



WISCONSIN CHILD WELFARE PROFESSIONAL DEVELOPMENT SYSTEM

Online Training Registration Guide

For Foster Parents of:
County Dept of Human Services
or
Tribes

(414) 964-7400 – Main Office

Central email: mcwp@uwm.edu

Website: uwm.edu/mcwp/

A collaboration between



Wisconsin Child Welfare
Professional Development System
SCHOOL OF SOCIAL WORK
UNIVERSITY OF WISCONSIN-MADISON



Milwaukee Child Welfare Partnership
Dedicated to professional development



UNIVERSITY of WISCONSIN
MILWAUKEE

Table of Contents

Getting Started in PDS Online.....	page 2-4
Looking for Training.....	page 5-6
Registering for a Training.....	page 7
Notify Me Option	page 8
Viewing Your Transcript.....	page 9
Withdrawing from Training.....	page 10
Foundation Training Checklist.....	page 11

Thank you for being a foster parent!

PDS Online is where you can find and register for Foster Parent Foundation and Ongoing trainings. You won't be able to log in until you have an active foster parent license listed in eWiSACWIS. Your eWiSACWIS identification number will be used along with a "P" for your user name the first time you sign in. You have to get the eWiSACWIS person number from your Foster Care Coordinator.

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

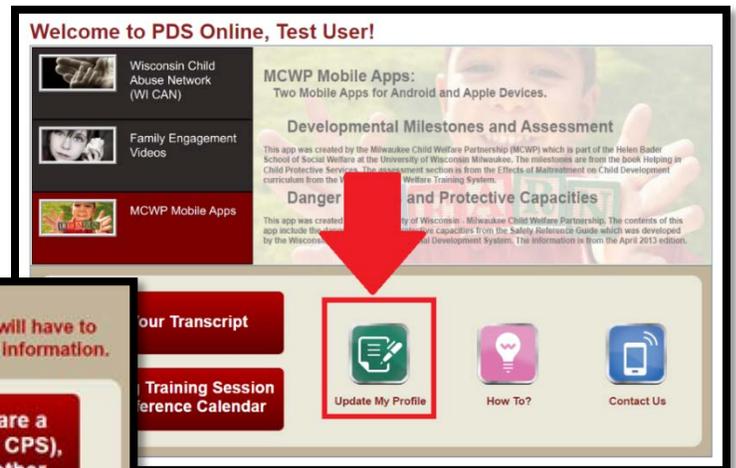
Getting Started

1. The login screen is available at pdsonline.csod.com/
2. Your **username** will always start with a “P” followed by a number (i.e. P1234567). The P-number allows you to log in to PDS Online for your first time. 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. You can record that information below.

Name	P Number (this is the username)	Password

Tip: Users will not be able to register for training without completing the survey.

3. 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 (shown below). If you see the screen with two buttons, proceed to step 4.



4. Click on the button for foster parents and fill out the survey form. Submissions are uploaded to PDS Online at the end of each business day. **You will not have access until the following day.**

Tip: Training availability is determined by survey answers. Providers being licensed by a **Wisconsin County or Tribe** should reference the chart below to register for trainings with Milwaukee Child Welfare Partnership

