Course Description: This three-day training will guide new adoption staff through the process of all adoption related work from addressing inquiring families, trial adoptive placements, adoption assistance and finalizations of adoptive families. It integrates the policy and procedures for successful adoption work with families adopting children from the child welfare system. Participants are guided through all of their roles as an adoption specialist and the appropriate documentation for each role is shared. An introduction to all management report tools are provided.

Training Location: Skyline East Building 5th Floor Training Room - Computer Lab 6128 East 38th Street Tulsa, OK 74145 (918) 933-4500

Lodging: Renaissance 6808 S. 107th East Ave. Tulsa, OK 74133

Call 918-307-2600 to make your lodging arrangements. When making reservations please indicate that you are with the OKDHS Special Adoption Training. A block of rooms will be reserved for training participants until 11/30/15 and will be direct-billed to CCAN.

- If you make a reservation after this date has expired, you will be expected to pay for your room and apply for reimbursement through OKDHS.
- For individuals traveling in excess of 120 (map) miles one way, lodging is available the night before.

Credit: Participants are reminded that anyone missing more than 30 minutes of a workshop may not receive

Have Questions? Visit our website: http://www.ou.edu/cwtraining