

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):

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|-------------------------|---|
| • Andrea Britt | 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 |