DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENCY/COUNTY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY REPRESENTATIVE COMPLETING APPLICATION

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WORK ADDRESS *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(zip)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

WORK PHONE # (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXT \_\_\_\_\_\_\_\_\_\_\_\_\_ FAX # (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. INTEREST/NEED FOR COUNTY CO-FACILITATOR**

Why is your county interested in developing co-facilitator(s) for pre-service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **COUNTY TRAINER POSITION**

How long has your county had this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this position used to cover for positions covering caseloads? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your governing board in agreement with utilizing a portion of this position’s time for this purpose?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **COUNTY COMMITMENTS**

A. COUNTY REPRESENTATIVE

As the county representative for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County I have read and understand the Program requirements. Our county commits to:

* + 1. We will support our county-cofacilitator to complete all components of the program by sending our nominee to *Child Welfare in North Carolina: Pre-service. We understand this the nominee must attend Pre-service in its entirety.;*
    2. Sending our nominee to the DHHS DSS Train the Trainer session. This is a face to face multiple day session covering preparation for training, adult learning principles, partnership planning, training delivery, successful communication and communication hazards.  It also incorporates partnership planning, training delivery and debriefing training by pairing participants to deliver small sections of the curriculum to Division staff.
    3. Ensuring that the nominee meets with NC DSS co-trainer(s) 2 weeks prior to co-facilitation to discuss course material and complete Partnership Planning Tool.
    4. Ensuring that the nominee (co)facilitates *Child Welfare in North Carolina: Pre-service* with NC DSS co-trainer(s). Once the nominee has completed this requirement the nominee may facilitate pre-service in the county. We will ensure that the nominee facilitates the state curriculum as written and adheres to the fidelity of the state curriculum.
  + The nominee must be available to deliver a minimum of 2 course offerings of *Child Welfare in North Carolina: Pre-service* per year;
  + The county must respond to requests to share data as needed to monitor program effectiveness (e.g. participant evaluation results, trainer observations);
  + All training events must be entered in ncswLearn. Counties must open training events to other counties.

County Representative Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. **NOMINEE'S Immediate Supervisor**. I COMMIT TO:

* + Support the nominee's full participation in the DSS Child Welfare Training Co-Facilitation Program, including travel expenses and time for professional development activities, including training assignments;
  + Advocate for and support the nominee's delivery of a minimum of 2 *Child Welfare in North Carolina: Pre-service* courses per year.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS IF DIFFERENT FROM NOMINEE'S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. **COUNTY TRAINING MANAGER (if applicable)**: This nominee has my full endorsement and support to participate in DSS Child Welfare Training Co-Facilitation Program with the goal of supporting and integrating *Child Welfare in North Carolina: Pre-service* into our organization’s trainingopportunities.

**COUNTY TRAINING MANAGER**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return completed applications to:

Kathy Dobbs, DSS Child Welfare Staff Development

Department of Health and Human Services, Division of Social Services

Child Welfare Staff Development

820 S. Boylan Ave

Raleigh, NC 27699

Kathy.dobbs@dhhs.nc.gov

Office Phone: 919-527-6362