Foster Providers and their staff are required to have 12 hours of approved training annually. Trainings must be approved by the state’s Adult Foster Home (AFH) Training Credit Committee in order for the trainings to count towards the annual training requirement. Foster Providers and caregivers may take any course or training for extended learning or skill enhancement that they wish. However, only those courses or trainings that have been approved for training credits by the AFH Training Credit Committee may count towards the required annual training hours.

# HOW TO FIND TRAINING THAT HAS ALREADY BEEN APPROVED

The state has established a training website for posting trainings that have been approved by the AFH Training Credit Committee for training credits. The website is located at:

[https://www.oregon.gov/DHS/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/Pages/afh-training.aspx](https://www.oregon.gov/DHS/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/Pages/afh-training.aspx%20)

**The trainings on the website are sorted into the following categories:**

* Classroom (these are specific classroom style events for a specific topic)
* Conference (these training events for multiple topics may include seminars or other presentations in the community that may have varying approval hours based on agenda and class selection)
* On-line (these are web-based courses, only accessible through the internet)
* Virtual (may have to register via Zoom or other platform)

# To search for approved trainings:

 Go to the Adult Foster Home (AFH) Training web page

 Select the type of training format you are interested in from the drop down “Format” menu

* ***Important Note: This website lists training approved for seniors foster homes, DD foster homes, and mental health foster homes so it is important to makes sure that you are looking at trainings that have been approved for DD providers, otherwise the training hours will NOT count towards your 12 hours of annual training.***

 If you would like to narrow your search further, you may also select additional filters from the drop-down menus provided (title of specific training subject, format, or trainings approved for DD providers)

**Other approved training providers:**

*\*These websites offer trainings for other settings and states, i.e. seniors, nursing, etc. If you choose to utilize one of these providers, ensure that the training is DD Oregon specific*.

\* Quantum Units Ed \* Relias

\* Oregon Care Partners \*AFC-CE

\* MyFreeCE. \* Workday Learning

\* Oregon Homecare Commission

**HOW TO REQUEST TRAINING HOUR CREDITS**

* Foster Providers may submit a request for training credit for trainings they or their staff have attended or would like to attend by submitting a training request form to the AFH Training Credit Committee. Provider requests need to be submitted to the AFH Training Credit Committee on form DHS 1510. Forms and instructions are available on the “Approved Training for Adult Foster Home Providers” web page. Requests may be submitted by mail, fax, or e-mail.
* The AFH Training Credit will review and consider all requests. Requests may take up to one month for review. Providers will then receive notification of approval or denial. Approved courses are valid for 12 months form the date of approval.

# TRAININGS THAT DO NOT REQUIRE TRAINING CREDIT COMMITTEE APPROVAL

The following trainings and agencies have ongoing approval and may be counted as training hours:

* CPR, AED and First Aid training must be provided or endorsed by the American Red Cross, American Heart Association, American Safety and Health Institute, or Medic First Aid. CPR or First Aid courses conducted online are only accepted by the Department when an in-person skills competency check is conducted by a qualified instructor endorsed by the **American Heart Association, the American Red Cross, the American Safety and Health Institute, or MEDIC First Aid.”** First Aid and CPR may **only** account for up to 4 hours (combined/total) of training credit for the licensing year it was completed.
* Oregon Intervention Systems (OIS) training by an approved OIS instructor
* OTAC, Local CDDP, Oregon Long-term-care Ombudsman,
* Bloodborne Pathogens training from OSHA.
* Community Mental Health Providers (CMHP)
* Fire and Life Safety courses from Oregon State Fire Marshall, FEMA, or American Red Cross
* ALL other training hours require Training Credit Committee approval.

# A FEW MORE TIPS…

* When the Lane County DD program receives information about training, we forward this information to our foster provider e-mail group. This is not intended as an endorsement of any particular training and also does not necessarily mean that the training has received AFH Training Committee approval for training hours. Providers are responsible for verifying or requesting training hour approval for any training they wish to use towards meeting training hour requirements.
* Foster home licensors do not have the authority to approve or deny training hours; approval may come only from the AFH Training Credit Committee.
* To avoid licensing citations we encourage you to work on training hours throughout the year, rather than waiting until just before licensing to schedule and complete annual training.

Unexpected delays in obtaining materials, class registration issues, class cancellations, schedule changes, etc. can result in delays in completing training hours. If annual training is not completed it will result in a licensing citation and may cause a delay in the issuance of license renewal.

Lane County has typically been able to receive training credit approval for our quarterly DD Foster Provider Meetings. This is another great reason to attend these meetings if you aren’t already doing so! See your licensor if you need information about provider meeting.