**Contract Correspondence Transmittal (CCT)**

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| **CCT Number:** 12-07 | **Date of Issue:** September 12, 2012 |
| **Division/Branch:** Protection and Permanency |
| **Key Words/Phrases:** PCP Documentation Training |
| **Attachments/Forms:** ORS Instructions for RWCP Staff and RWCP Personnel Update Form |

Dear PCP Provider,

DCBS is offering a training of trainers to assist individual PCP agencies in educating their foster parents to the importance, components, and necessity of appropriate written documentation for children in PCP placement. Agencies can then implement this curriculum into their existing foster parent training.

Trainings have been scheduled from 9 a.m. to noon on the following dates:

September 26 Eastern Kentucky University Richmond

September 28 Boys and Girls Haven Louisville

October 1 Mary Kendall Home Owensboro

Please pass this information along to agency staff. DCBS is encouraging all PCP providers to take part in this training. Staff can register for the training on the Online Registration System (ORS) at [www.rwcp.org](http://www.rwcp.org). Instructions for registering have been attached. Any questions regarding enrolling, directions, or parking should be addressed to Marie.Johnson@EKU.EDU. Any questions concerning this transmittal, should be addressed to Julie.Cubert@ky.gov.

Sincerely,

Michael Cheek

Director

Enclosure: ORS Instructions for RWCP Staff and RWCP Personnel Update Form