**Parent Education and Family Stabilization Course Checklist**

The Florida Department of Children and Families approve the Parent Education and Family Stabilization courses offered in the State of Florida. Florida Administrative Rule 65C-32 outlines the required components of the parenting course and the items you will need to include in your application packet requesting approval from the Department. Please review the administrative rule carefully for require components. This checklist is to assist you with making sure you include all the necessary documents in your application packet.

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| **Contact Information for DCF** | | |
| **Provider Name:** |  | |
| **Contact Person:** |  | |
| **Company Name:** |  | |
| **Address:** |  | |
| **City:** |  | |
| **Telephone Number:** |  | **Zip Code:** |
| **Email Address:** |  | |

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| **Information for Webpage** | |
| **Course Name:** |  |
| **Provider Name:** |  |
| **Email:** |  |
| **Website:** |  |

**Parenting Course Name**

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|  | The course must be titled “Parent Education and Family Stabilization Course”. |
|  | The Course providers are permitted to assign a unique name to their curriculum, but this is not required |

**Delivery**

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|  | Parenting courses **shall** be a minimum of 4-hours, including the time to be required for instruction, participant exercises and end of course test. **Please include a timeline in your course guidebook.** | | |
|  | Online and correspondence **must** have means for participants to communicate with instructor for questions. | | |
|  | All courses **shall** include a means of **verifying the identity** of the participant. | | |
|  | Language(s) course is offered in: **Please select all that apply** | | |
|  | English |  | Closed Captions |
|  | Spanish |  | Closed Captions |
|  | Creole |  | Closed Captions |
|  | Course delivery method(s): **Please select all that apply.** | | |
|  | Virtual (Self-paced) |  | Virtual (Instructor Lead) |
|  | In Person |  | Correspondence |

**Require Disclaimers**

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|  | Providers **shall** provide each participant a printed disclaimer in written form which states the following: “T*he components of the parenting course are intended to educational purposes only. The presentation of this material is not intended to constitute mental health therapy, give information on specific mental health disorders nor medications to treat mental health disorders. Participants are encouraged to discuss specific mental health questions with licensed health therapist of their choice.”* |
|  | Provider **shall** provide a statement which states the following:” *The legal components of the parenting course shall provide general Florida family law principles. The presentation of this material is not intended to constitute legal advice and the course material must direct the participant to consult with a licensed attorney for answers to specific legal questions.”* |

**Parenting Course Approval**

Each applicant seeking approval of a parenting course **shall** submit the following documentation for review:

**Formal Course Guidebook shall include:**

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|  | **Course components pursuant to Rule 65C-32.003, F.A.C. (listed on page 4)** |
|  | **Course Learning Objectives** |
|  | **All course materials** – including instructor’s manual and videos, |
|  | **Definitions of Key Terms** – The key terms include legal and mental health terms to be introduced in the parenting course. |
|  | **References** – A list of resources to reference the source(s) of information in the course content, |
|  | **Evaluation Form** – The provider **may** provide an evaluation form for participants upon completion of the parenting course. If an evaluation for is provided, it **shall** be included in the formal course guidebook, |
|  | **Resource List** – A list of available resources in and round the community that is given to each course participant, |

