

JUST IN TIME TRAININGS

TIP SHEET FOR RECEIVING FOSTER PARENT TRAINING CREDIT IN THE TRC PORTAL



Verify Name and Email

Make sure your **FIRST/LAST NAME** and **EMAIL** match what is listed on your TRC account. If you are unsure, please get in touch with your worker as soon as possible.



Are you a DCBS or Private Agency Foster Parent?

Select one of the following for your role:

- **DCBS Foster Parent:** If you foster through DCBS and have an R&C worker, please select this option as your role.
- **Private Agency Foster Parent:** If you foster through a private agency, please select this option.



Only One Name per Account

Each user must [create an account](#) in the new Just in Time Learning Management System (LMS) to view the video, take the quiz, and receive a certificate.

[Just in Time Training Guide](#)

View this step-by-step guide on navigating the LMS to access and complete courses.



Save your Certificate

Be sure to **save a copy of your certificate to your computer** for your records.

IMPORTANT NOTE: Training may be repeated every two years for credit.

Completion of training before two years will not issue credit.



You can verify that you received your training credit by checking your official training record. To access your official training record, click the "Training Record" tile in the [TRC Portal](#). Please allow up to 2 business days for credit processing.