

ON-DEMAND TRAINING INFORMATION

BACK

PRIDE PRE-SERVICE SUPPLEMENTAL - CAREGIVER SOCIAL MEDIA

In order to receive credit for this on-demand training, you must complete both the Part 1 and Part 2 requirements within 10 day(s) from when you started the training on 08/17/2017 9:55 AM.

There are two parts to an on-demand training. In order to receive credit for the training, both parts must be completed:

Part 1 - Take the Training

Start Training

- Once you have completed the training, you should link automatically to an evaluation which must be completed to receive credit. If the system does not, you must return to the screen above and select the link in the box labeled part two. Once you have completed the evaluation or certification and submitted it, credit for the class will be reflected on your

transcript

Part 2 - Complete the following assigned assessments:

Evaluations

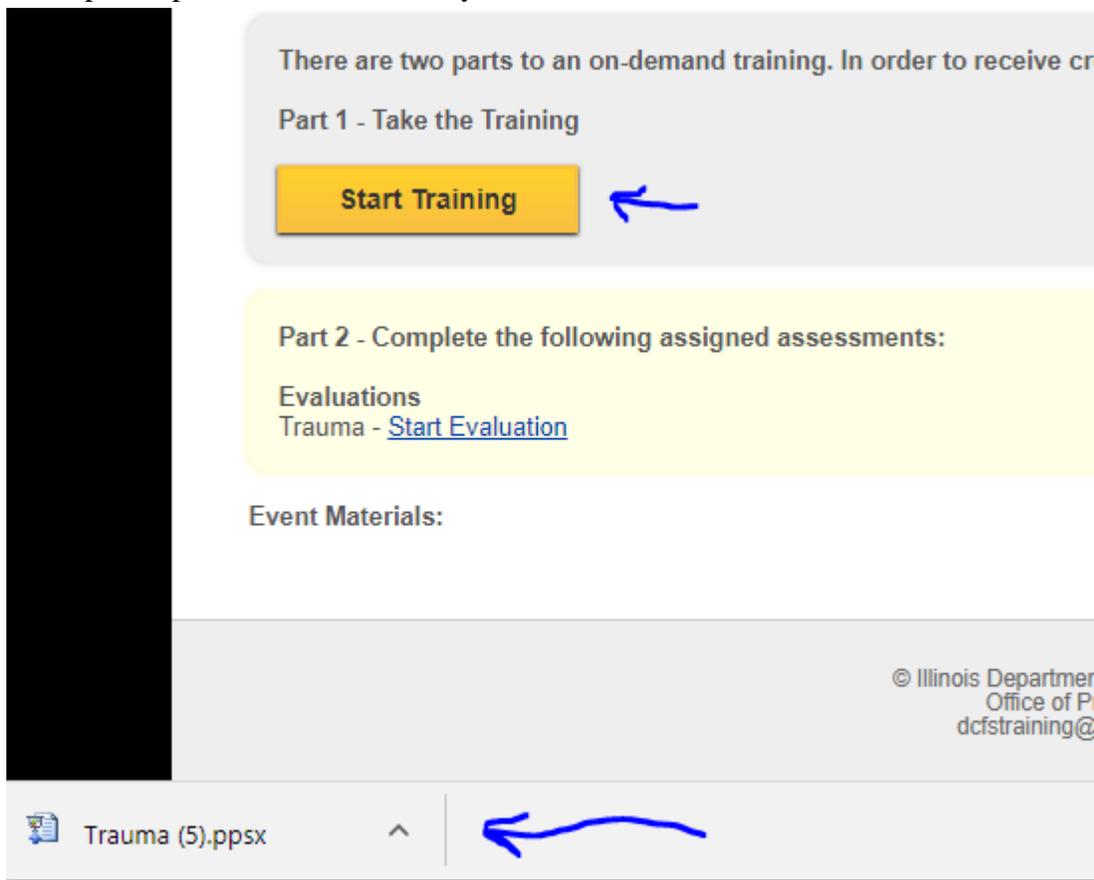
Caregiver Social Media - [Start Evaluation](#)

- If you are still not able to access the evaluation, send an email to Ginny.HayesManske@illinois.gov with a detailed explanation and a screen shot of the problem you are experiencing.

You will need to follow these steps for each required PRIDE Supplemental Training. Completing all six supplemental trainings and the evaluations will credit you 12 training hours to meet the Foster Care Licensure requirement.

❖ **Supplemental Training Class – Trauma**

- This class is a power point that must be downloaded. To access the power point, you will select PRIDE PRE-SERVICE SUPPLEMENTAL – TRAUMA
- Click on the “Start Training” button
- A power point will automatically download.



- Click on the power point to review the material.

- To exit the power point, you can either click the escape (esc) button on your keyboard or click on the red “X” located in the upper right hand corner of your computer screen.
- After you exit the power point, you will be directed back to the VTC.
- To complete the evaluation and receive credit for this class, you will need to click the link Trauma – Start Evaluation

Part 2 - Complete the following assigned assessments:

Evaluations

Trauma - [Start Evaluation](#)

- If you experience any difficulties, please email ginny.hayesmanske@illinois.gov.

All of the supplemental training must be completed within 30 days of completion of the 27 hours of pre-service training.