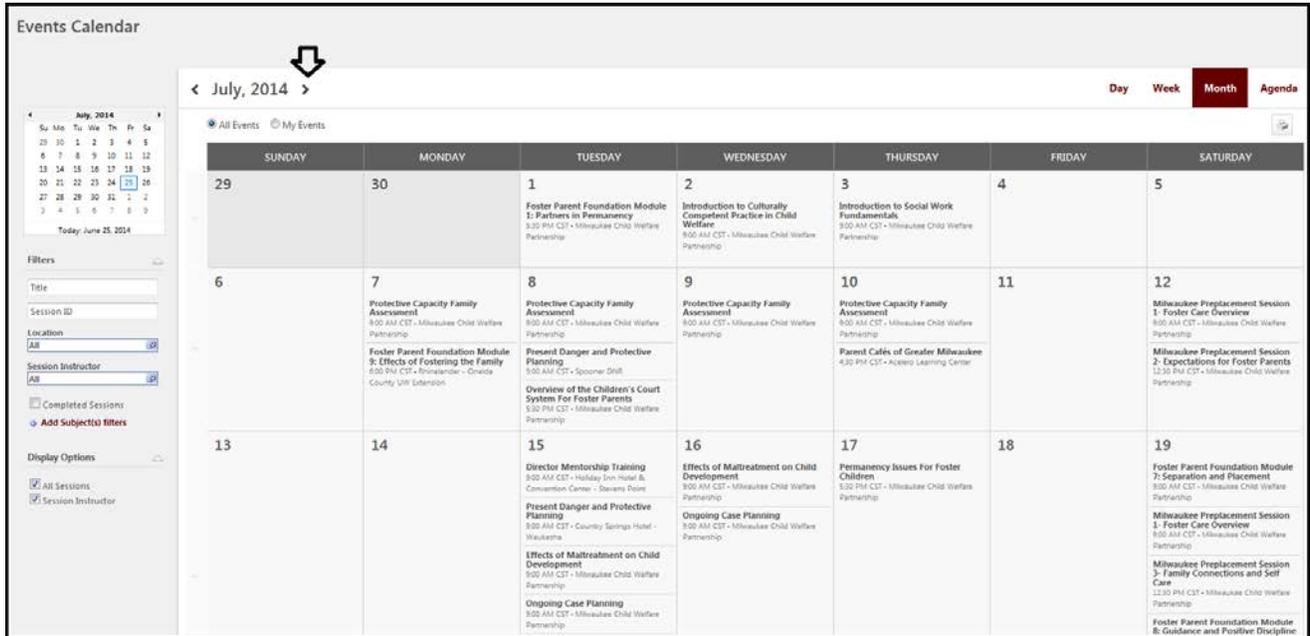
Email Address	*This field is required. Please enter a valid email address to receive important communications about training registration. If you do not have an email address, please enter “ email@email.com ”
Licensing Agency Type	County Dept of Human Services or Tribe
County/Tribe of Licensing Agency Location	*This field is required. Please select the county in which your agency is located or tribe. Milwaukee County should contact mcwp@uwm.edu for other instructions.
Private Licensing Agency Name	Not Applicable- Licensed by County or Tribe

5. After waiting 1 business day, you can return to PDS Online to search for training sessions.

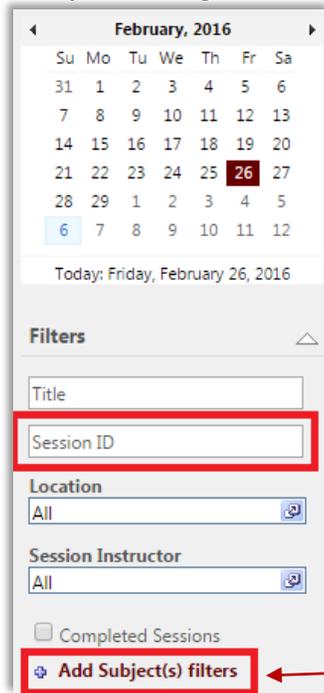
Looking for a Training

To find training sessions, you have two options:

1. Browse Calendar: Use the **Upcoming Training Session and Conference Calendar** button found near the bottom of the homepage to browse trainings by date. Use the arrow to scroll months



Tip: 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 county/city names:



