



User Profile Form: Directions & Guide

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Technical Directions

- **Asterisks:** Questions with red asterisks are required and need to be completed.

Address Line 1 *

* Address Line 1 is required.

- **Text fill box:** Click in the text box and then type in your response. Be sure to avoid abbreviations and misspellings as responses will be put directly onto your account profile.

Employer Name *

- **Calendar drop-down:** You can either type in or select the dates in the calendar menu. Select the date by clicking on the small calendar button on the right side of the text box. If entering the date, use dd/mm/yyyy format.

Original Hire Date

Original Hire Date

A calendar for December 2022. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The 12th is highlighted with a blue square.

- **Checkboxes:** Select a checkbox by clicking on the corresponding square button to the desired selection. Only select the checkbox if the option applies.

CPS On-going Professional

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- **Drop-down:** Select the option that best fits by clicking on the button with a downward arrow to the right of the option box. You will then be able to choose from a list of options.

Highest Education Level

Highest Education Level

A dropdown menu for 'Highest Education Level'. The current selection is 'Grade School'. The menu is open, showing a list of options: Grade School (checked), High School, Some College, Bachelors, Masters, Doctorate, and Other.

- **Click and search box:** This field requires you to select from a larger list of options than a drop-down. Click on the gray button to the right of the text box to

open a pop-up window. Then either search for your response or browse through the options using page numbers at the bottom. Options are listed alphabetically.

The image shows a form element labeled "Primary Employee Type *" with a text input box and a small gray button with an 'X' icon. To the right is a modal window titled "Select Primary Employee Type". This window contains a search bar with a "Search" button. Below the search bar is a list of employee types, each with a radio button and a corresponding ID. The list includes:

Title	ID
<input type="radio"/> Administrator (Director, Deputy Dir)	POSADMN
<input type="radio"/> Agency Administrative Support Staff	POSASS
<input type="radio"/> Attorney	POSBA
<input type="radio"/> Birth to Three - Staff	POSBT
<input type="radio"/> Birth to Three Program - Supervisor/Manager	POSBUPM
<input type="radio"/> Child Welfare Case Support Staff	POSUPPST
<input type="radio"/> Children's Long-term Support (CLTS) Program - Staff	POSCLTS
<input type="radio"/> Children's Long-term Support (CLTS) Program - Supervisor/Manager	POSCLTSM
<input type="radio"/> Coordinated Services Team (CST) Program - Staff	POSCST
<input type="radio"/> Coordinated Services Team (CST) Program - Supervisor/Manager	POSCSTM

At the bottom of the modal, there are page numbers "1 2 3 4 5" and a "Cancel" button.

If you'd like to change/update your answer, the gray button to the right will display an X, click on the X to clear the selection.

- **Clear Responses:**

- **Text fill box:** To clear the information from text fill boxes, simply highlight the text and delete it, or use the backspace key.
- **Check boxes:** To clear check boxes, click on the selected box again.
- **Click and search box:** To clear click and search boxes, click the gray 'X' button on the side of the box.
- **Drop-down:** There is unfortunately no way to clear drop-down boxes, but you can change your answer.

Foster/Adoptive Learner Form

All fields added to a form will default to Auto-fill Response. Select the settings icon to change this option for a field.

If you have questions, please contact wcpds-mke@uwm.edu

PART 1: LICENSE INFORMATION

1. Confirm your foster parent license level:

Primary employee type reflects your official foster parent license. This information cannot be changed in PDS. Please contact wcpds-mke@uwm.edu if this field shows anything other than no existing license type, license level 1, 2, 3, 4, or 5.

Primary Employee Type (click and select)

2. Check the box below if you are an adoptive parent with a public or state contracted agency. Please do not check the box if you are pursuing a private adoption.

Are you a Pre-Adoptive Parent? (checkbox)

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PART 2: AGENCY INFORMATION

1. Identify your Employing Entity:

Employing Entity refers to the type of agency licensing you. Foster and adoptive licenses are issued by Wisconsin Department of Children and Families, but county, tribal and private agencies work directly with families during the licensing process.

- **Select County Dept. of Human Services** from the dropdown menu below if your foster parent license is with a county human or social services agency, other than Milwaukee (e.g. Dane County, Green Lake County).
- **Select Tribe** from the dropdown menu below if your foster parent license is with a tribal agency (e.g. Ho-Chunk Tribe, Bad River Chippewa Tribe).
- **Select Other or Private Agency** from the dropdown menu below if your foster parent license is with a private agency and/or in Milwaukee County (e.g. Community Impact Program, Children's Hospital, Well Point).

