

## In-Service Training Credit Guide

Volunteer Advocate

Below is a guide for receiving credit for training or research that is done outside of CASA programs. This may include reading of books, articles, watching videos, or attending a class sponsored by another organization.

### To receive credit, please submit the following information in your Advocate Monthly Report:

1. Name of training
2. General information/description of training
3. Allowable credit (see chart below)
4. Amount of time actually spent
5. What was learned from the training that will be helpful to a CASA volunteer

Type of Training	Allowable Credit
Articles in magazines, journals, newspapers	Maximum 1 hour per article
Training specific articles in CASA newsletters	Max of ½ hour
Internet Research	Amount of time spent on research
Books	30 minutes for each 50 pages; maximum 3 hours per book
Video/DVD	Length of video or DVD
TV Program	Length of program
On-Line training modules (not Arizona CASA)	Amount of time spent taking course (use recommended credit hours if provided)
Webinar/Podcast	Length of webinar/podcast
Satellite Broadcast	Length of broadcast
Conference	Length of conference minus breaks/meals
Community Workshop/Seminar	Length of workshop minus breaks/meals
College Courses	Course credit hours
Continuing Ed class for another profession	Length of class minus breaks/meals

Up to three hours credit per year may be earned for volunteering services and time at the CASA office or Special Events, as available.

Attending CASA Special Events, including New CASA Swear-Ins, C2C's, Holiday Parties, BBQ Bluegrass Bash, CASAblanca, Festival on the Green, and other CASA fundraisers also earn an in-service credit of one hour per event.

### **Approved online training** (See staff for approval of other online programs):

**Richland County CASA ([www.rccasa.org](http://www.rccasa.org)):** Diversity Training Parts 1&2

**Arizona CASA ([www.azcasa.org](http://www.azcasa.org)):** Domestic Violence, Education, Mental health, and Substance Abuse units (Take the quiz at the end and put [ashley@casatnh.org](mailto:ashley@casatnh.org) in the Credit Email portion! This will ensure that staff is notified of your completion).

**National CASA Website ([www.casaforchildren.org](http://www.casaforchildren.org)) :** National CASA has a website that includes numerous videos, articles, and resource materials listed by topics of interest to CASA volunteers. Click on "Advocate Resources" link to see what is available.