



## Accreditation/Approval Table of Evidence Professional Qualifications & Training of Employees

### Education and Experience Requirements for Social Service Personnel 96.37 (a) – (g)

Standard	Evidence to be submitted as a part of Application Part B	Evidence to be submitted and Interviews to be Conducted During Site Visit
<p><b>Critical</b></p> <p>96.37 (a) The agency or person only uses employees with appropriate qualifications and credentials to perform, in connection with an intercountry adoption, adoption-related social service functions that require the application of clinical skills and judgment (home studies, child background studies, counseling, parent preparation, post-placement, and other similar services).</p>	<ul style="list-style-type: none"> <li>• Personnel Procedures for recruitment, selection, and assignment of employee</li> </ul>	<ul style="list-style-type: none"> <li>• Review personnel files</li> </ul>
<p><b>Critical</b></p> <p>96.37(b) The agency's or person's employees meet any State licensing or regulatory requirements for the services they are providing.</p>	<ul style="list-style-type: none"> <li>• Employee Profile including organizational structure, employees, positions, degrees, and experience for each</li> </ul>	<ul style="list-style-type: none"> <li>• Review personnel files</li> </ul>
<p><b>Critical</b></p> <p>96.37 (c) The agency's or person's executive director, the supervisor overseeing a case, or the social service employee providing adoption-related social services that require the application of clinical skills and judgment (home studies, child background studies, counseling, parent preparation, post-</p>	<ul style="list-style-type: none"> <li>• Employee Profile</li> <li>• Program employing chart that includes lines of supervision</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Review personnel files</li> </ul>



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<p>placement, and other similar services) has experience in the professional delivery of intercountry adoption services.</p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Critical</b></p> <p>96.37 (d) <i>Supervisors</i>. The agency's or person's social work supervisors have prior experience in family and children's services, adoption, or intercountry adoption and either:</p> <p>(1) A master's degree from an accredited program of social work;</p> <p>(2) A master's degree (or doctorate) in a related human service field, including, but not limited to, psychology, psychiatry, psychiatric nursing, counseling, rehabilitation counseling, or pastoral counseling; or</p> <p>(3) In the case of a social work supervisor who is or was an incumbent at the time the Convention enters into force for the United States, the supervisor has significant skills and experience in intercountry adoption and has regular access for consultation purposes to an individual with the qualifications listed in paragraph (d)(1) or paragraph (d)(2) of this section.</p>	<ul style="list-style-type: none"> <li>• Employee Profile</li> <li>• Job Descriptions for supervisors</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Review personnel files</li> </ul>



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<p><i>Additional technical guidance provided by the Department of State. – D.2 96.37 (e) applies to supervisors who oversee social workers. 96.37(d)</i></p> <p><i>Additional technical guidance provided by the Department of State. D.3 Other acceptable human services degrees. 96.37 (d), (e)</i></p> <p><i>Additional technical guidance provided by the Department of State. – D.4 Meaning of the term “incumbent”. 96.37(d)</i></p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Critical</b></p> <p>96.37 (e) <i>Non-supervisory employees.</i> The agency's or person's non-supervisory employees providing adoption-related social services that require the application of clinical skills and judgment other than home studies or child background studies have either:</p> <p>(1) A master's degree from an accredited program of social work or in another human service field; or</p> <p>(2) A bachelor's degree from an accredited program of social work; or a combination of a bachelor's degree in any field and prior</p>	<ul style="list-style-type: none"> <li>• Employee Profile</li> <li>• Program employing chart that includes lines of supervision</li> <li>• Job descriptions for non-supervisory employees</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Review personnel files</li> </ul>



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<p>experience in family and children's services, adoption, or intercountry adoption; and</p> <p>(3) Are supervised by an employee of the agency or person who meets the requirements for supervisors in paragraph (d) of this section.</p> <p><i>Additional technical guidance provided by the Department of State. D.1 Contractor, supervised provider, must meet education and experience requirements of 96.37(e). 96.47 (c)</i></p> <p><i>Additional technical guidance provided by the Department of State. D.2 96.37(e) applies to supervisors who oversee social workers</i></p> <p><i>Additional technical guidance provided by the Department of State. D.3 Other acceptable human services degrees. 96.37 (d), (e)</i></p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Critical</b></p> <p>96.37 (f) <i>Home studies</i>. The agency's or person's employees who conduct home studies:</p> <p>(1) Are authorized or licensed to complete a home study under the laws of the States in which they practice;</p>	<ul style="list-style-type: none"> <li>• Employee Profile</li> <li>• Program employing chart that includes lines of supervision</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Review personnel files</li> </ul>



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<p>(2) Meet the requirements for home study preparers in 8 CFR 204.301; and</p> <p>(3) Are supervised by an employee of the agency or person who meets the requirements in paragraph (d) of this section.</p> <p><i>Additional technical guidance provided by the Department of State. – G.2 Conducting home studies for American citizens abroad in incoming/immigrating Convention cases. 96.2 96.14(c) 96.37 (f) 96.46 (a) 96.47 (c)</i></p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Critical</b></p> <p>96.37 (g) <i>Child background studies.</i> The agency's or person's employees who prepare child background studies:</p> <p>(1) Are authorized or licensed to complete a child background study under the laws of the States in which they practice; and</p> <p>(2) Are supervised by an employee of the agency or person who meets the requirements in paragraph (d) of this section.</p>	<ul style="list-style-type: none"> <li>• Employee Profile</li> <li>• Program employing chart that includes lines of supervision</li> </ul>	<p>Interviews with:</p> <p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Review personnel files</li> </ul>