If you are a foster and public adoption parent, please make a selection based on your foster parent license.

Employing Entity * (click and search)

2. Identify your Private Agency Name:

- **Select "Not Applicable"** from the dropdown below if your license is with a county human or social services agency or Tribe.
- **Select a name** from the dropdown below if your foster parent license is with a Private Agency or Milwaukee County.
- **Select "Other - Not Listed"** from the dropdown below if your license is with a Private Agency, but you are not able to find the agency on the list.

If you are a **foster and adoptive parent working with two different agencies**, please use the name of your foster care licensing agency in the Private Agency Name box below. You will have another opportunity to identify your adoption agency.

Private Agency Name * (click and search)

3. Identify your Public or Tribal Agency Name:

- **Select "Not Applicable - Private Agency"** from the dropdown below if your license is with a private agency or Milwaukee County.
- **Select a name** from the dropdown below if your foster parent license is with a county human or social services agency or Tribe.
- **Select "Other - Not Listed"** from the dropdown below if your license is with a county or Tribe, but you are not able to find the agency on the list.

If you are a **foster and adoptive parent working with two different agencies**, please use the name of your foster care licensing agency in the Private Agency Name box below. You will have another opportunity to identify your adoption agency.

Public and Tribal Agency Name * (click and search)

4. Enter your agency name in the "Employer Name" box below to confirm. If you are a foster and adoptive parent working with two different agencies, please list both in the Employer Name section below.

Employer Name * (text fill box)

5. Enter your Agency Address:

Address Line 1 * (text fill box)

Address Line 2 (text fill box)

City * (text fill box)

Workplace County/Tribe * (text fill box)

State * (text fill box)

Zip * (text fill box)

PART 3: YOUR INFORMATION

1. Enter your contact information:

It is important that you use a valid email address to ensure you receive necessary communications. If you are unable to obtain an email address, please enter "email@email.com".

Email * (text fill box)

Phone * (text fill box)

2. Enter the following demographic information or click "next" to advance to the next page:

Demographic information collected in this section will be utilized for training evaluation, as well as other assessments and reports. Your year of birth helps us distinguish between users with the same name. All fields are voluntary. The data will primarily be accessed by DCF, UW Madison, and WCWPDS staff engaged in data gathering, evaluation and compliance determination activities but can be accessed by other users with report generating ability. If you have questions regarding the collection or dissemination of this data, please contact WCWPDS for further information.

If you do not wish to supply this information, please advance to the next page to complete your profile.

Year of Birth (text fill box)

Which of the following best describes your current gender identity? (check as many as apply) (multiple checkbox)

- ☐ Prefer not to answer
- ☐ Cisgender female/woman
- ☐ Cisgender male/man
- ☐ Genderqueer, gender non-binary, or gender fluid
- ☐ Transgender male/man
- ☐ Transgender female/woman
- ☐ A gender not listed

How do you identify in terms of your racial or ethnic identity: (Check as many as apply) (multiple checkbox)

- ☐ Prefer not to answer
- ☐ Asian (Far East, Southeast, Indian)
- ☐ African American
- ☐ Black
- ☐ Caribbean
- ☐ Hispanic or Latinx
- ☐ Middle Eastern or North African

- ☐ Native American or Alaska native
 - ☐ Native Hawaiian or other Pacific Islander
 - ☐ White/Caucasian
 - ☐ Other
-
- ☐ English is not my primary language (checkbox)

PART 4: COMPLETION

1. Select "yes" below to confirm you completed this form.

Form Filled - dropdown * (drop-down menu)

Form Filled - dropdown

No ▼

2. Click "submit" to update your profile.

All Other Learners Form

1. ENTER EMPLOYER NAME

- Please enter your complete employer's name (e.g., Dane County Department of Human Services, Wellpoint Care Network).

Employer Name * (text fill box)

2. ENTER EMPLOYER ADDRESS

Address Line 1 * (text fill box)

Address Line 2 (text fill box)

City * (text fill box)

State * (text fill box)

Zip * (text fill box)

3. ENTER EMAIL

Email * (text fill box)

3A. OPEN THE ATTACHMENT ABOVE

- Navigate to **Employee Role Definitions**.
- Read through all options in the **Employee Role Definitions** as they have been updated.
- Note: If you select **CPS Access Professional**, **CPS Initial Assessment Professional**, **CPS Ongoing Professional**, or **CPS Supervisor/Manager** you are expected to adhere to DCF 43 training requirements

3B. SELECT PRIMARY EMPLOYEE TYPE

- Choose the option that best describes your **primary job responsibility**. If you are unsure, ask your supervisor.

