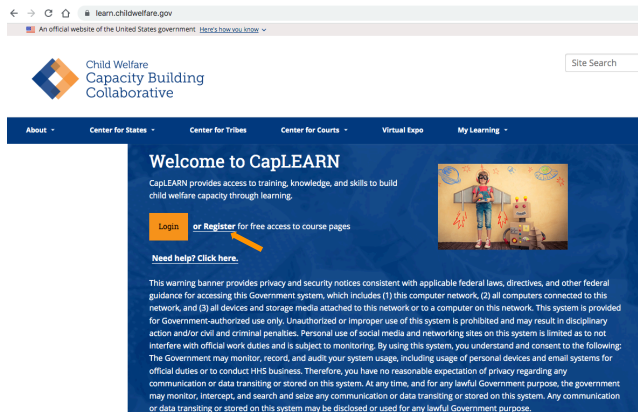


HOW TO ACCESS THE NATIONAL TRAINING AND DEVELOPMENT CURRICULUM ON CAPLEARN FOR PARENTS

CapLEARN is an official website of the United States government and Learning Management System (LMS) that provides access to training, knowledge, and skills to build child welfare capacity through learning. Your first step in accessing the National Training and Development Curriculum (NTDC) on CapLEARN is to go to <https://learn.childwelfare.gov/> Once there, you must register to create a CapLEARN account.



Click on Register!
<https://learn.childwelfare.gov/user/register>

To create a CapLEARN account you will complete a form which captures your name, email address and other additional information. CapLEARN was primarily created with child welfare professionals in mind, therefore some of the questions are not going to be relevant to you as a parent. You are only required to answer questions with a red asterisk*. In order to successfully complete the registration process to create your CapLEARN account, below are suggested default answers to provide for those questions that may not apply to you.

In Section 1 please consider the following selections if you are a parent registering:

Which best describes you? (Select All That Apply) *

- Child Welfare Professional
- Other Health or Human Services Professional
- Legal Professional
- Education Professional
- Student/Intern
- Current or Former Foster Youth
- Biological Parent/Relative Caregiver/Family Member
- Non-Relative Foster or Adoptive Family Member
- Community Member/Community Leader/Tribal Elder
- Other, please specify

CAPLEARN: ACCESSING NTDC FOR PARENTS

In Section 2 choose “- None -” or check “Non Applicable” as appropriate

Section 2

What is your primary role in the agency? *

- None -

Which of the following best describes your primary work responsibilities in the agency? (Select Up to Three) *

- Administration
- Workforce Development/Training
- Continuous Quality Improvement/Evaluation
- Information Technology/SACWIS/Data Systems
- Indian Child Welfare Act
- Primary or Secondary Prevention
- Child Protective Services
- In-home Services/Promoting Safe and Stable Families
- Foster Care/Placement/Licensing/Reunification
- Adoption/Guardianship
- Youth in Transition/Chafee/Independent Living Programs
- Not Applicable
- Other, please specify

Which of the following best describes your primary role? *

- None -

Which of the following best describes your primary role? *

- None -

In Section 3 choose “Not Applicable” at the bottom of the lists of states .

Section 3

For which State, County, or Territorial Government, do you work or provide contracted services? (Select All That Apply) *

For which Tribe or Tribal Consortia do you work or provide contracted services? (Select All That Apply) *

In Section 4 choose “Not Applicable” as appropriate.

Section 4

How many years of experience do you have working in child welfare? *

Not Applicable

What was the highest level of education you completed? *

- Select a value -

If you have a degree in social work, what type of degree do you have? (Select All That Apply) *

- Not applicable
- BSW or equivalent
- MSW or equivalent
- PhD or DSW

In a sentence or two please share why you are registering for CapLEARN.

I am a parent who wants to access NTDC.

Once you have completed the form, click on **Create new account** in the bottom right hand corner.

A box will appear midway down the screen indicating that you should check your email for further instructions.

Further instructions have been sent to your e-mail address.

You will receive an email from the CapLEARN Website with the subject: CapLEARN Account Details. Open this email to confirm your registration and activate your account by clicking on the enclosed link. You are prompted to validate your email address and then you are logged into the site one time so that you can reset/select a new password.

Home

Reset password

You have successfully validated your email address.

This is a one-time login for and will expire on *Thu, 2022-05-19 11:25*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Enter your new password and scroll to the bottom of the form and click

You will then receive a message indicating that you are logged in and your password has been saved.

The screenshot shows the top navigation bar with the logo for Child Welfare Capacity Building Collaborative on the left and a Site Search box on the right. Below the navigation bar is a dark blue banner with the text "Welcome to CapLEARN | You are logged in as ". Below the banner is a light green confirmation message: "The changes have been saved." Two orange arrows point to the Site Search box and the confirmation message.

From there you can do a search by typing "NTDC" or the "National Training and Development Curriculum" into the Site Search box.

In the future, you will be able to log into the site below using your username (identified in the original email) and the password you chose. To easily find NTDC again, type “NTDC” into the search box or Sort By: Newest and “National Training and Development Curriculum” will be at the top of the Resources Available list.

<https://learn.childwelfare.gov/user>

The screenshot shows the CapLEARN website interface. At the top, there is a navigation bar with links for Home, About, Center for States, Center for Tribes, Center for Courts, Virtual Expo, and My Learning. Below this is a welcome message: "Welcome to CapLEARN | You are logged in as See More" with a button for "About the Course Catalog". A search bar labeled "Search Course Catalog" is present. Below the search bar are filter options: "By Category", "By Topic", and "By Audience", along with a "Clear All" button. A "Sort By" dropdown menu is set to "Newest". The main content area displays "70 Resources Available" and lists two resources:

- CORE Teen Curriculum**: The goal of the CORE Teen curriculum was to enhance existing methods used to prepare and support new and seasoned resource parents. By providing multiple opportunities to increase resource parents' knowledge and skills, and by maximizing the applicat...
Estimated Time: No Estimated Time Provided
Primary Audience: Non-Relative Foster or Adoptive Family
- National Training and Development Curriculum for Foster and Adoptive Parents**: The National Training and Development Curriculum (NTDC) is an instructional program that aims to give potential foster or adoptive parents with the information and tools they need to parent a child who has experienced trauma, separation, or loss.
Estimated Time: 01:00
Primary Audience: Child Welfare Administrator/Manager/Supervisor

An orange arrow points to the second resource, "National Training and Development Curriculum for Foster and Adoptive Parents".