<https://wjcia.org/training/basic-intake-worker-training/certification-requirements> (link to your page)

**Certification Requirements**

When a county hires a new intake worker, it is the employer's legal responsibility to notify the Department of Children and Families via the Wisconsin Child Welfare Professional Development System at the time that a new intake worker is hired or re-assigned. The worker has six months from the date of hire to complete all five days of Basic Intake Worker Training. Notification of Employment or Assignment of Juvenile Court Intake Worker forms should be sent to:

Nicki Laudolff WI Child Welfare Professional Development System 8010 Excelsior Dr #100, Madison, WI 53717 (608) 890-1594 or scanned to: [nllaudolff@wisc.edu](mailto:nllaudolff@wisc.edu)

When new workers are hired, they need to complete the new account survey on PDS Online, checking the box that indicates they need Basic Intake Worker Training. By checking this box, they will automatically be enrolled in the next Basic Intake Worker Training available in their region. If the dates do not work for that worker, they can contact WCWPDS to be rescheduled in a different session. Please email: [office@wcwpds.wisc.edu](mailto:office@wcwpds.wisc.edu) with any inquiries regarding enrollment.

If an existing WI Social Worker acquires the role of Intake duties, they will need to contact [office@wcwpds.wisc.edu](mailto:office@wcwpds.wisc.edu) to request enrollment, as they likely already have a PDS Online account and would not be added to the auto-enroll list.

After an intake worker is hired, it is recommended they complete the “Basic Intake Worker Legal Affairs Online Training” on PDS Online. This online training can be found at the following link and no registration is needed:

https://media.wcwpds.wisc.edu/caseworker-training/foundation/legal/Before beginning the training, the worker will need to download the latest versions of Chapter 48 & Chapter 938 that will be used and referenced throughout the online training. These two chapters will also need to be brought to the five day training. These two chapters can be found at these links:  
<http://docs.legis.wisconsin.gov/statutes/statutes/48.pdf>  
<http://docs.legis.wisconsin.gov/statutes/statutes/938.pdf>

Workers are also encouraged to print out the PowerPoint slides and Handouts for the training but do have the option to access these materials electronically throughout the training. These additional materials can be found here:

<https://uwmadison.app.box.com/s/ud97lqb1o7of3l6on4lt035jg1a9lnff>

Once workers have completed all five days of training, they will receive their certification documents in the mail. Workers can complete intake duties as soon as all five days of training are complete. For more Basic Intake Worker training information on the WCWPDS website follow this link:

<https://wcwpds.wisc.edu/basic-intake-worker-training/>