

## Certified Case Manager – Certified Case Manager Supervisor Already AHCA Certified – Works for an Accredited Employer

Grandparenting Period Process: May 11, 2017 – March 1, 2018

### Program Overview

The Florida Certification Board (FCB) is pleased to open the **Certified Case Manager (CCM) and Certified Case Manager Supervisor (CCMS)** application period for individuals who provide Medicaid reimbursable services as a Targeted Case Manager OR Targeted Case Manager Supervisor, serving the adult and/or child population(s).

See the *CCM-CCMS Certification Program Standards and Application Process Overview (5-4-17)* for grandparenting program information, posted at <http://flcertificationboard.org/certification/case-management-credentials/>

### Application Route Information

This application process is for persons who work for an employer who is accredited by one of the following organizations:

- Joint Commission
- Commission for Accreditation of Rehabilitation Facilities (CARF – specific to the case management function)
- Council on Accreditation (COA)
- National Committee for Quality Assurance (NCQA)

**Applicant Responsibilities:** Applicants must create an online account, create an online CCM or CCMS application, and pay the certification application fee (unless the employer is paying fees for employee applicants). The online application will require applicants to provide the following information and supporting documents.

1. Other Certification or Licensure: In this section, identify any currently held credential, including AHCA recognized CCM or CCMS certifications. Attach an electronic copy of any supporting documentation.
2. Formal Education. In this section, identify your Bachelor's degree or higher that makes you eligible for certification. Attach an electronic copy of your college/university transcript.
3. Training. If you have a copy of completion of AHCA-approved training, attach an electronic copy at this time. If you do not have a copy, skip the document upload.
4. Employer. In this section, identify all information for your current employer. ENSURE you enter your Employer/Company Name EXACTLY as it is provided to you by your employer in order to enable FCB to run certification reports for your employer.
5. Attestation. In this section, review the attestations and provide your electronic signature.
6. Verification of Application. This final section tells you that your application has been revived. If your employer is making fee payments to the FCB on your behalf, you are done. If your employer is requiring you to pay your own certification fee, please follow the directions to access your individual online account and make payment.