Primary Employee Type * (click and search)

 

4. (CPS & YJ PROFESSIONAL) ENTER ORIGINAL HIRE DATE

- This information is required for **CPS professionals** with a primary responsibility of access, initial assessment, ongoing, or **CPS supervisor/manager**.
- This information is required for **Youth Justice (YJ) professionals** with a primary responsibility of providing juvenile intake, assessment, dispositional, and ongoing case management services to YJ, or **YJ supervisor/manager**.
- **All others skip this question.**

CPS Professional role change (e.g., access to ongoing)

- Jane was hired as a CPS access professional on 06/01/2018, which is their original hire date. On 05/15/2023, Jane was promoted to a CPS supervisor. Their original hire date would stay at 06/01/2018.
- Jamal was hired as a CPS initial assessment professional on 02/20/2020. They were hired as a CPS ongoing professional at another agency on 09/06/2022. Their original hire date is 02/20/2020.

Other role to CPS professional (e.g., youth justice professional to ongoing)

- Shao was hired as a student intern in the fall of 2022. After graduation, Shao was hired as a CPS access professional on 06/01/2023. Their original hire date is 06/01/2023.
- Emily was hired as child welfare support staff on 08/11/2019. They moved into a CPS initial assessment role on 01/10/2023. Their original hire date is 01/10/2023.

Other role to YJ professional (e.g., shelter care staff to YJ)

- Craig was hired as a shelter care staff on 6/1/2025. They moved to a YJ professional role on 2/1/2025. Their original hire date is 2/1/2025.

CPS Professional to YJ professional (e.g., CPS ongoing to YJ)

- Evolet was hired as a CPS ongoing professional on 7/1/2018. They moved to a YJ professional role on 9/6/2024. Their original hire date is 9/6/2024

Original Hire Date (calendar drop-down)



5. CHECK ANY ADDITIONAL EMPLOYEE TYPES (checkbox)

- Refer back to the **Employee Role Definitions**.
- In addition to your primary job responsibility, please click the checkbox next to other duties you perform.

Birth to Three Program - Staff

☐

Birth to Three Program - Supervisor/Manager

☐

Children's Long-term Support (CLTS) Program - Staff

☐

Children's Long-term Support (CLTS) Program - Supervisor/Manager

☐

Child Welfare Case Support Staff

☐

Coordinated Services Team (CST) Program - Staff

☐

Coordinated Services Team (CST) Program - Supervisor/Manager

☐

CPS Access Professional

☐

CPS Initial Assessment Professional

☐

CPS Ongoing Professional

☐

CPS Supervisor/Manager (Access, Initial Assessment, Ongoing)

☐

Early Childhood Program - Mental Health Consultant

☐

Family Support Program - Professional

☐

Foster Care Coordinator

☐

Foster Care Supervisor/Manager

☐

Group Home - Staff

☐

Group Home - Supervisor/Manager

☐

Home Visitor Program - Staff

☐

Home Visitor Program - Supervisor/Manager

☐

Kinship Care Coordinator

☐

Parents Supporting Parents (PSP) Program - Staff

☐

Public Adoption Professional

☐

Public Adoption Supervisor/Manager

☐

Residential Care Center - Staff

☐

Residential Care Center - Supervisor/Manager

☐

Safety Service Provider - Staff

☐

Safety Service Provider - Supervisor/Manager

☐

Shelter Care Facility - Staff

☐

Shelter Care Facility - Supervisor/Manager

☐

Training Program Manager

☐

Tribal ICW Professional

☐

Wraparound - Staff

☐

Wraparound - Supervisor/Manager

☐

Youth Justice Professional

☐

Youth Justice Supervisor/Manager

☐

6. BASIC INTAKE WORKER TRAINING

- **Attention:** Ask your supervisor if you are required to be certified as an intake worker via completing Basic Intake Worker Training. If yes, and you **HAVE NOT** already completed Basic Intake Worker Training, please check the box below.