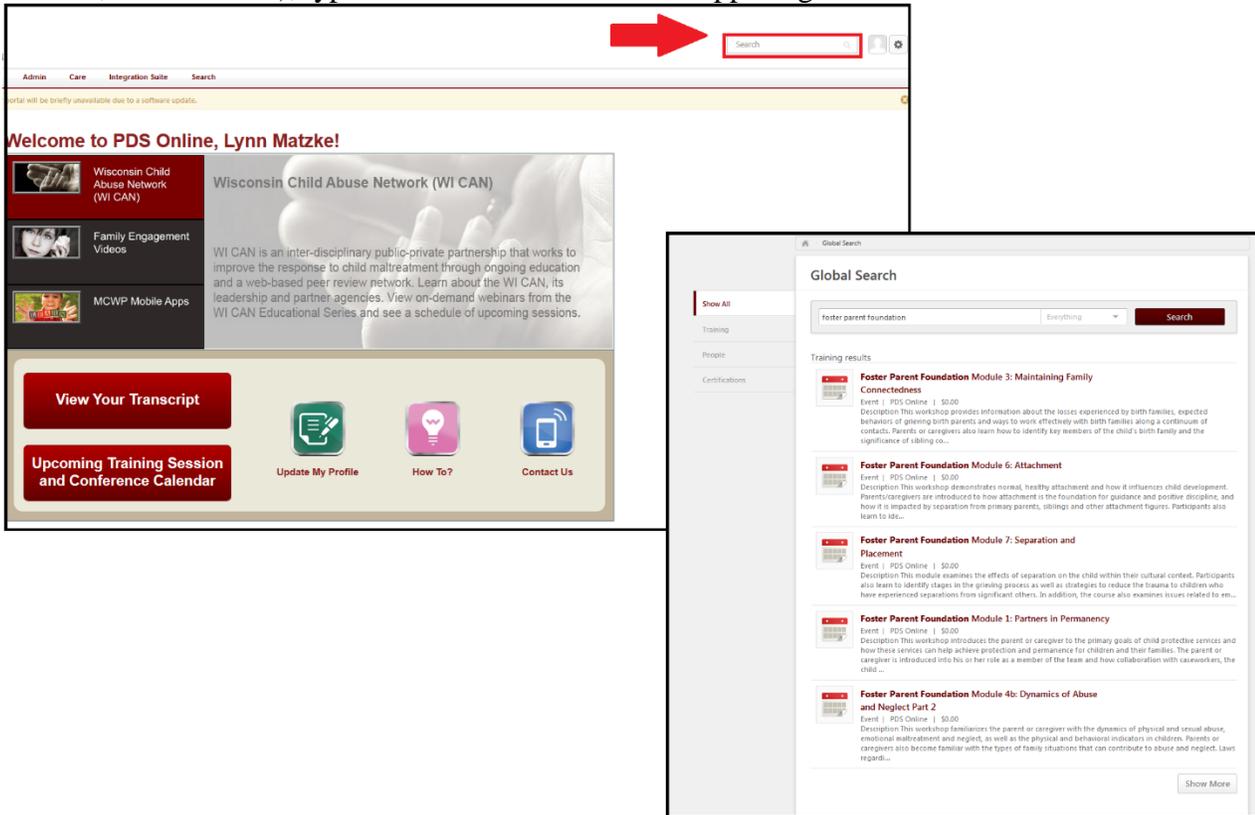
Examples

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

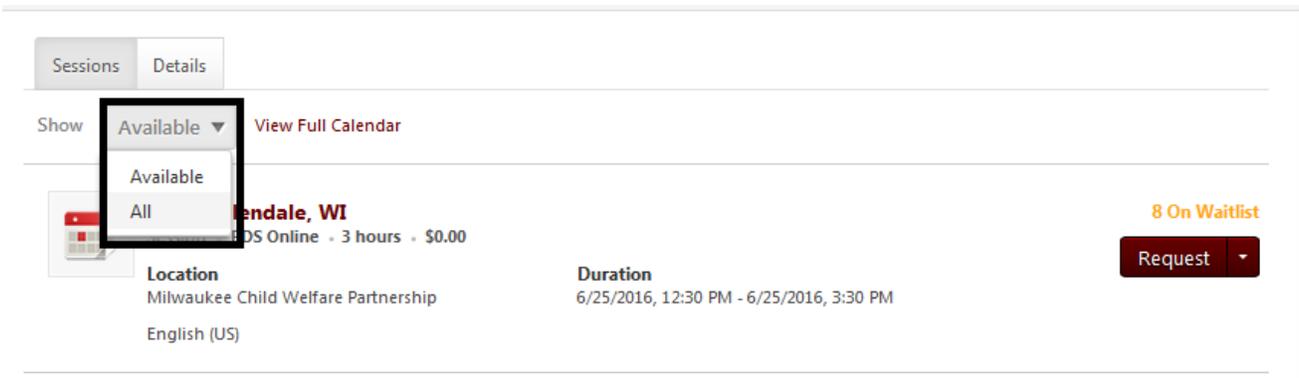
Tip: If you still cannot find what you are looking for, delete what you typed in the Session ID field, and instead click the “Add Subject(s) filters,” click the plus sign next to the filter called “**Foster Parent**,” and click “Done.”