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### Training Requirements for Social Service Personnel 96.38 (a) – (d)

Standard	Evidence to be submitted as a part of Application Part B	Evidence to be submitted and Interviews to be Conducted During Site Visit
<p><b>Critical</b></p> <p>96.38 (a) The agency or person provides newly hired employees who have adoption-related responsibilities involving the application of clinical skills and judgment (home studies, child background studies, counseling services, parent preparation, post-placement and other similar services) with a comprehensive orientation to intercountry adoption that includes training on:</p> <p>(1) The requirements of the Convention, the IAA, the UAA, the regulations implementing the IAA or UAA, and other applicable Federal regulations;</p> <p>(2) The INA regulations applicable to the immigration of children described in INA 101(b)(1)(F) and 101(b)(1)(G);</p> <p>(3) The adoption laws of any foreign country where the agency or person provides adoption services;</p>	<ul style="list-style-type: none"> <li>• A narrative describing the agency/person's method for providing orientation</li> <li>• Table of contents of orientation curricula for new employees</li> <li>• New employee orientation curricula</li> <li>• Training files, database, or personnel files that document attendance at required trainings</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Recently hired employees</li> <li>• Person responsible for orientation</li> </ul>



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<p>(4) Relevant State laws;</p> <p>(5) Ethical considerations in intercountry adoption and prohibitions on child-buying;</p> <p>(6) The agency's or person's goals, ethical and professional guidelines, organizational lines of accountability, policies, and procedures; and</p> <p>(7) The cultural diversity of the population(s) served by the agency or person.</p> <p><i>Additional technical guidance provided by the Department of State. D.5 When training requirements apply to contractors. 96.38</i></p> <p><i>Additional technical guidance provided by the Department of State. D.6 Meaning of "other Federal regulations" 96.38(a)(1)</i></p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Foundational</b></p> <p>96.38 (b) In addition to the orientation training required under paragraph (a) of this section, the agency or person provides initial training to newly hired or current employees whose responsibilities include providing adoption-related social services that involve the application of clinical skills and judgment (home studies, child background studies,</p>	<ul style="list-style-type: none"> <li>• A narrative describing the agency/person's method for providing training.</li> <li>• Table of contents of training curricula for employees</li> <li>• Training files, database, or personnel files that document attendance at required trainings</li> <li>• Training curricula for employees</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Person responsible for training</li> <li>• Employees</li> </ul>



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<p>counseling services, parent preparation, post-placement and other similar services) that addresses:</p> <p>(1) The factors in the countries of origin that lead to children needing adoptive families;</p> <p>(2) Feelings of separation, grief, and loss experienced by the child with respect to the family of origin;</p> <p>(3) Attachment and post-traumatic stress disorders;</p> <p>(4) Psychological issues facing children who have experienced abuse or neglect and/or whose parents' rights have been terminated because of abuse or neglect;</p> <p>(5) The impact of institutionalization on child development;</p> <p>(6) Outcomes for children placed for adoption internationally and the benefits of permanent family placements over other forms of government care;</p> <p>(7) The most frequent medical and psychological problems experienced by children from the countries of origin served by the agency or person;</p>		
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<p>(8) The process of developing emotional ties to an adoptive family;</p> <p>(9) Acculturation and assimilation issues, including those arising from factors such as race, ethnicity, religion, and culture and the impact of having been adopted internationally; and</p> <p>(10) Child, adolescent, and adult development as affected by adoption.</p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Foundational</b></p> <p>96.38 (c) The agency or person ensures that employees who provide adoption-related social services that involve the application of clinical skills and judgment (home studies, child background studies, counseling services, parent preparation, post-placement and other similar services) also receive, in addition to the orientation and initial training described in paragraphs (a) and (b) of this section, no less than thirty hours of training every two years, or more if required by State law, on current and emerging adoption practice issues through participation in seminars, conferences, documented distance learning courses, and other similar programs. Continuing education</p>	<ul style="list-style-type: none"> <li>• A narrative describing seminars, conferences, or other internal and external training resources used.</li> <li>• Review of personnel files or other documentation demonstrating attendance at training</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Person responsible for training</li> <li>• Review of personnel files or other documentation demonstrating attendance at training</li> </ul>



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<p>hours required under State law may count toward the thirty hours of training as long as the training is related to current and emerging adoption practice issues.</p> <p><i>Additional technical guidance provided by the Department of State. D.7 30 hours of training every 2 years starts at accreditation or approval. 96.38(c)</i></p>		
<b>Standard</b>	<b>Evidence to be submitted as a part of Application Part B</b>	<b>Evidence to be submitted and Interviews to be Conducted During Site Visit</b>
<p><b>Foundational</b></p> <p>96.38 (d) The agency or person exempts newly hired and current employees from elements of the orientation and initial training required in paragraphs (a) and (b) of this section only where the employee has demonstrated experience with intercountry adoption and knowledge of the Convention, the IAA, and the UAA.</p>	<ul style="list-style-type: none"> <li>• A narrative describing training exemption process</li> </ul>	<p>Interviews with:</p> <ul style="list-style-type: none"> <li>• Person responsible for training</li> <li>• Employees</li> <li>• Review of personnel files</li> </ul>