Register me for the next BI Training. (ONLY CHECK IF: training is needed and hasn't been completed.) (checkbox)

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This will auto-enroll you into the next available 5-day Basic Intake Worker Training. Be advised, this could take up to 3 weeks; you will receive an automated email from PDS Online confirming your dates.

Workplace Information

7. SELECT WORKPLACE COUNTY/TRIBE

- Select the county/tribe where your workplace (employer address) is located.

Workplace County/Tribe * (click and search)

8. SELECT EMPLOYING ENTITY

- Select **County** when you work for a non-Milwaukee county agency (e.g., Green Lake County).
- Select **State** when you work for Milwaukee Division of Child Protective Services or a Wisconsin State Agency (e.g., Wisconsin Department of Children and Families).
- Select **Tribe** when you work for a tribal agency.
- Select **Other or Private Agency** when you work for a private agency or an employer that does not fall in the above categories (e.g., Wellpoint Care Network, Milwaukee County Youth Services).

Employing Entity * (click and search)

9. SELECT PUBLIC AND TRIBAL AGENCY NAME

- Select your **employer's name** from the list if you work for a public or tribal agency.
- Select **Other - Not Listed** if you are not able to find your employer on the list.
- Select **Not Applicable - Private Agency** if you don't work for a public or tribal agency.

Public and Tribal Agency Name * (click and search)

10. SELECT PRIVATE AGENCY NAME

- Select your **employer's name** from the list if you work for a private agency.
- Select **Other - Not Listed** If you work for a private agency but are not able to find your agency on the list.
- Select **Not Applicable** if you don't work for a private agency.

Private Agency Name * (click and search)

11. Enter Phone

Enter the phone number that is best for reaching you in case of a training cancellation (e.g., 608-123-4567)

Phone * (text fill box)

12. ENTER DEMOGRAPHIC INFORMATION

- Demographic information collected in this section will be utilized for training evaluation, as well as other assessments and reports. Your year of birth helps us distinguish between users with the same name. All fields are voluntary. The data will primarily be accessed by DCF, UW Madison, and WCWPDS staff engaged in data gathering, evaluation and compliance determination activities but can be accessed by other users with report generating ability. If you have questions regarding the collection or dissemination of this data, please contact WCWPDS for further information.
- If you do not wish to supply this information, please advance to the next page to complete your profile.

Year of Birth (text fill box)

Which of the following best describes your current gender identity? (select as many as apply) (checkbox)

- ☐ Prefer not to answer
- ☐ Cisgender female/woman
- ☐ Cisgender male/man
- ☐ Genderqueer, gender non-binary, or gender fluid
- ☐ Transgender male/man
- ☐ Transgender female/woman
- ☐ A gender not listed

How do you identify in terms of your racial or ethnic identity: (select as many as apply) (checkbox)

- ☐ Prefer not to answer
- ☐ Asian (Far East, Southeast, Indian)
- ☐ African American
- ☐ Black
- ☐ Caribbean

- ☐ Hispanic or Latinx
- ☐ Middle Eastern or North African
- ☐ Native American or Alaska native
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White/Caucasian
- ☐ Other

Highest Education Level (drop-down)

Grade School ▼

Highest Social Work Degree (drop-down)

No SW Degree ▼

I am enrolled / was enrolled in the 4E Stipend Program. (checkbox)

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13. SELECT YES BELOW(TO CONFIRM YOUR RESPONSES)

Form Filled - dropdown * (drop-down)

Yes ▼

14. CLICK SUBMIT

Employee Role Definitions

Form	Role	Definition
All Other Learners	Administrator (Director, Deputy Director):	The administrator is the director and deputy director responsible for leading and managing the agency and its personnel.
All Other Learners	Agency Administrative Support Staff:	Agency staff who provide fiscal, documentation, clerical, and other office support services.
All Other Learners	Attorney:	Includes, but not limited to, county district attorney, county corporation counsel, and defense attorney.
All Other Learners	Birth to Three Program - Staff:	A professional working in the Birth to Three Program who is responsible for providing services as part of the Wisconsin Birth to 3 Program, which is an early intervention special education program that supports the growth and development of children under the age of 3 who have delays or disabilities.
All Other Learners	Birth to Three Program - Supervisor/Manager:	The Birth to Three Program Supervisor/Manager is responsible for supervising staff who provide services as part of the Wisconsin Birth to 3 Program.
All Other Learners	Children's Long-term Support (CLTS) Program - Staff:	Within the guidelines of the CLTS Program, a professional working in the CLTS program manages community supports and services for children who have substantial limitations in their daily activities and need support to remain in their home or community.
All Other Learners	Children's Long-term Support (CLTS) Program - Supervisor/Manager:	The CLTS Program Supervisor/Manager is responsible for supervising staff who provide services as part of the CLTS Program.
All Other Learners	Child Welfare Case Support Staff:	Agency staff who work alongside CPS, YJ and ICW professionals to provide support services to families. Some examples include services such as: <ul style="list-style-type: none"> • Supervised Family Interaction, placement support, parenting education or other case aide services for families • Youth mentoring, community service, electronic monitoring, assisting with employment or other services for youth

