

Work & Family Foundational Child Care Certification Course Procedures

Work & Family is pleased to participate in the Foundational Child Care Certification courses!

Please carefully review the information below. There are several important changes in our procedures that you will want to become aware of.

Registration Instructions

- Visit our website at www.workandfamilyconsulting.biz. From the top menu bar, locate "Services". Click on "Foundational Certification Courses" You will find the registration links for the 4 courses that are eligible for the free program.
- Each course must be an enrollment for one individual. **For the free courses, programs may not enroll using the center director or administer names.**
 - Work & Family will need each student's name, address, telephone, and email before we can mail the course work.
 - Work & Family will need this contact information to conduct the interactive portion of the course as described below under "Course Completion".

The training agencies do not receive reimbursement for a course until a student completes their course successfully and we post them to the Wisconsin Registry.

Course Information

- We will use the same schedule for mailing courses and conducting course reviews.
- **No 3-ring binders** will be included. The materials will be shipped 3-hole punched but without a binder.

Course completion

DCF requires interactive components in these FREE courses. This ranges from 2.00 hours of interaction to 11.5 hours of interaction with an instructor, supervisor, a peer, or conducting an interview. The courses through Work & Family currently contain a portion of those hours through peer observations, interviews, observations of children, etc.

The additions will include these **required** components:

- Initial Orientation Zoom meeting held on the 2nd and 4th Wednesdays of each month from **1:30-2:30**. We will send invites a few days in advance to the students' emails.
- One on one phone calls with students
 - There are 4 required phone calls with WFC staff. (can be FaceTime!)

- The student emails us to schedule the phone calls.
- The student contacts us over the phone at the scheduled day and time here at Work & Family.
 - Kim Fabich 920-339-2765
 - Debi Lieuwen 920-676-2813
- These calls will include conversations on the student's progress, clear up questions, instruction and teaching on specific topics, and information on upcoming Learning Plans.
- Increased peer or supervisor observations, conversations, reflections w/signatures
- Interviews
- Instructional videos from WFC Staff
- **NEW COMPLETION DUE DATES**
 - Our new due dates will mirror a typical college semester.
 - One semester within most colleges lasts approximately 3 months or 12 weeks.
 - Our students will have a **4.5-months (18 weeks)** deadline to complete their courses and submit them to Work & Family.

We believe that this interaction with our students will improve their performance and enhance their abilities for working with young children.

We understand and recognize that the interactive components add hours to the courses. However, DCF is not changing the published hours for each course. The Skills & Strategies course for example, will remain a 48-hour course.

If a student is not interested in participating in the interactive portion of this program, we have our current courses available for purchase at our online store.

Course Submission

Most of the procedures for returning completed course work will not change.

- Students must view a short video for submitting assignments. A link to this video will be found on our website under Resources for each course.
- The only exception is the new due date of 18 weeks or 4.5 months.

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