Tip: An error in your PDS profile will make trainings hidden in the calendar. Use the search field option.

2. Search Field: You can search the training title or training locator number of a specific session (a number, like “15562”), type it in the search box in the upper right hand corner.



Tip: If there appear to be no sessions scheduled, select show all from the drop down menu. The training may not be available to you or there may be an error with your PDS profile. Please submit an exception request and Milwaukee Child Welfare Staff will review the situation and follow up with you.



Registering for a Training

1. Once you find what you want, 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.

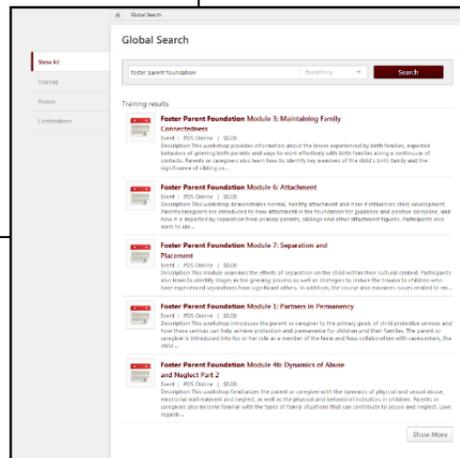
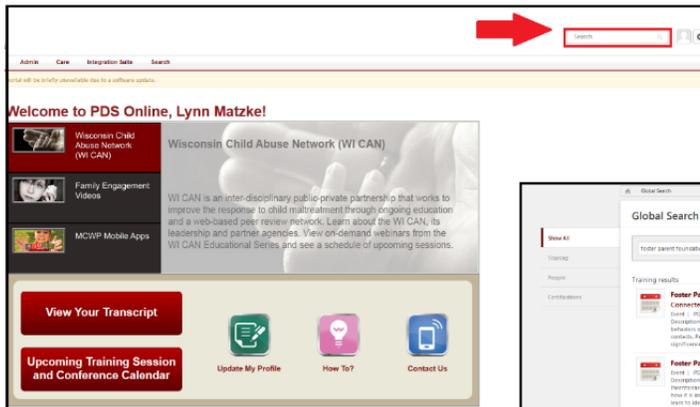
2. Please fill out the training request form in full and click “Submit”.

Waitlist Option: If you wish to register for a class that is full, you have the option to wait-list yourself for that training date. If an opening becomes available, you will be registered and you will receive a confirmation email.

Notify Me When Session Becomes Available

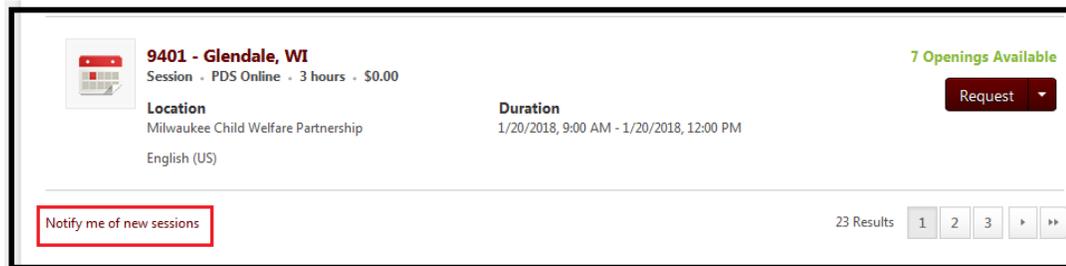
You can choose to receive an email notification when a new training session is made available for registration in PDS. You will have to complete the following steps for each training title.

