

TFI Family Services, Inc. PROGRAM PROCEDURE	No. Hague Standard 96.38(a-d)
Section: International Adoption Subject: Employee Training	
Issue Date: 3/10	Revision Date: 10/13

Purpose

To ensure all employees and independent contractors who provide inter-country adoption related clinical services and judgment meet mandatory training requirements.

Procedure

Personnel with specific licensing requirements shall be responsible for ensuring receipt of sufficient training hours to maintain their license.

Orientation Training:

All newly hired or current International Adoption employees and independent contractors will complete a comprehensive orientation specific to inter-country adoption services.

The program specific orientation will include all required training topics according to the accrediting entity, current Hague standards and applicable Federal and State laws and regulations.

Continuing Education Training:

All aforementioned persons will complete ongoing training on current and emerging adoption practice issues. Continuing education hours and content will meet all requirements of the accrediting entity, current Hague standards, and applicable State laws and regulations, whichever is greater.

Determination regarding appropriate training topics, methods, or requirements shall be at the discretion of the Director of Program Expansion and Initiatives.

Training Exemptions:

The agency may exempt employees and independent contractors from a portion of the required initial training hours. Exemptions shall be granted on a case by case basis, considering changes in State, federal or Convention country requirements.

The person requesting exemption shall submit the request and verification of previously completed trainings in writing the Director of Program Expansion and Initiatives shall review information on the person's experience, the previous trainings, and country requirements and provide approval or denial within 2 weeks of receiving the request.

The Director of Program Expansion and Initiatives will then document the reason(s) for approval or denial of the exemption and documentation will be maintained in the client file.