



Continuing Education as a CASA Advocate

What is Continuing Education, and what Requirements do I need to Fulfill?

The purpose of continuing education is to ensure that volunteers stay educated and informed on issues within the child welfare system, or specific areas of interest that relate to volunteer's individual case, or work in general as a CASA Volunteer. One CEU is required for each month following a certification date to equal 12 hrs. CEUs per calendar year. One CEU each year must address issues of Diversity, Equity and Inclusion. The CEU requirement for the initial training year will be based on the month in which were certified.

When do my Continuing Education hours begin?

National CASA requires that all volunteers complete a minimum of 12 hours of on-going training each year following their first full year in service as a CASA. (For example, if you finish training in August 2022 and get certified in October 2022, then you need 1 CE hour/month beginning in October 2022.)

What counts for continuing education hours?

Books, movies, documentaries, podcasts, conferences/seminars related to the child welfare system. Topics can include abuse, adoption, advocacy, communication, cultural competency, education, foster care, neglect, mental health, trauma, working with older youth, diversity, inclusion and equity, substance abuse and rehabilitation, trauma and resiliency, self-care/mindfulness, etc.

Where can I find continuing education training opportunities?

You can find continuing education information in our newsletter, in monthly emails from our Training Coordinator, and on the Current Volunteers section of our website. We also offer frequent In-service trainings where outside professionals are brought in to speak on topics relating to volunteer's cases.

What happens if I don't complete my 12 hours of continuing education?

Without the completion of 1 hour a month for 12 hours of continuing education every year, volunteers are out of compliance with National CASA standards. If hours are not completed, the Program and Executive Director can recommend termination from your case and the program.

Logging Continuing Education Hours

How do I show that I completed my continuing education hours?

All continuing education hours must be entered into Optima in the TRAINING LOGS and include a *short reflection response* in the "notes" section. Use the following steps to log into Optima each CEU you have completed:

1. Log into your Optima account
2. Click "Volunteers Dashboard"
3. Click "Training Logs"
4. Click "Add"
5. Fill in each box to the best of your ability
6. For the Hours section - please fill in the CEU credits listed below (e.g., if you are logging a book, you will fill in 1 unit per 100 pages. Please note: Max 4 CEUs per book, 4 CEU's limit per year).
7. In the "Notes" section describe the activity (i.e., list the title of the book you read or list the title or link of the article) and include a short statement explaining how the material contributed to your knowledge of issues related to the child welfare and your case.
8. Click "Create".

How much credit will be given per continuing education opportunity?

Training Type	Allowable Credit
Articles in magazines, journals, and newspapers	Maximum of one hour per article
Internet research for case	Amount of time spent on research
Books	30 minutes for each 50 pages; maximum of 3 hours per book
Film or TV program	Length of film or program
Online training / webinar	Amount of time spent taking the course
Podcast	Length of podcast
Conference / workshop / seminar	Length of relevant conference session(s)
College course	Length of relevant class time
Douglas County CASA in-service continuing education	Length of in-service course

If I have questions about the Continuing Education requirement or if need assistance working with Optima, who should I contact?

Please contact your Advocate Supervisor or call the CASA office at 785.832.5172.