



Continuing Education at CASA of the Bluegrass

What it is and what's required

What is Continuing Education?

Continuing Education ensures that CASA of the Bluegrass volunteers remain informed, prepared, and effective advocates for children involved in the juvenile dependency system. Ongoing learning helps volunteers deepen their understanding of issues that impact their cases and strengthens their work as CASA Volunteers.

Continuing Education hours are required annually for all CASA of the Bluegrass volunteers.

When do my Continuing Education hours begin?

CASA of the Bluegrass follows National CASA requirements, which mandate that volunteers complete a minimum of 12 hours of continuing education each year, running from January 1 through December 31.

- This requirement averages to 1 hour per month, totaling 12 hours annually.
- For newly trained volunteers, required hours will be prorated based on the date training is completed.

What counts toward Continuing Education hours?

A variety of learning opportunities may qualify, as long as they relate to child welfare, advocacy, or issues commonly encountered in CASA work. Approved topics may include (but are not limited to):

- Abuse and neglect
- Foster care and adoption
- Trauma and mental health
- Cultural competency and diversity
- Educational advocacy
- Communication and relationship-building
- Working with older youth

Eligible formats include:

- Books

- Movies or documentaries
- Podcasts
- Conferences or seminars
- In-service trainings

A curated list of suggested and pre-approved resources is available on the CASA of the Bluegrass Continuing Education webpage. If you are unsure whether a resource qualifies, please contact your Volunteer Coordinator.

In-Service Training Opportunities

CASA of the Bluegrass regularly offers in-service trainings, including:

- Advocacy-focused workshops
- Trauma-informed advocacy sessions
- Court report writing refreshers
- Educational advocacy and systems-based training
- Presentations from outside professionals on topics such as human trafficking, resiliency, self-care, and mindfulness

Upcoming trainings are shared through:

- The monthly CASA of the Bluegrass newsletter
- Email communication
- The Continuing Education webpage

Where can I find Continuing Education opportunities?

An updated list of approved and recommended training opportunities can be found on the CASA of the Bluegrass Continuing Education webpage. Volunteers are encouraged to regularly check their email for updates from CASA of the Bluegrass staff and case coordinators.

How do I document my Continuing Education hours?

All Continuing Education hours must be entered into **Optima** under the **Training Logs** section (not Contact Logs).

Each entry must include:

- The date and type of training
- Time spent
- A brief reflection response

Reflection guidelines and step-by-step instructions for entering hours are available on the Continuing Education webpage.

Do I need to provide verification?

Yes. CASA of the Bluegrass must be able to document volunteer compliance for National CASA standards, donors, and auditors. Volunteers should be prepared to provide verification if requested.

How much credit is given?

- **Books:** 100 pages = 1 hour
- **Movies/Documentaries:** 1 hour of viewing = 1 hour
- **Podcasts:** 1 hour of listening = 1 hour
- **In-Service Trainings:** 1 hour of training = 1 hour

Can extra hours roll over to the next year?

No. Per National CASA Standard 7.C.2, volunteers must complete 12 new in-service training hours each year. Excess hours cannot be carried forward.

What happens if I don't complete my required hours?

Volunteers who do not complete the required 12 hours of Continuing Education within the fiscal year are considered out of compliance with National CASA standards and CASA of the Bluegrass volunteer requirements. Failure to meet this requirement may result in removal from a case or program termination at the discretion of CASA leadership.

Who do I contact with questions?

For questions about Continuing Education or approval of training hours, please contact your Volunteer Coordinator.