

Child Welfare Training Academy

at the University of South Florida



Requesting New Pre-service Cycles

1. Child Welfare Pre-service Training cycle calendars must be emailed or faxed to the registrar 10 working days prior to the cycle start date to ensure timely establishment of cycles in Skillnet.
2. Please include the trainer's name(s), name of the test administrator/proctor, the address where the training will be held, and pretest and posttest dates on the cycle calendar. In addition, to ensure proper tracking, calendars must include which modules are being trained each day. If more than one trainer will be training during a cycle, please identify the modules each trainer will be responsible for training.
3. Registrars will assign cycle numbers, enter cycles in Skillnet, and establish pretests and posttests. Written confirmation will be provided to the requester by the registrar upon completion of these tasks.

Pre-service Training Registration Process

1. Please submit completed registration forms to the registrar for each trainee.
2. Registration forms need to be received by the registrar at least 5 working days prior to the start of a cycle to ensure trainees are registered in Skillnet and are able to access the pretest at the start of a cycle.
3. The registration form can be accessed from the menu on the right side of the Academy website homepage.
4. Registration forms may be emailed or faxed to the registrar.

Sign-in sheets

Upon confirmation that training cycles have been established, the registrar will provide an electronic copy of a sign-in sheet template to be used for documentation of trainee attendance during training. A list of pre-service modules will also be provided to assist in completing the sign-in sheets.

1. When completing sign-in sheets, please include the name of the module, the legibly printed name of each trainee, each trainee's signature documenting attendance, and the trainer's signature, to ensure that each trainee receives credit for attending each module.
2. Completed original sign-in sheets are to be forwarded to the registrar at the end of each week. Training providers should retain a copy for their own records.
3. Registrars will ensure that trainees are credited in Skillnet for completion of each training module.