

**How to submit training hours? Here is the procedure. Thanks for your help.**

- When foster parents log onto TRIS, they must do so *individually*, otherwise TRIS will not have a record of the other parent attending the training.
- For trainings: *if a training certificate is awarded*, it must only have *one* foster parent name on it (with signature), and they *must* complete the TRN-017 (Foster Parent Training Attendance Form).
- The TRN-017 (Foster Parent Training Attendance Form) *must* be completed for *any attended training*. This form (TRN-017) *can* have both parents name on the same form, if multiple attenders.
- The TRN-008 (Foster Parent Training Report) *must* be used when *no training certificate is awarded*, and *each* foster parent *must* complete their own report, please.

**ALL FORMS SHOULD BE SENT VIA EMAIL, (See recipients below):**

- Andrea Britt [abritt@sunrise.org](mailto:abritt@sunrise.org)
- Your Regional Trainer Jacki, Teya, Tonya, or Terry as of 10/13/21
- Your Regional Admin Admin at your local Sunrise Office