**Attachments shall include:**

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|  | **Introduction Letter** – A signed letter of introduction on letterhead, |
|  | **Evidence-based or research-informed documentation** – Documentation **shall** be provided that the curriculum is evidence-based or research-informed, |
|  | **Resumes** – The provider **shall** submit degree(s) and resumes of all instructors.  Instructors **shall** possess the following qualifications:   * Bachelor’s degree in counseling, social work, psychology, education or related field **and** have a minimum 2-years’ experience in dealing with family, parenting and divorce related issues, **OR** * A minimum of 4-years related work experience in dealing with family, parenting, and divorce-related issues, |
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| **NOTE:** Providers **shall** submit to the Department a cover letter and the resume for any instructor hired after initial approval of the course. The cover letter and resume shall be submitted with 7 business days of hire, | |
|  | **Accessibility** -For online course, the course provider **shall** provide means for the Department to access their course for the approval process, |
|  | **Communication** – Online and correspondence providers **shall** submit to the Department its means of communicating with the participants to answer questions or interact with the participant, |
|  | **Instructional Techniques**- A list of all instructional techniques implemented by a providers or instructor, such as **lectures, group discussion, role-plays, videotapes, or other instructional activities,** |
|  | **Language** – Provider **shall** provide information regarding the availability of different languages in which the course is offered, |
|  | **Registration Information** – This requirement **shall** include course name, address, phone number, and email of the provider, website address if available, and amount charged to participants for taking the course, |
|  | **Course Fee** – This requirement **shall** include the amount charged to the participants for taking the course, |
|  | **Indigent Status Fee** – The requirement **shall** include a means for indigent divorcing parents to complete their course such as scholarships, acceptance of court waivers, and sliding fee scales if available, |
|  | **Certificates** - A certificate of completion **shall** be distributed to each participant who completed a 4-hour minimum Parent Education and Family Stabilization Course (**include a copy of certificate**)  **NOTE**   * Name of course, the unique name of the curriculum (if applicable), name and contact information of the provider, the date the participant began the course and the date the participant finished the course must be included on the certificate, * Providers must have a means of verifying certificate authenticity, * Providers must maintain a list of class participants and copies of all corticates of completion issued for five years, |
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|  | **End of Course Test** – Each parenting course **shall** include an end of course test designed to demonstrate the level of comprehension of the learning objectives by the participants (**include a copy of test**).  **NOTE**   * Participants have an unlimited number of attempts to pass the end of course test, * Any time a participant receives a score of less than 70% on the course test, the instructor shall review the missed material. For online courses, missed questions shall refer the participant to the appropriate section requiring review prior to retaking the test, * Provider shall not require additional fees for any additional time or instruction required for participant to pass the end of course test, |
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**Required Course Components SHALL INCLUDE the following:**

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|  | **Divorce as Loss** – This component **shall** include a recognition of divorce as the loss of the current family structure and processes experienced by adults and children in working through loss. In addition, a distinction shall be made between loss of the current family structure and the continuing parental role, |
|  | **Permanency of Parental Role/Share Parenting** – This component shall include information about how children are positively impacted by a continuing relationship with both parents and the types of support children need from both parents, |
|  | **Developmental Stages of Childhood** – The component **shall** include information on the developmental stages of childhood, as well as how a divorce may impact development, what parents can do to minimize the impact of divorce, and when to seek additional help for a child experiencing problems, |
|  | **Communicating with the Children in a Divorce Situation** - This component **shall** include information about discussing divorce-related issues with children in reference to the developmental stage of the child, |
|  | **Communicating with Other Parent** – This component **shall** include the negative impact of a parent expressing anger towards the other parent in front of the children, the benefits to children of keeping them out of the middle of parental conflict, and how to establish a relationship with the other parent which shall minimize the children’s exposure to parental conflict, |
|  | **Abuse** – This component shall include information on the power and control dynamics of domestic violence and the statewide toll-free domestic violence hotline telephone number where services may be accessed. An explanation of child abuse and neglect and the statutory mandate to report such incidences, to the Florida Abuse Hotline must also be included, in addition to the penalties for falsie reporting. |
|  | **Legal Concepts** – This component **shall** include general information about Florida family law, including references to statutory definitions as they relate to court issues involving divorcing parent with minor children and financial responsibilities to the child(ren), |
|  | **Parenting Time** – This component **shall** include information about the benefits to children of maintaining a stable and consistent relationship with both parents, suggestions about how to develop a parenting plan, an effective communication between the parents about parenting time. |

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| Applicant Name |  | Applicant Signature |  | Date |

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| DCF Representative |  | DCF Signature |  | Date |

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| **DCF USE ONLY** | | | |
|  | Approved |  |  |
|  | Needs More Information |  | Date Notified |
|  | Requested Information Received |  | Date Received |
|  | Not Approved |  |  |