### Employer Responsibilities:

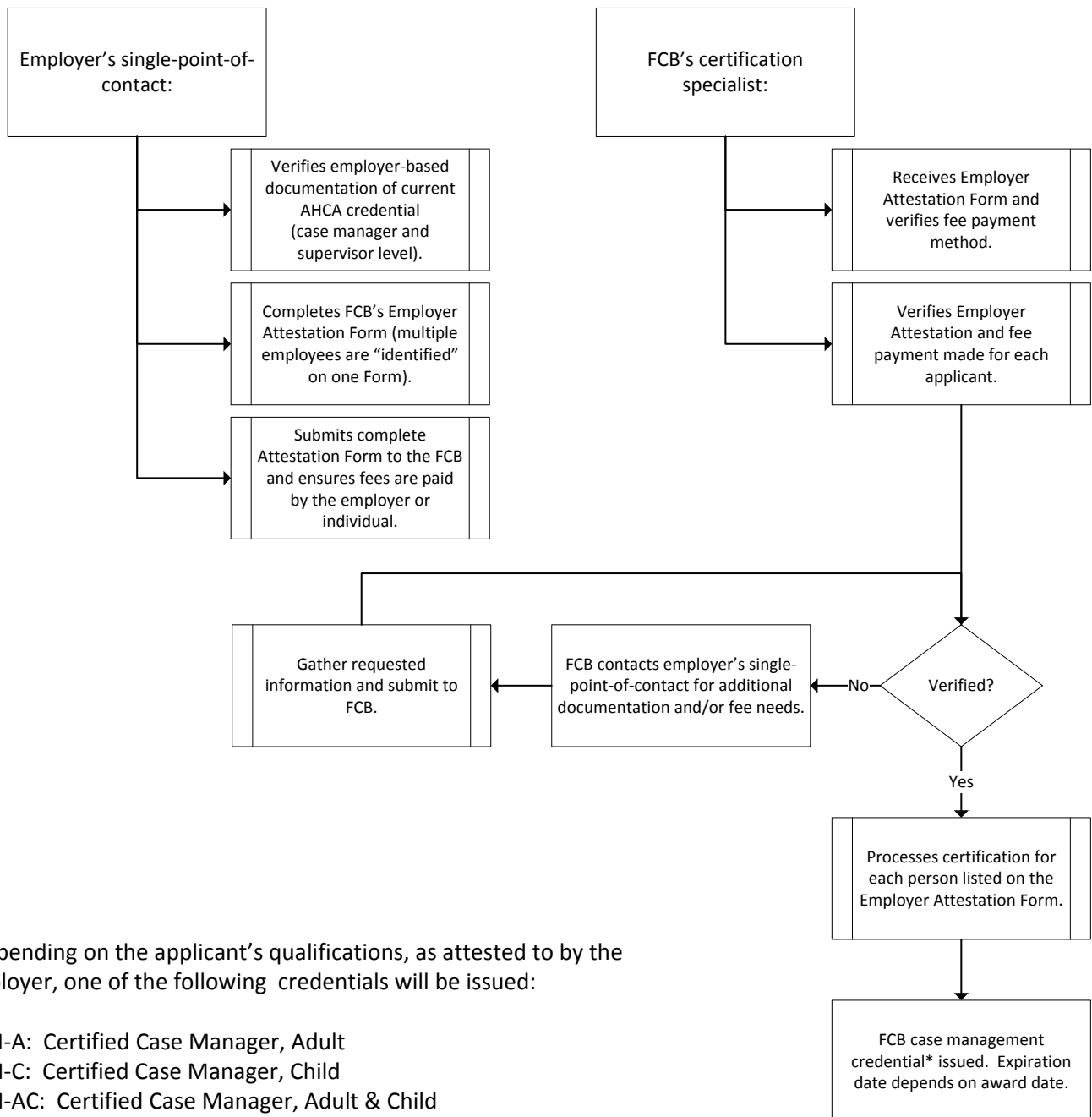
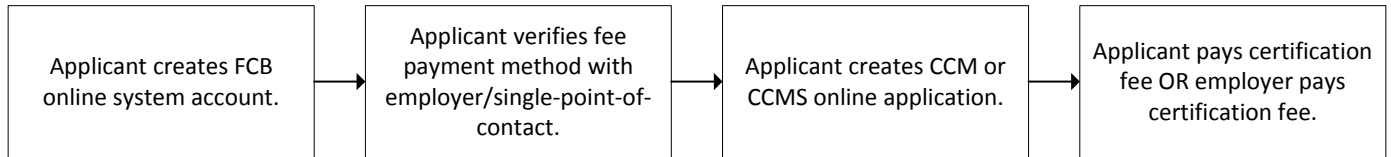
1. Employers must first apply for and hold FCB approval of CCM/CCMS Accredited Employer status and/or CCM/CCMS Bulk Payment status. Both applications are posted on the FCB website at <http://flcertificationboard.org/certification/case-management-credentials/>

Upon award of Accredited Employer and/or Bulk Payment status, the FCB will provide employers with the **Employer Attestation Form** (a WORD document) and/or the **CCM/CCMS Bulk Payment Form** (an Excel file) for use when assisting applicants earn FCB certification. These forms WILL NOT be posted on the website for general download.

2. Identify a point-of-contact to serve as the single point of communication between the FCB and the employer's applicants.
3. Complete and submit the **Employer Attestation Form** and, if appropriate, the **CCM/CCMS Bulk Payment Form**, including a check for payment of fees due, to the FCB and respond to any requests from FCB regarding pending requirements.

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\*Depending on the applicant's qualifications, as attested to by the employer, one of the following credentials will be issued:

- CCM-A: Certified Case Manager, Adult
- CCM-C: Certified Case Manager, Child
- CCM-AC: Certified Case Manager, Adult & Child
- CCMS-A: Certified Case Manager Supervisor, Adult
- CCMS-C: Certified Case Manager Supervisor, Child
- CCMS-AC: Certified Case Manager Supervisor, Adult & Child