EDMONTON & AREA CAREGIVER TRAINING PROGRAM

CONTACT INFORMATION

Training Site Address
2nd Floor 12308-111 Ave
Edmonton, AB T5M-2N4

Mailing Address
3rd Floor 10408 124 Street
Edmonton, AB
T5N 1R5

Course Cancellations
780-422-6685

General Inquiries
780-427-9693

Fax
780-422-6700

E-Mail
hs.reg6cgtraining@gov.ab.ca

DON’T FORGET – REGISTRATION CAN NOW BE DONE ON-LINE!!!

OLE (On-Line Learning Environment)
https://cfsa06.acscaregiver.ole.alberta.ca/student/default.aspx?parms=1

To obtain a log-in and ID for OLE, contact your Foster Care Support Worker

Edmonton & Area Caregiver Training Unit

REGISTRATION REQUIREMENTS

Each student attending training is required to submit a one-time $50.00 UNDATED cheque, made payable to the AFPA (Alberta Foster Parent Association). This cheque will only be processed if a student misses a course and fails to provide a notice of cancellation. Please contact your support worker and/or the training unit to arrange submission of this cheque. Should your cheque be processed, you will need to submit another cheque.

REGISTRATION REQUEST MAXIMUM

Students should only register in a maximum of 20 CORE courses per year. This is to both enhance your own learning, as well as provide opportunities for other foster parents to take training. Level 1 homes that have completed their CORE training will only be reimbursed for expenses up to a maximum of 9 Supplemental Hours and Level 2 homes to a maximum of 12 Supplemental hours.

KNOWING WHAT TRAINING TO TAKE

OLE will assist students in identifying what training they still need to take. All families who are not on-line, please refer to the CORE training brochure. Students need to work closely with their support worker to identify and prioritize their training needs. All foster homes are required to complete training.

WAITLISTED?

Students may be waitlisted when enrolling and will receive an email confirmation if they are moved into the registered class. Students cannot register for the same course on a different date unless they are removed from the waitlist. Contact the CTU to request your removal.

GENERAL TRAINING INFORMATION

The Edmonton & Area Caregiver Training Unit consists of experienced facilitators and co-facilitators, dedicated to learning.

The facilitators include experienced social workers, foster parents and adoptive parents who are from our Community. This balanced approach to learning is intended to support families to improve the lives of children.
NON-REGISTERED STUDENTS ATTENDING TRAINING

Unfortunately, we are not able to accommodate non-registered participants as course materials, certificates, and seating are only available to registered participants.

If you are unsure if you are confirmed for a course, you can contact the Caregiver Training Unit during office hours prior to the course start date to confirm your registration.

If you do not have a confirmation of registration, please contact the Caregiver Training Unit.

COURSE CANCELLATIONS

A minimum of 48 hours notice is preferred; however we understand that sometimes that cannot be done. Course cancellations are accepted via telephone, fax, or e-mail up until the commencement of the course.

Please ensure that the following is reported:

- Date and name of course
- Who is being cancelled is clearly stated
- Contact information

Users of OLE will receive e-mail notifications to confirm we received cancellations. Manual students will need to ensure they maintain a record of their contact to cancel.

OLE students can access OLE to re-register for a class once they receive cancellation confirmation. Manual students will need to contact their support worker to inquire about re-registering.

LATE ARRIVALS

We ask that students arrive at least 10 minutes prior to the start of class.

The training room doors are kept open until 15 minutes past the commencement of the course. Unfortunately, participants arriving more than 15 minutes late to class may not be permitted to class.

Should you not be permitted to enter a class, there is a “Late list” posted on the main training door that you can record your name, phone number and arrival time. By recording this information, you will avoid being recorded as a “No-Show”.

Thank you for your co-operation. Late arrivals can be very disruptive to everyone’s learning.

EXPENSE CLAIMS

Department and Agency expense claim forms are available at each session of training. If you have questions regarding the submission of these forms, we ask that you speak to your support worker.

Items reimbursed include mileage, meals (full day training only) and childcare costs.

Students are asked to please submit their claims within 30 days of attending training. Forms that are completed incorrectly or missing receipts will be returned to students for correction.

CHILDREN AND TRAINING

If parents bring children to a training session(s), they will be asked to leave. NO EXCEPTIONS. Childcare costs are paid to all foster parents as per policy guidelines. (See expense claim).

Kinship and Adoptive parents will need to discuss childcare costs with their support workers.

THE “NO-SHOW” PROCESS

Attendance lists are cross-referenced with our cancellations to verify that we have received notice of cancellations. If you are a “No-Show”, students will receive a letter advising them that their cheque will be processed. Students have 15 days from the date of this letter to contact the Caregiver Training Unit to provide proof of their cancellation. (see course cancellations). After 15 days, the cheque is forwarded to the AFPA for processing.

Should your cheque be cashed, you are required to submit a replacement cheque.

All “No-Show” proceeds are held by the Alberta Foster Parent Association to be used for future training for families.