This guide is intended for Foster Parents licensed by a private agency or licensed at level 3+. If you are unsure, please contact MCWP.

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

A collaboration between

Wisconsin Child Welfare Professional Development System
School of Social Work
University of Wisconsin–Madison

Milwaukee Child Welfare Partnership
Dedicated to professional development

University of Wisconsin
Milwaukee
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Thank you for being a foster parent!

PDS Online is where you can find and register for trainings. Many foster parents receive a PDS account automatically through their license status in eWISACWIS. If you are unsure if you have an existing PDS account, please contact mcwp@uwm.edu
# Getting Started

**YES! I HAVE A PDS ACCOUNT THROUGH eWISACWIS...**

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 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.

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<tr>
<th>Name</th>
<th>P Number (this is the username)</th>
<th>Password</th>
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**Answering the Survey**

**Tip:** Users will not be able to register for training without completing the survey.

1. 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 2.

2. Click on the button for foster parents and fill out the survey form. Submissions are uploaded to PDS Online at the end of each business day. **You will not have access until the following day.**

3. After waiting 1 business day, you can return to PDS Online to search for training sessions.
Requesting a Training

1. Using the search field, enter the training title or training locator number of a specific session (a number like “15562”), type it in the search box in the upper right hand corner.

2. Click the correct training title from the list.

3. The training may not be immediately available to you. Select show “all” from the drop down menu.

4. Find the date and location you wish to attend. Select “request”
5: You will see a window asking if you would like to submit an exception request. Click “yes”.

NOTE: User is not registered for this session until they receive a confirmation email or phone call. Requests are reviewed regularly. Not all requests will be approved. Some requests will be pending until extenuating circumstances are resolved. Some requests are approved and users are added to the waitlist.

Waitlists are processed daily up to the day of the training. In the event that a seat becomes available to you, you will be registered and receive an email confirmation.
Notify Me When Session Becomes Available

You can choose to receive an email notification when a new training session is made available for registration in PDS. You will have to complete the following steps for each training title.

1: Search the training title in the search box in the upper right hand corner. You may have to click on the correct title from a list.

From this screen, you will see a list of any scheduled training sessions. You can see if there are seats available or how many participants are on the waitlist for each session.

2: Scroll to the bottom of the list and click “Notify me of new sessions”

3: To ensure you receive accurate notifications, do not specify a certain location. Click the “Notify me when sessions are scheduled at any location” box and hit “Submit”.
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 foster care coordinator

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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 (see rule DCF 56)
Counts towards Pre-Placement for foster parents levels 3 and 4 (see 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 foster care coordinator to find training sessions near you)
Required for foster parents levels 2, 3, 4, and 5 (DCF 56)

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