Online Training Registration Guide

For Foster Parents of:
Children’s Hospital of Wisconsin in Milwaukee County

(414) 964-7400 – Main Office
Central email: mcwp@uwm.edu
Website: uwm.edu/mcwp/

A collaboration between
Thank you for being a foster parent!

PDS Online is where you can find and register for Foster Parent Foundation and Ongoing trainings. You won’t be able to log in until you have an active foster parent license listed in eWiSACWIS. Your eWiSACWIS identification number will be used along with a “P” for your user name the first time you sign in. You have to get the eWiSACWIS person number from your Licensing Worker.

**Note:** Each licensed foster parent in a home has an individual training account which requires separate usernames/passwords.

**Getting Started**

1. The login screen is available at [pdsonline.csod.com/](http://pdsonline.csod.com/)

2. Your **username** will always start with a “P” followed by a 7-digit number (i.e. P1234567). The P-number allows you to log in to PDS Online for your first time. Your **initial password** will be **PDS1234ONLINE**. When you log in for the first time, you will be asked to create a permanent password. Please choose something you will remember. You can record that information below.

<table>
<thead>
<tr>
<th>Name</th>
<th>P Number (this is the username)</th>
<th>Password</th>
</tr>
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<tbody>
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**Tip:** Users will not be able to register for training without completing the survey.

3. When you first log in, you will be taken to one of the two screens seen here. If you see the screen on the right, please click “Update my Profile” so that you are taken to the screen with two buttons (shown below). If you see the screen with two buttons, proceed to step 4.
4. Click on the button for foster parents and fill out the survey form. Submissions are uploaded to PDS Online at 3 P.M. and processing is finalized at 10 P.M. each night, **you will not have access until the next day.**

**Tip:** Training availability is determined survey answers. Providers being licensed by **Children’s Services Society of Wisconsin** should reference the chart below to register for trainings with Milwaukee Child Welfare Partnership.

- **Email Address**
  - *This field is required. Please enter a valid email address to receive important communications about training registration. If you do not have an email address, please enter “email@email.com”*

- **Licensing Agency Type**
  - **Other or Private Agency**

- **County/Tribe of Licensing Agency Location**
  - **Milwaukee County**

- **Employee Type (license type)**
  - *This field is required. Please select the most accurate license type.*

- **Private Licensing Agency Name**
  - **Children’s Hospital of Wisconsin**

5. After waiting **1** business day, you can return to PDS Online to search for training sessions. This time, if you listed a valid email address on the form, then you will be able to use your e-mail address as an alternative to your username for logging in. Once you log in, please check out the “How-To” guides found on the PDS Online homepage to learn how to navigate the system.
Looking for a Training

To find training sessions, you have two options:

1. **Browse Calendar:** Use the [Upcoming Training Session and Conference Calendar](#) button found near the bottom of the homepage to browse trainings by date. Use the arrow to scroll months.

   ![Calendar Image]

   **Tip:** If you are searching using the calendar, use filters on the left side of the screen. For example, you can try searching in the “Session ID” field with county/city names:

   ![Filter Image]

   **Examples**

<table>
<thead>
<tr>
<th>Algoma</th>
<th>Appleton</th>
<th>Chippewa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dane</td>
<td>Eau Claire</td>
<td>Fond du Lac</td>
</tr>
<tr>
<td>Green Bay</td>
<td>Iowa</td>
<td>La Crosse</td>
</tr>
<tr>
<td>Little Chute</td>
<td>Marinette</td>
<td>Marshfield</td>
</tr>
<tr>
<td>Oshkosh</td>
<td>Pierce</td>
<td>Rock</td>
</tr>
<tr>
<td>Spooner</td>
<td>Stevens Point</td>
<td>Trempealeau</td>
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<tr>
<td>Waukesha</td>
<td>Waupun</td>
<td>Wausau</td>
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   **Tip:** If you still cannot find what you are looking for, delete what you typed in the Session ID field, and instead click the “Add Subject(s) filters,” click the plus sign next to the filter called “Foster Parent,” and click “Done.”

   **Tip:** An error in your PDS profile will make trainings hidden in the calendar. Use the search field option.

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2. **Search Field**: You can search the training title or training locator number of a specific session (a four-digit number, like “5562”), type it in the search box in the upper right hand corner.

**Tip**: If there appear to be no sessions scheduled, select show all from the drop down menu. The training may not be available to you or there may be an error with your PDS profile. Please submit an exception request and Milwaukee Child Welfare Staff will review the situation and follow up with you.
Registering for a Training

1. Once you find what you want, click on the title of the training. You will be taken to a page where you can click the **Request** button at the top of the page.

2. Please fill out the training request form in full and click “Submit”.

**Waitlist Option:** If you wish to register for a class that is full, you have the option to wait-list yourself for that training date. If an opening becomes available, you will be registered and you will receive a confirmation email.
Viewing Your Transcript

To manage your registrations and/or view your training completion, please click the button from the homepage.

Tip: The transcript is sorted into three separate transcripts: Active (upcoming trainings), Completed, Archived (no shows, incompletes, withdraws). To view the separate transcript pages, click on the appropriate tab from the dropdown menu.
Withdrawing Registration

1. View your transcript page
2. Find the correct training on the ACTIVE tab
3. Click withdraw from the drop down menu to the right of the training

More Questions
Contact your Licensing Worker

<table>
<thead>
<tr>
<th>Licensing Worker Name</th>
<th>Phone</th>
<th>Email</th>
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OR

Milwaukee Child Welfare Partnership
Phone: 414-964-7400
Email: mcwp@uwm.edu
Checklist of Foundation Trainings

**Foundation Training** - found in PDS Online
Counts towards Initial Licensing for foster parents level 2 (rule DCF 56)
Counts towards Pre-Placement for foster parents levels 3 and 4 (rule DCF 56)

- Foster Parent Foundation Module 1: Partners in Permanency
- Foster Parent Foundation Module 2: Cultural Dynamics in Placement
- Foster Parent Foundation Module 3: Maintaining Family Connectedness*
- Foster Parent Foundation Module 4a: Dynamics of Abuse and Neglect Part 1*
- Foster Parent Foundation Module 4b: Dynamics of Abuse and Neglect Part 2*
- Foster Parent Foundation Module 5: Impact of Maltreatment on Child Development
- Foster Parent Foundation Module 6: Attachment
- Foster Parent Foundation Module 7: Separation and Placement
- Foster Parent Foundation Module 8: Guidance and Positive Discipline*
- Foster Parent Foundation Module 9: Effects of Fostering on the Family*
- Overview of Children’s Court (Milwaukee only)

**Ongoing Training** (Talk to your licensing worker to find training sessions near you)
Required for foster parents levels 2, 3, 4, and 5 (rule DCF 56)

- Every 12-month cycle, starting from when your foster parent license becomes active.