



CALIFORNIA STATE ASSOCIATION OF  
PA|PG|PC

# FREE INDUCTION ACADEMY CLASSES

## FISCAL YEAR 2022-2025 CLASS OFFERINGS

ACADEMY FUNDED  
BY A GRANT FROM

THE CALIFORNIA  
DEPT OF SOCIAL  
SERVICES

## CLASS INFO

### FOR MORE INFORMATION

BOOK AT



Academy-trainings

CONTACT US AT



(916) 382-4703



training@capapgpc.org

### ACADEMY OVERVIEW

The purpose of the Association's 2-day, in person regional induction Academies is to provide basic training for county PA/PG/PC program staff and allied adult service partners to ensure they have the professional skills necessary to meet the needs of the clients they serve. Courses include:



#### PG|PC BASICS

Will cover the basic duties and authorities of PG|PC's & discuss relevant laws, code sections, and helpful tools and forms so that staff are better equipped to meet their clients' need



#### PA BASICS

Will cover the basic duties and authorities of PA's & discuss relevant laws, code sections, and helpful tools and forms so that staff are better equipped to meet their clients' need



#### ETHICS 101

Will provide a basic familiarity with public service ethical concepts and fiduciary duties



#### DOCUMENTATION 101

Will provide information regarding why it is critically important to document case management activities, including best practice tips



#### COURT ACCOUNTINGS

Will provide information on how to prepare a court accounting and the recommended Judicial Council forms needed to complete



#### INVENTORIES & APPRAISALS

Will cover how to prepare a court inventory and appraisal & proper forms