All Other Learners	Coordinated Services Team (CST) Program - Staff:	A professional working in the Coordinated Services Team (CST) Program is responsible for supporting the team's development and execution of a comprehensive, individualized, community-based care plan for children and youth with complex behavioral health needs via the agency's Coordinated Services Team (CST) Program Initiative.
All Other Learners	Coordinated Services Team (CST) Program - Supervisor/Manager:	The Coordinated Services Team Program Supervisor/Manager is responsible for supervising staff who provide services as part of the agency's Coordinated Services Team (CST) Program Initiative.
All Other Learners	CPS Access Professional:	The CPS Access professional is responsible for receiving, analyzing and documenting reports of alleged child maltreatment and unborn child abuse in order for a determination to be made of the need for child protective services intervention.
All Other Learners	CPS Initial Assessment Professional:	The CPS Initial Assessment professional is responsible for conducting assessments of alleged maltreatment and unborn child abuse to assess and assure the child's safety and determine family service needs.
All Other Learners	CPS Ongoing Professional:	The CPS Ongoing professional is responsible for engaging families in a positive working relationship to achieve a safe, stable home and permanence for children.
All Other Learners	CPS Supervisor/Manager (Access, Initial Assessment, Ongoing):	The CPS Supervisor/Manager is responsible for supervising staff who provide Access, Initial Assessment and Ongoing CPS services.
All Other Learners	DCF Staff (non-Public Adoption Worker):	Staff who work for the Wisconsin Department of Children and Families and the Bureau of Regional Operations, not including Public Adoption Workers.
All Other Learners	Early Childhood Program - Mental Health Consultant:	The Mental Health Consultant is a clinician embedded in an agency or partnering with an early childhood program, such as home visiting, birth to three, or childcare, to provide consultation to program staff on reflective practice, clinical consultation, or related services.
All Other Learners	Family Support Program - Professional:	A professional who works for a Family Resource Center and is responsible for serving families who are part of the Family Support Program.

All Other Learners	Foster Care Coordinator:	The Foster Care Coordinator or Licenser is responsible for screening and assessing foster parents for licensure; managing compliance of administrative code; recruitment, retention and training of foster parents; and placement support and consultation.
All Other Learners	Foster Care Supervisor/Manager:	The Foster Care Supervisor/Manager is responsible for supervising the staff who provide foster care coordination or licensing services for the agency.
All Other Learners	Home Visitor Program - Staff:	Home Visitor Program staff work in an evidence-based home visiting model or community home visiting/ family support program that provide family support and early childhood development focused services to families through home visits prenatally through age 5.
All Other Learners	Home Visitor Program - Supervisor/Manager:	The Home Visitor Program supervisor/manager is responsible for supervising and managing staff in an evidence-based home visiting model or community home visiting/ family support program.
All Other Learners	Kinship Care Coordinator:	The Kinship Care Coordinator is responsible for providing services defined within Ch. DCF 58 Administrative Code to help a family support a child in the home of a relative that might be under stress or when the child has experienced abuse or neglect.
All Other Learners	Other:	Choose this option if nothing listed in any category applies.
All Other Learners	Parents Supporting Parents (PSP) Program - Staff:	A Parent Partner, Program Coordinator or Clinical Support professional who supports any staff or element of the PSP Program.
All Other Learners	Police Officer:	Includes state patrol troopers, county deputies, and city or municipal police officers.
All Other Learners	Public Adoption Supervisor/Manager:	The Public Adoption Supervisor/Manager is responsible for supervising staff who work for Public Adoption agencies to support and complete the adoptions for children from the foster care system.
All Other Learners	Public Adoption Professional:	These staff work for Public Adoption agencies to support and complete the adoptions for children from the foster care system.

