

PDS *Online*



Wisconsin Child Welfare Professional Development System

Summer 2016

Welcome!

Thank you for your interest in becoming a licensed foster parent!

We hope to guide and support you through the licensing process as you dedicate your time to becoming a foster parent. In this pamphlet, you will find the training requirements and instructions for completing the required trainings through our online Professional Development System.

We truly appreciate your service and effort to better the lives of Wisconsin's youth.

Required Training

You will have different certification requirements depending on the level of certification you want to obtain.

Please contact your foster care coordinator for more detailed descriptions of the levels.

Desired Level

Required Training



- 6 hours of Pre-Placement Training



- 6 hours of Pre-Placement Training
- 30 hours of Initial Licensing Training
- 10 hours of Ongoing Training in each 12-month licensing period



- 36 hours of Pre-Placement Training
- 24 hours of Initial Licensing Training
- 18 hours of Ongoing Training in each 12-month licensing period



- 40 hours of Pre-Placement (4 must be child-specific)
- 30 hours of Initial Licensing (6 must be child-specific)
- 24 hours of Ongoing Training in each 12-month licensing period (8 must be child-specific)



- Speak to your supervisor

PDS Online

PDS Online is where you can find and register for Foundation and Advanced Skills trainings. You won't be able to log in until you have an active foster parent license listed in eWiSACWIS. Once a PDS Online account is created for you, your foster care coordinator will provide you with your login information.

Note: Each licensed foster parent in a home has an individual training account which requires separate usernames/passwords.

Logging In

1. The login screen is available at pdsonline.csod.com/

2. Your username will always start with a "P" followed by your 7-digit eWiSACWIS ID number (i.e. P1234567). The P-number allows you to log in to PDS Online for your first day. To access PDS Online in the future, you will have the option of using your e-mail address (see #6 below for details).

3. Your initial password will be PDS1234ONLINE. When you log in for the first time, you will be asked to create a permanent password. Please choose something you will remember, and then write down your password in the table below.

Your Name	Username (can be your e-mail)	Password

4. When you first log in, you will be taken to one of the two screens seen here. If you see the screen on the right, please click "Update my Profile" so that you are taken to the screen with two buttons (seen below). If you see the screen with two buttons, proceed to step 5.

5. Click on the button for foster parents and fill out the form. Submissions are uploaded to PDS Online at 3 P.M. and processing is finalized at 10 P.M. each night, so please be sure to complete your form before 3 P.M. in order to ensure your PDS Online account is ready for you the next day.

6. After waiting about a business day (see step 5 for details on timing), you can return to PDS Online to search for training sessions. This time, if you listed an email address on the form, then you will be able to use your e-mail address as an alternative to your username for logging in. Once you log in, please check out the "How-To" guides found on the PDS Online homepage to learn how to navigate the system.

7. To search for training sessions, you have two options. First, if you know the training locator number (a four-digit number, like "5562") of your single session, type it in the search box in the upper right hand corner. Otherwise, you should use the **Upcoming Training Session and Conference Calendar** button found near the bottom of the homepage.

Upcoming Training Session and Conference Calendar

8. If you are searching using the calendar, use filters on the left side of the screen. For example, you can try searching in the "Session ID" field with any of the following county/city names:

February, 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today: Friday, February 26, 2016

Filters

Title

Session ID

Location

All

Session Instructor

All

Completed Sessions

Add Subject(s) filters

Examples

Algoma	Appleton	Chippewa
Dane	Eau Claire	Fond du Lac
Green Bay	Iowa	La Crosse
Little Chute	Marinette	Marshfield
Oshkosh	Pierce	Rock
Spooner	Stevens Point	Trempealeau
Waukesha	Waupun	Wausau

9. If you still cannot find what you are looking for, delete what you typed in the Session ID field, and instead click the "Add Subject(s) filters," click the plus sign next to the filter called "Foster Parent," and click "Done."

Registering for a Training

10. Once you find what you want on the calendar, click on the title of the training.

You will be taken to a page where you can click the **Request** button at the top of the page.

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Foster Parent Foundation
Module 2: Cultural Dynamics in Placement

5:30 PM - Waukesha County Health and Human Services Department

11. If a form appears asking for your dietary restrictions, please fill it out in full and click "Submit".

Viewing Your Transcript

12. There are two ways to view your transcript. If you were following the steps above and just successfully registered for a course, you will automatically be taken to the transcript page. If you are trying to find your transcript but did not just register for a course, please click the **View Your Transcript** button from the homepage.

View Your Transcript

More Questions

Email us: mcwp@uwm.edu