



## Ohio Administrative Code

### Rule 5101:2-33-55 Education and training requirements for PCSA caseworkers.

Effective: January 15, 2024

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(A) As used in this rule, "caseworker" is defined in rule 5101:2-1-01 of the Administrative Code.

(B) A public children services agency (PCSA) may hire an applicant as a caseworker only if the applicant has one or more of the following:

(1) A bachelor's degree in human services related studies.

(2) A bachelor's degree in any field and employed for at least two years in a human services related occupation.

(3) An associate's degree in human services related studies.

(4) At least five years of employment in a human services related occupation.

(C) PCSA caseworkers described in paragraph (B)(2), (B)(3), or (B)(4) of this rule hired on or after October 5, 2000, shall obtain a human services related bachelor's degree no later than five years after the date employment as a caseworker commences. The PCSA is to inform the PCSA caseworkers of the educational requirements for continuing employment.

(D) PCSA caseworkers hired after January 1, 2007, are to complete the Ohio child welfare training program's (OCWTP's) caseworker core training during the first year of the caseworker's continuous employment as a caseworker unless a waiver is approved in accordance with paragraph (E) of this rule.

(E) The PCSA director or designee may waive any caseworker core course requirements as described in paragraph (D) of this rule by completing and signing the OCWTP core waiver form. The completed OCWTP core waiver form is to be on file in the statewide learning management system (LMS) within six months of the date the PCSA caseworker's employment as a caseworker



commences.

(F) If the PCSA director or designee waives any applicable caseworker core course requirements pursuant to paragraph (E) of this rule, the PCSA is to:

- (1) Provide the caseworker with information on current policy and procedure.
- (2) Have the caseworker complete a minimum of thirty-six hours of annual training and/or coaching pursuant to paragraph (G) of this rule.

(G) PCSA caseworkers are to complete thirty-six hours of annual training and/or coaching after their first year of continuous employment as a part-time or full-time caseworker. The training and/or coaching activities are to be relevant to the caseworker's assigned duties, approved by the caseworker's supervisor, and entered into the statewide LMS. For caseworkers subject to the provisions of rule 5101:2-20-07 of the Administrative Code, at least six hours of the required thirty-six hours of ongoing training are to be courses related to adult protective services (APS).

(H) PCSA caseworkers shall complete an approved domestic violence and an approved human trafficking training listed within the statewide LMS.

- (1) PCSA caseworkers hired after January 1, 2007, are to complete these trainings within two years of continuous employment.
- (2) PCSA caseworkers who were previously employed as PCSA caseworkers within the last two years and completed a domestic violence and a human trafficking training recorded in the statewide LMS are exempt from this requirement.

(I) PCSA staff supervising caseworkers shall work with each caseworker to complete the individual training needs assessment (ITNA) and follow the instructions set forth by the OCWTP for submission. The ITNA for a caseworker is to be completed at least once every two years. Training needs of a caseworker shall be based upon the following:

- (1) Prior background, performance, and experience of the caseworker.



(2) Job duties and responsibilities of the caseworker.

(3) Competencies the caseworker and supervisor identify as needs.

(J) The caseworker and supervisor shall jointly develop a training plan to address needed competencies. This training plan will be accessible within the statewide LMS. The PCSA may contact the OCWTP regional training center for assistance in identifying appropriate training and/or coaching activities for the caseworker.

(K) The PCSA shall be responsible for the following:

(1) Ensuring newly hired PCSA caseworkers are provisioned into the statewide LMS within thirty days of the date employment with the agency commences.

(2) Maintaining all work-related education and training records for PCSA caseworkers, including college transcripts and documentation of compliance with paragraphs (B) and (C) of this rule, and following the instructions set forth by the OCWTP for submission.