

Instructor Professional Development Hours

All active CWRC Instructors must obtain a minimum of six (6) hours of professional development training each fiscal year (July 1 – June 30) in order to maintain active status as a contractor for the University. This document provides a list of frequently asked questions and answers regarding this policy.

Effective July 1, 2021, the Pennsylvania Child Welfare Resource Center will require that half of the six (6) credit hours be related to the topic of race equity and inclusion. Instructors have many options for obtaining their six required professional development hours and can meet the three (3) hour minimum topic-focused requirement on race equity through participation in various training opportunities as indicated below.

Who is required to obtain credit hours?

All active Instructors of the Pennsylvania Child Welfare Resource Center are required to obtain credit hours.

How many credit hours are required?

Six (6) total hours of professional development training are required each fiscal year (July 1 – June 30). Three (3) of those hours must be topic-centered in the area of race equity and inclusion.

What counts as professional development training?

Most courses offered by the CWRC will satisfy this professional development requirement. In addition, training in child welfare, consulting or training skills or related topics offered by other organizations are acceptable. Online courses are acceptable when the instructor can provide a course description, the number of hours of training and documentation that they completed the course.

What training opportunities does the CWRC offer for instructors?

Instructors have many options for obtaining their six required professional development hours. Instructors may take advantage of:

- Most CWRC instructor-led training courses offered around the state
- Statewide Instructor Events
- Training or events offered through external organizations
- CWRC Online Courses, such as Implicit Bias training
- Instructor Race Equity Workgroup meetings when projected credit hours are communicated on the agenda
- University of Pittsburgh diversity forum events

Instructors who wish to attend CWRC training must register. Please email: cwtpreg@pitt.edu to register for CWRC classroom or online training.

How do I get credit for completing CWRC professional development training hours?

If you register for and attend CWRC classroom training or complete CWRC online training, you will automatically receive credit for the specified number of hours of professional development.

Which CWRC training courses do not count as professional development training?

Attendance at CWRC *Training on Content workshops* **DO NOT** count toward your annual professional development hours requirement.

How do I get credit for completing non-CWRC professional development training hours?

Mail, email or fax the workshop or course description and your certificate of attendance/completion to:

FAX: 717-795-8013

EMAIL: MEC153@pitt.edu

MAIL: The Pennsylvania Child Welfare Resource Center
University of Pittsburgh, School of Social Work
Attn: Melissa Yoho

403 East Winding Hill Road
Mechanicsburg, PA 17055

What is the deadline for submitting documentation for non-CWRC professional development training hours?

To get credit for non-CWRC professional development training hours, trainers and consultants must submit documentation *by June 30th of each year.*