

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

- For State/TRIS trainings: When foster parents log onto TRIS (the State's Online training classes), 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*, the participants listed on the certificate(s) do not need to submit the TRN-008 (Foster Parent Training Report) doc. However, the TRN-017 (Foster Parent Training Attendance Form) will still need to be submitted, please.
- 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):**

- Your Regional Trainer                      Jacki, Teya, Tonya, or Terry as of 10/13/21
- Your Regional Admin                      Admin at your local Sunrise Office