

How to get a Certificate for Foster Parent Training Hours from a “Just in Time” Live Event or Video

Foster Parents in Florida are eligible to earn training hours for re-licensing requirements by participating and interacting during live training webcasts or by viewing training videos posted within the [Just in Time Online Training Directory](#). **Here’s how:**

Live Training Events and Webcasts:

- Register for any **Just in Time** online training event and join the event from the link provided.
- We encourage attendees to sign on 15 minutes before the event begins. If this is your first event you will be prompted to install the software needed to participate.
- If you cannot sign on, please email us at CenterSupport@usf.edu. We have technical assistance staff working with people that may encounter issues.
- You **MUST** have speakers on your computer, or headphones. Make sure you join the Audio. There will be a slide that shows what to do, and the box pops up when you enter the event. If you need assistance, contact us immediately.
- The event program provides us with an attendance log and also shows us if a person does not have audio. In order to obtain your certificate, you must participate in the entire event and have audio.
- Following the event, you will automatically receive an email containing the certificate of Training Completion from the Center for Child Welfare at USF (The Center) within 2 business days.
- If you are physically present for a **Just in Time** training event happening in your area, your agency representative will provide you with instructions about receiving your certificate. In many cases, the certificate will be issued by the agency. In some cases, you will be asked to complete a sign-in sheet that includes your e-mail address. This will be sent to The Center and your certificate will be sent directly to you via e-mail. (This may take several days after we receive the sign-in sheet).

Viewing Training Events or Video from The Online Training Directory to Receive Training Certificates:

Our training directory includes video recordings of past training events on a variety of topics. This list is constantly growing.

To receive training credit hours for participating in a recorded training event, you must:

- Watch a Training Video on a topic of your choice
- After viewing the video, click the link on that video page that says “Click here to take the Quiz”
- You must pass the 10 question quiz with an 80% pass rate (8 of 10 questions answered correctly)

After passing the quiz, you will see a page that reports your passing score and displays your certificate. Please save the certificate and print it. You will also automatically receive a link to your certificate in your email. Be sure to check your junk/spam folder if you do not see an email from “quizresults” in your inbox.

To save your certificate, right-click on the image and select: “Save picture/image as...” choose your destination and select “save.”

To print your certificate, right-click on the image and select “Print/Print Picture” or click on the print icon below the certificate.

- If you do not achieve 80% on the quiz you may take the quiz again, however it is recommended to review the video or PowerPoint presentation again to assist in passing the quiz.

If you have any questions or need assistance, contact us at CenterSupport@usf.edu