

Division of Family Resource and Youth Services Centers
Guidance Document

Training Requirements for FRYSC Coordinators

FRYSC Coordinators are required to receive training that is approved by the FRYSC Training Council in each training year. Training years will run from June 1st – May 31st. All PD completed between those dates will count for that training year. The required number of hours is outlined below:

<p style="text-align: center;">New 1st Year Coordinators <i>Note: status defined as up to the first May 31st of their employment. Beginning June 1st, same as all other coordinators.</i></p>	<p style="text-align: center;">All Other Coordinators- Required 24 Approved PD Hours <i>Note: employed as on June 1 of that training year.</i></p>
<p>Coordinators must complete:</p> <ul style="list-style-type: none"> • New Coordinator Orientation (NCO) • Returning Coordinator Orientation (RCO) • Complete the FRYSC Mentoring Checklist • All Regional FRYSC Trainings* <p>If possible, attend at least one statewide training:</p> <ul style="list-style-type: none"> • Victory Over Violence • Fall Institute <p>Coordinators are encouraged to attend:</p> <ul style="list-style-type: none"> • Other <u>approved</u> statewide trainings/conferences (up to 12 hours per event) <p><i>New coordinators are not bound to the 24-hour PD requirement in their first year.</i></p>	<p>Coordinators must attend at least one statewide training:</p> <ul style="list-style-type: none"> • Victory Over Violence • Fall Institute <p>And:</p> <ul style="list-style-type: none"> • All Regional FRYSC Trainings* <p>Coordinators are encouraged to attend:</p> <ul style="list-style-type: none"> • Other <u>approved</u> statewide conference/trainings (up to 12 hours per event) <p>Coordinators are encouraged to attend:</p> <ul style="list-style-type: none"> • Other <u>approved</u> statewide conference/trainings (up to 12 hours per event)
<p>No more than twelve (12) FRYSC training hours per event will be approved for any approved conferences or events other than VOV and Fall Institute.</p> <ul style="list-style-type: none"> • District-sponsored PD** • Other FRYSC Approved Conferences • Training approved for childcare hours <p><i>A certificate of completion must be received to track the hours on the Training Tracking Form.</i></p> <p>All hours must fall within the FRYSC Training Domain topics and address the components of the approved FRYSC plan and/or the school district goals. It is recommended that a variety of domain topics covered.</p>	

** Please note that training hour requirements are separate from Regional Meetings. Regional Meetings are mandated, no matter the number of hours a Coordinator has received. Coordinators are NOT excused from mandated regional events once their required number of hours is met.*

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***Center Coordinators must also complete all staff training required by the school district such as Confidentiality, Blood Borne Pathogens, etc. This does NOT count towards the FRYSC training hours.*

Non- FRYSC sponsored training:

If training is not sponsored by the Division of Family Resource & Youth Services Centers, Coordinators may obtain credit for the training by completing the Coordinator Request for Training in FRYSC Counts. The form must be submitted to the Training Specialist at least 15 days prior to the training.

To receive training hours for non-FRYSC sponsored training, it must be related to FRYSC components in their approved program plan. The training should provide strategies for addressing the components or is designed to improve the FRYSC coordinators or staff's individual professional growth and/or address school and district goals.

Submit only one Training Registration form per training event. If a group of Coordinators attend, they can submit the form together.

If professional development is offered by a Coordinator's school or school district, including training for EILA credit, it is automatically approved to count towards the required number of FRYSC hours—up to twelve (12) hours. A certificate of attendance must be obtained from the training. Training that is required each year for all school district staff that includes, but is not limited to, Confidentiality, Blood Borne Pathogens, Harassment, Bullying, other modules, etc. **will not count for FRYSC PD hours even if district provides PD credit to staff.** This is considered annual staff training.

Note: The maximum number of hours for any non-FRYSC sponsored single training event is 12 hours of credit, no matter the length of time spent at the training. This includes district or school sponsored professional development.

Kentucky Board of Social Work or Kentucky Division of Child Care:

Training that has been approved by the Kentucky Board of Social Work or the Kentucky Division of Child Care are automatically approved for FRYSC Training Hours.

Tracking Procedures for Training Hours:

All Coordinators are required to complete the FRYSC Coordinator Professional Development Tracking Form which can be found on the training tab in FRYSC Counts. Beginning July 1, 2020, the forms will be due on June 30th each year. The districts are responsible for ensuring that coordinators receive all required training hours.

Training Certificates:

Certificates for training are provided by the DRYSC for all Division-sponsored training. Certificates should be kept on file in the Center and in the district office. RPMs must request certificates from DFRYSC at least 15 business days prior to training event.

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Training certificates document the number of hours earned and should match the number entered on the Professional Development Tracking Form in FRYSC Counts. They should be kept for 3 years for monitoring purposes. The best recommended practice is to upload certificates to the Center page in FRYSC Counts to maintain an electronic record.

New Coordinators:

Must attend New and Returning Coordinator Orientation and start recording all professional development hours on the PD Tracking Form in FRYSC Counts! If possible, new coordinators are strongly encouraged to attend a statewide conference during their first year.

The new year for obtaining 24 hours begins next June 1 after their hire date.

Coordinator: Years 1-3	Coordinator: Years 4 and beyond
Coordinator will have 1 year to repeat the required amount of training hours	The center will be on probation until one full year of training is complete

Failure to meet Training Hours:

If a Coordinator does not meet the required number of hours or fails to attend a state-wide conference, a corrective action plan will need to be submitted to the Division.

Training Costs:

If a Center's operating budget does not provide ample funds for all costs associated with a Coordinator's training, the District, SBDM or other available funds must absorb these costs (see 202.2 of FRYSC and District Contract).