



The Path to Certification

A Checklist for New Caseworkers

Create an account on our [learning management system \(LMS\)](#) so you can enroll in each course listed below and then register for the classroom training sessions you want to attend.

First, complete the *Welcome to Colorado Child Welfare Web-based training (5 hours)*. You must complete this course before you participate in any of the others.

Next, complete these courses in any order:

Hotline and RED Team: Where Assessment With Families Begins

- Complete the pre-test before you come to the classroom training.
- Complete the Web-based training (3 hours).
- Complete Mandatory Reporter Training (2 hours).
- In the [Trails Resource Center](#), review the PDF job aides and watch the video tutorials for:
 - *Hotline*
 - *Client Search*
 - *Referral*
- Complete the classroom training (13 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

Safety Through Engagement

- Complete the pre-test before you come to the classroom training.
- In the [Trails Resource Center](#), review the PDF job aides and watch the video tutorials for:
 - *Safety Assessment Tool*
 - *Risk Assessment Tool*
 - *Assessment with Founded Allegations*
 - *Cases*
- [Complete a personality inventory](#). Make a note of your personality type so you remember it for class.
- Complete the classroom training (19.5 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

Working Toward Closure

- Complete the pre-test before you come to the classroom training.
- In the [Trails Resource Center](#), watch the video tutorials for:
 - *Out-of-Home Placement*
 - *Family Services Plan*
- Complete the classroom training (19.5 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

Legal Preparation for Caseworkers

- Complete the pre-test before you come to the classroom training.
- Complete the classroom training (13 hours).
- Complete the post-test and course evaluation after you come to the classroom training.

Complete the *Fundamentals Practice Simulation*. You must complete *Hotline and RED Team, Safety Through Engagement, and Working Toward Closure* before your simulation.

- Complete your simulation activity (1 hour).
- Participate in peer review (6 hours).

Complete *Choose Your Own Trail: Documentation and Practice*. Complete this course after you've completed *Fundamentals Practice Simulation*.

- In the [Trails Resource Center](#), watch the video tutorial for:
 - *Interviews, Contacts, and Visits*
- Complete the classroom training (13 hours).

Complete the Transfer of Learning experiences.

Your county may now request that the State Training Unit certifies you. Congratulations!