All Other Learners	Safety Service Provider - Staff:	Staff (from a county, tribe or private agency) who work with the Initial Assessment or Ongoing Child Protective Service professional and families to provide services / activities related to the implementation of protective or safety plans for the purpose of maintaining children safely in their home.
All Other Learners	Safety Service Provider - Supervisor/Manager:	The Safety Service Provider supervisor/manager is responsible for supervising and managing staff (from a county, tribe or private agency) who work with the Initial Assessment or Ongoing Child Protective Service professional and families to provide services / activities related to the implementation of protective or safety plans for the purpose of maintaining children safely in their home.
All Other Learners	Student Intern:	An individual who is in an undergraduate or graduate degree program who is in the agency to gain supervised practical work experience.
All Other Learners	Tribal ICW Professional:	The Tribal ICW professional is employed by one of the 11 federally recognized Wisconsin tribes to provide child welfare services to Indian children and families.
All Other Learners	Training Program Manager:	The Training Program Manager identifies and monitors the training needs in the organization, and designs, plans, and implements training programs, policies, and procedures to fulfill those needs.
All Other Learners	WCWPDS Training System Staff:	Staff who work for the Wisconsin Child Welfare Professional Development System.
All Other Learners	Wraparound - Staff:	A professional working in the Wraparound program works with children and youth with complex health and emotional needs and their families to develop and/or support the comprehensive, individualized care plan based upon the goals and resources needed to assist the family. NOTE: If you work in an agency that is part of the Coordinated Services Team (CST) Program Initiative - see the Coordinated Services Team (CST) Program Worker role definition to determine which is more appropriate.

All Other Learners	Wraparound - Supervisor/Manager:	The Wraparound Supervisor/Manager is responsible for supervising staff who provide wraparound services. NOTE: If you work in an agency that is part of the Coordinated Services Team (CST) Program Initiative - see the Coordinated Services Team (CST) Program Supervisor/Manager role definition to determine which is more appropriate.
All Other Learners	Youth Justice Professional:	The Youth Justice professional is responsible for providing juvenile intake, assessment, dispositional, and ongoing case management services to the youth justice population according to applicable policies, regulations and statutes.
All Other Learners	Youth Justice Supervisor/Manager:	The Youth Justice Supervisor/Manager is responsible for supervising staff who provide youth justice services.
All Other Learners	Group Home - Staff:	These staff provide direct care and supervision in a licensed facility governed by DCF Wisconsin Administrative Code to provide 24-hour care for 5-8 residents.
All Other Learners	Group Home - Supervisor/Manager:	The Group Home Supervisor/Manager is responsible for supervising staff who provide direct care and supervision in a licensed facility governed by DCF Wisconsin Administrative Code to provide 24-hour care for 5-8 residents..
All Other Learners	Residential Care Center - Staff:	These staff provide direct care and supervision in a licensed facility governed by DCF Wisconsin Administrative Code for children whose significant needs cannot be addressed in a family setting.
All Other Learners	Residential Care Center - Supervisor/Manager:	The Residential Care Center Supervisor/Manager is responsible for supervising staff in a licensed facility governed by DCF Wisconsin Administrative Code for children whose significant needs cannot be addressed in a family setting.
All Other Learners	Shelter Care Facility - Staff:	These staff provide direct care and supervision in a licensed facility governed by DCF Wisconsin Administrative Code that provides short-term (not to exceed a total of 60 days), non-secure residential care and physical custody to children pending court action or voluntary placements for under 20 days or crisis stabilization for up to 5 days.

All Other Learners	Shelter Care Facility - Supervisor/Manager:	The Shelter Care Facility Supervisor/Manager is responsible for supervising staff who provide direct care and supervision in a licensed facility governed by DCF Wisconsin Administrative Code that provides short-term (not to exceed a total of 60 days), non-secure residential care and physical custody to children pending court action or voluntary placements for under 20 days or crisis stabilization for up to 5 days.
Foster/Adoptive Parent Learner	Adoptive parent:	An adoptive parent is a person who becomes the child's permanent parent. Select this type (1) if you are a prospective adoptive parent nearing the end of your adoption home study process OR (2) if you are a licensed foster parent who has received foster care placement of a child and have now been identified by the agency/state as the adoptive resource for the child or youth.
Foster/Adoptive Parent Learner	Foster parent:	A foster parent is a licensed provider under Wis. Stats. DCF 56 who has primary responsibility for the care and supervision of one or more foster children placed in his or her foster home. Select this type if you are licensed at any level from 1-5.