



(Revised 9/1/2009)

# PCCYFS: We Deliver!

*a new, on-site training program service for member agencies*

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## Education & Professional Development Institute of the Pennsylvania Council of Children, Youth & Family Services

**INTRODUCTION:** The PCCYFS Education and Professional Development Institute is pleased to offer all PCCYFS member agencies a new option to access training provided through our Quarterly Catalog. "PCCYFS: We Deliver!" allows members to now hold PCCYFS workshops at their own agency site, using our expert, seasoned trainers. PCCYFS staff ensure that each trainer meets our high-quality standards by reviewing trainers' qualifications and curricula, as well as conducting ongoing review and scoring of consumer satisfaction surveys and learning measurement tools.

**COSTS:** The cost of the on-site workshops range, depending on the selected course and its length: half-day workshops are \$370-\$420, full-day workshops are \$620-\$920, and two-day workshops are \$1,120-\$1,720. We will also offer CEUs and Act 48 credits for workshops that meet the specified requirements. (As per usual PCCYFS procedure, there is no charge for Act 48, with a \$10 per-request charge for CEUs for LSWs.)

**WORKSHOP REQUESTS & QUESTIONS:** To get started with your on-site training session, simply fill out the lower portion of this flyer and return it via mail or fax. For further information and details about "PCCYFS We Deliver!" please contact Margaret Zukoski at 215-931-4482 or [southeast@pccyfs.org](mailto:southeast@pccyfs.org).

**ADMINISTRATION:** PCCYFS and the Requesting Agency are responsible for completing/adhering to the items listed below.

PCCYFS will:

- Inform the agency as to the training fee prior to confirmation;
- Confirm and schedule the trainer(s) for the topic requested;

- Provide handouts and attendance certificates for all attendees;
- Provide CEUs to individual agency staff, as requested, at the normal PCCYFS rate of \$10 per request;
- Provide Act 48 Activity Hours to individual agency staff, as requested, at no fee;
- Score completed client satisfaction surveys and pre/post-tests, and provide report to agency.

The Requesting Agency will:

- Notify PCCYFS 10 calendar days in advance of a scheduled workshop as to the number of expected registrants;
- Provide staff to sign-in and sign-out staff at the beginning and end of each workshop;
- Comply with PCCYFS policies of workshop starting and ending times;
- Send the names of all workshop participants to PCCYFS within 2 business days after completion of the workshop for entry into the PCCYFS database;
- Provide flip charts, markers and other audio/visual items;
- Provide copying of materials the trainers may need last minute;
- Pay the invoiced amount confirmed at time of scheduling;
- Implement client satisfaction surveys as well as pre/post-tests and return completed forms to PCCYFS in a timely manner; and
- Sign a training agreement after all details have been confirmed.

**CANCELLATION POLICY:** Cancellations must be in writing (email or fax) and will be accepted up to five (5) business days prior to the scheduled course date; otherwise, the agency will incur the charge as initially confirmed.

### PCCYFS: WE DELIVER! TRAINING REQUEST FORM

*Please complete the Training Request Form below and return it to the PCCYFS Southeast Region Office, ATTN: Training Director or Training Registrar*

Date of Request: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Training Liaison: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Requested Workshop Title: \_\_\_\_\_

Requested Date of Workshop: \_\_\_\_\_ Preferred Trainer (optional): \_\_\_\_\_

Please check only one workshop duration per request:

Full-Day Workshop

Two-Day Workshop

Half-Day Workshop:  9:30 AM–12:30 PM OR  1:30–4:30 PM