1: Search the training title in the search box in the upper right hand corner. You may have to click on the correct title from a list.

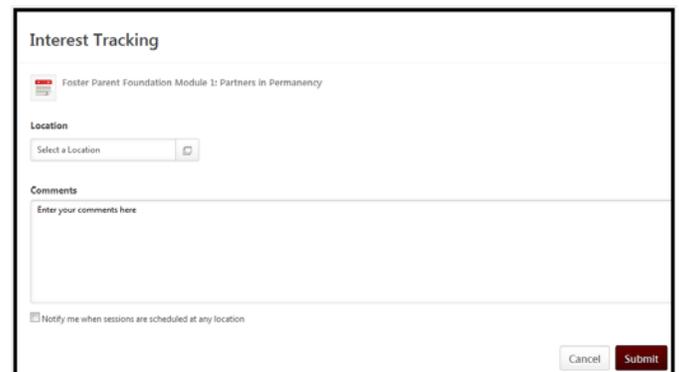


From this screen, you will see a list of any scheduled training sessions. You can see if there are seats available or how many participants are on the waitlist for each session.

2: Scroll to the bottom of the list and click “Notify me of new sessions”



3: To ensure you receive accurate notifications, do not specify a certain location. Click the “Notify me when sessions are scheduled at any location” box and hit “Submit”.

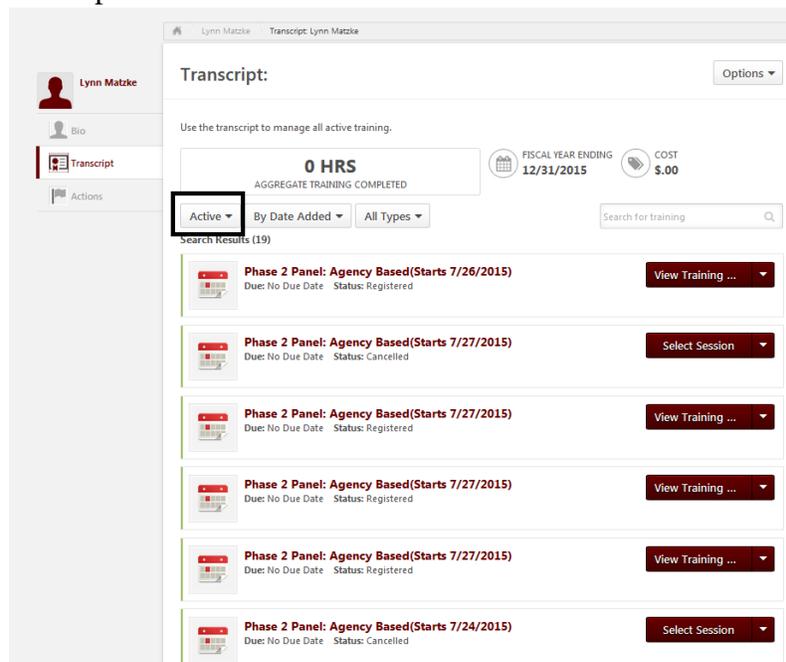


Viewing Your Transcript

To manage your registrations and/or view your training completion, please click the button from the homepage.

