



Continuing Education (CE) Training Frequently Asked Questions

What is CE training?

CE training is continuing education (CE) for CASA volunteers. Volunteers should continue to improve their skills while they serve as GALs. CASA Guardians ad Litem (GALs) are required to complete 12 hours of CE training each calendar year (January-December).

When does this requirement start?

It begins immediately after you are sworn in, but the hours are prorated during your first year:

- If you attend the **Winter 2019** Pre-Service training, you are required to complete 9 hours of CE training for the 2020 year and then 12 hours the following years;
- If you attend the **Summer** Pre-Service training, you are required to complete 6 hours of CE training for the 2020 year and then 12 hours the following years;
- If you attend the **Fall 2020 Virtual** Pre-Service training, you are required to complete 3 hours of CE training for year and then 12 hours the following years;
- If you attend the **Winter 2020 Virtual** Pre-Service training, you are not required to complete any hours of CE training for the 2020 year, but you must complete 12 hours the following years;

Hours must be completed between January 1 and December 31 of each year.

What topics meet the criteria for CASA CE training?

Topics that meet the criteria must fall under Ohio's Rule 48. **Rule 48** of the Rules of Superintendence for the Courts of Ohio (Sup.R. 48) governs Guardian ad litem standards in Ohio. These are the topics under Rule 48:

(a) Basic human needs, stages of child development, and the impact of trauma;

(b) Communication skills, including but not limited to communication with children and adults, interviewing skills, methods of critical questioning, use of open-ended questions, understanding the perspective of a child, sensitivity, building trust, multicultural awareness, diversity, and confidentiality;

(c) Child abuse, neglect, dependency, unruliness, delinquency, and assessing risk and safety;

(d) Family and child issues, including but not limited to family dynamics, substance abuse and its effects, basic psychopathology for adults and children, and

domestic violence and its effects, including assessing for lethality and safety;
(e) Legal processes, available community agencies and resources, methods of service, records checks, the role of a guardian ad litem in court, local resources and service practice, report content, mediation, and other types of dispute resolution processes;
(f) Any other topic that concerns the role of the guardian ad litem to help determine the best interest of the child.

How do I submit my training hours to CASA?

There are two ways to submit your hours to CASA:

1. Enter the type of training and the number of hours onto Optima. Choose the type of training it was from the drop-down boxes. If there was a certificate of completion or other documentation of your attendance, you may submit the certificate/other documentation directly to the Director of Volunteer Management (DVM);
2. Write a short narrative into the open text box in Optima. This can be used for books, movies, webinars, online training, videos and podcasts. They may also be used for workshops, seminars and conferences in lieu of a certificate of completion. An Optima CE entry breakdown is appended to this document.

Does CASA do any CE training?

Yes, CASA presents 4-6 CE programs each year. Registration for these programs is done through Eventbrite. You will receive an Eventbrite invitation for each CASA CE training with a link after registration. During the duration of the COVID-19 Pandemic, trainings will be virtual.

What are other ways I can accrue CE hours?

Volunteer Gatherings, held multiple times per year, count toward the requirement. Gatherings are an opportunity for GALs to give and get support from peers. During the duration of the COVID-19 Pandemic, these will be hosted virtually over Zoom.

Let us know what it is you would like to do and we will let you know if it will fulfill CE training hours. As long as the subject matter falls under Rule 48, it will likely be approved. Also, some educational programs or training at your place of employment might also count toward your requirement. Please contact the Director of Volunteer Management for approval.

If I take a class at a university or college will those count toward my CE requirement?

Yes, but you must provide a college transcript with grades. The subject matter must fall under Rule 48. Please contact Morgan Bommer-Guinn to determine credit hours awarded.

If I attend an outside organization's training, what does CASA need so I can obtain credit for the training?

Preferably, we would like a certificate of completion or a written validation from the organization. As mentioned earlier, please send this to Morgan Bommer-Guinn (morgan.bommer@franklincountyohio.gov) and enter your hours into Optima.

Can I read books/articles, listen to educational podcasts, or watch documentaries?

Yes, this would be an independent study: if this was material that was promoted by CASA, go ahead and enter your hours into Optima. If you found out about this training outside of CASA, look to see if it falls under Rule 48 Guidelines and email Morgan Bommer-Guinn for approval. Please review the last page about how to log these hours into Optima.

Is there a list of the most commonly-used trainings?

Yes!

- Trainings offered by CASA of Franklin County
- Trainings and Conference offered by Ohio CASA/GAL Association or National CASA
- Community Speakers, Events and Workshops – Sent out by Volunteer Director
- Internet – Audio/video presentations provided by the National CASA Association at their website, www.casaforchildren.org.
- Ohio Supreme Court Judicial College on-line training (e-Academy) requires registering with Supreme Court of Ohio—please take the on-line self study courses instead of registering for the in-person sessions. Due to the pandemic, these trainings are virtual.
 - To register, visit <https://www.supremecourt.ohio.gov/GAL/continuingGAL.asp> to create a username/password.
- Books in the CASA of Franklin County Resource Library – Time awarded at one minute per page read.
- Training and other classes – school courses or other training pertinent to work as a CASA may be approved by the Volunteer Director on a case by case basis (just email Morgan with for approval!).
- The Trials of Gabriel Fernandez (Netflix Documentary Series)
- Websites with free training:
 - <http://www.childtraumacademy.com/>
 - <http://www.tolerance.org/tdsi/>
 - <http://www.nationalcac.org> National Children's Advocacy Center (child sexual abuse prevention focus)
 - <https://www.nctsn.org/resources/training>: National Child Traumatic Stress Network

What happens if I do not fulfill my training requirements?

Ohio law requires all GALs, whether private attorneys or CASA GALs, to have at **least 3 hours of GAL specific training annually**. The **National CASA standard is 12 hours**, however. CASA reserves the right to remove a volunteer from an active case or terminate any volunteer for lack of training. However we are very flexible and encourage all volunteers to contact the DVM (Morgan) to discuss your particular situation. We will most likely be able to remedy any issues. Since we are working remotely, you can contact Morgan Bommer-Guinn, Director of Volunteer Management, at Morgan_Bommer@Franklincountyohio.gov

HOW TO ENTER CE HOURS INTO OPTIMA

**DO NOT SUBMIT THIS FORM:
THIS IS A RUN-DOWN OF THE INFORMATION TO ENTER INTO OPTIMA**



Use the prompts/drop-down boxes on Optima and enter the following info:

- **Start date**
- **Completion Date**
- **Training Topic:** There are multiple categories to choose from. Please choose the topic that you think best describes the CE entry
 - CASA Hosted: Anything directly hosted by CASA of Franklin County, Ohio CASA, or National CASA/GAL Association for Children.
 - Independent Study: Any CE that was NOT hosted by CASA
- **Type of CE** (training, recorded webinar, book, podcast, article, streaming, etc.):
- **Hours**

TRAINING CERTIFICATE/TRANSCRIPTS: Did you receive a certificate of completion for this CE entry? If so, email it to Morgan and complete Question 1 only.

INDEPENDENT STUDY/NO CERTIFICATE: Was this an independent study or informal training? Please enter the following into the open text box on the Optima training entry:

1. **Title of self-study/training and author/hosted by/streamed on:**
 - a. Example: The Trials of Gabriel Fernandez streamed on Netflix
2. **Briefly summarize the content of the self-study:**
3. **List at least two things you have learned or learned more about:**
4. **How would you apply what you learned as a GAL?**