**Contract Correspondence Transmittal (CCT)**

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| **CCT Number:**  14-04 | **Assistant Director, Tina Webb:**  |
| **Date of Issue:** June 12, 2014 |
| **Division/Branch:** Protection and Permanency/OOHC |
| **Key Words/Phrases:** PCC/PCP requirements |
| **Attachments/Forms:** ORS Training Information |

As referenced in the May 29, 2014 CCT 14-02 correspondence, new requirements will be inserted in the new PCC/PCP agreement related to religious affiliation protocol for children in out of home care. Training options have been created for private agency staff for effective implementation of these specific requirements.

In addition to regional training dates listed in CCT 14-02, web-based training is now available and has been posted. *Every* staff member of the agency would benefit from viewing the web-based training prior to July 1, 2014. Staff which have been identified from each agency to attend the regional training of the trainers provided within CCT 14-02 will benefit from reviewing the web-based training prior to participation in order to further enhance the face to face conversations that may result.

Staff may access this training at <https://www.training.eku.edu/ReligiousAffiliationWBT/default.aspx>. Directions for registration, as well as the Personnel Update form, which must be completed prior to registering, as provided in CCT 14-02, will also suffice for the web-based trainings and have been provided again for your convenience.

If you have any questions regarding the *PCC agreement language*, please contact Paula Woodworth at Paula.Woodworth@ky.gov or (502)564-4502. Any *training* questions should be directed to Marie Johnson at marie.johnson@eku.edu or (859)622-6212.