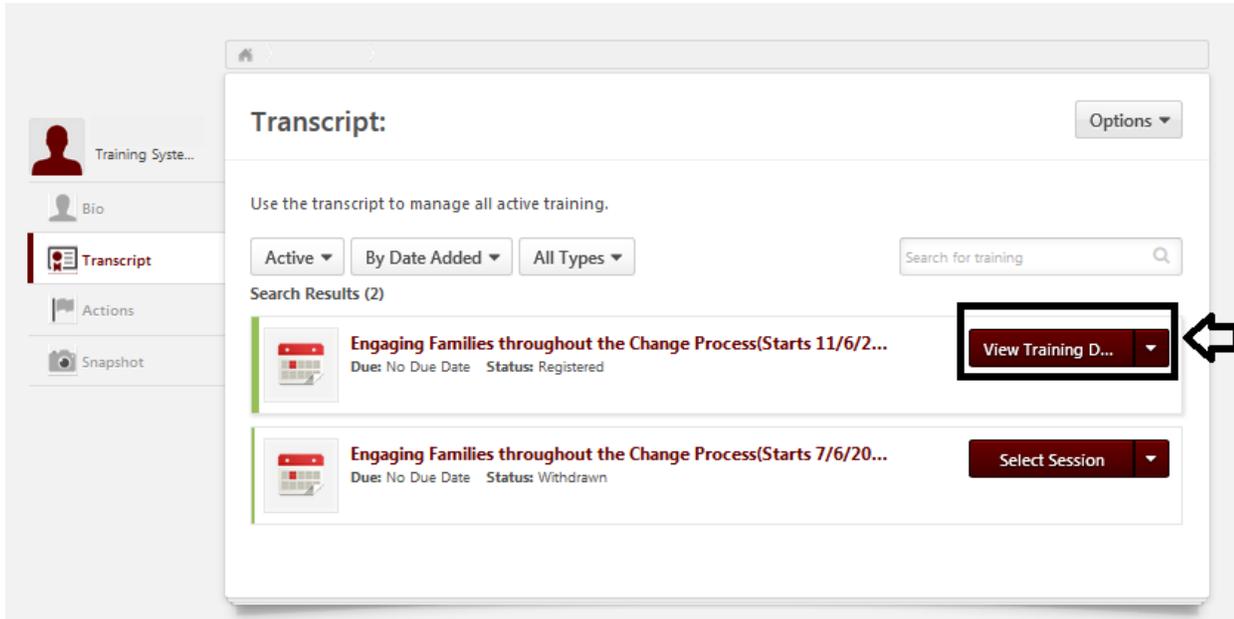


Tip: The transcript is sorted into three separate transcripts: Active (upcoming trainings), Completed, Archived (no shows, incompletes, withdraws). To view the separate transcript pages, click on the appropriate tab from the dropdown menu.



Withdrawing Registration

1. View your transcript page
2. Find the correct training on the ACTIVE tab
2. Click withdraw from the drop down menu to the right of the training



More Questions

Contact your foster care coordinator

Coordinator Name	Phone	Email

OR

Milwaukee Child Welfare Partnership

Phone: 414-964-7400

Email: mcwp@uwm.edu

Checklist of Foundation Trainings

Foundation Training - found in PDS Online

Counts towards Initial Licensing for foster parents level 2 (see rule DCF 56)

Counts towards Pre-Placement for foster parents levels 3 and 4 (see rule DCF 56)

- Foster Parent Foundation Module 1: Partners in Permanency
- Foster Parent Foundation Module 2: Cultural Dynamics in Placement
- Foster Parent Foundation Module 3: Maintaining Family Connectedness*
- Foster Parent Foundation Module 4a: Dynamics of Abuse and Neglect Part 1*
- Foster Parent Foundation Module 4b: Dynamics of Abuse and Neglect Part 2*
- Foster Parent Foundation Module 5: Impact of Maltreatment on Child Development
- Foster Parent Foundation Module 6: Attachment
- Foster Parent Foundation Module 7: Separation and Placement
- Foster Parent Foundation Module 8: Guidance and Positive Discipline*
- Foster Parent Foundation Module 9: Effects of Fostering on the Family*

Ongoing Training (Talk to your foster care coordinator to find training sessions near you)

Required for foster parents levels 2, 3, 4, and 5 (DCF 56)

- Every 12-month cycle, starting from when your foster parent license becomes active.