



# Certified Case Manager – Provisional Status (CCM-P) and UPGRADE to CCM

The Certified Case Manager – Provisional Status (CCM-P) program is for applicants who have met the formal education and training requirements for the Certified Case Manager (CCM) credential, but DO NOT yet have at least one year (2,000 hours) of experience providing direct mental health targeted case management services to either the Children’s or Adult Mental Health Target Groups under the terms and conditions of the Agency for Health Care Administration (AHCA) *Florida Medicaid Mental Health Targeted Case Management Handbook*.

The CCM-P requires a minimum of a Bachelor’s degree, specified training, and current employment by an AHCA enrolled mental health targeted case management provider. The CCM-P is issued for a 12-month period. Individuals holding the CCM-P must complete the work experience requirement during the provisional period and all application materials and fee payment for the CCM-P UPGRADE to the CCM credential must be submitted to the FCB at least 30 calendar days before the CCM-P expiration date.

People holding the CCM-P credential have completed AHCA-approved training within three (3) months of hire and have applied for CCM-P certification within 6 months of hire. CCM-P credentialed individuals are expected to seek out and respond to intensive supervision during the provisional certification period. When the credentialed individual has a minimum of 2,000 hours of the specified experience, he or she may apply for the full CCM credential. When the full CCM credential is earned, the individual is fully certified as competent, through training and experience, in the performance domains of:

- Engagement and Assessment
- Service Planning and Development
- Coordination, Linkage and Monitoring
- Documentation
- Professional, Legal and Ethical Responsibilities

## CREDENTIAL STANDARDS & ELIGIBILITY REQUIREMENTS

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### CCM-P OVERVIEW

Individuals seeking the CCM-P credential must meet all FCB administrative requirements detailed in the *Candidate Guide: Application Process* and all CCM-P specific standards and eligibility requirements in this standards table.

Individual applying for the CCM-P UPGRADE must also meet all CCM-P UPGRADE standards and eligibility requirements in this standards table.

The FCB is accepting CCM-P applications under grandparenting standards until March 1, 2018. A grandparenting period is specifically designed to certify individuals who are currently providing the specified services without requiring additional training, experience or testing.

All CCM-P applications received before March 1, 2018 must complete (i.e., the CCM-P credential is issued) by August 1, 2018. If the CCM-P is not held by August 1, 2018, the applicant will be required to pass the written exam before the CCM-P will be issued.

All CCM-P applications received after March 1, 2018 will be required to pass the written exam as part of the CCM-P application process.

### **CCM-P UPGRADE to CCM OVERVIEW**

Individuals seeking the CCM-P UPGRADE to the full CCM credential must meet all FCB administrative requirements detailed in the *Candidate Guide: Application Process* and all CCM-P UPGRADE to CCM specific standards and eligibility requirements in this standards table.

The full application – including the application form, employer-provided documentation and fee payment – must be received for processing at least 30 calendar days before the CCM-P credential expires.

The FCB will not approve any CCM-P UPGRADE applications if the CCM-P credential is expired. If this happens, the individual must apply for the CCM credential in full, including paying the certification fee, submitting a new application and supporting documentation, and passing the written exam.

A CCM credential issued through the UPGRADE process will be valid for slightly less than or slightly more than 12 months, depending on the date the credential is issued.

- Credentials issued for the first time in the months of April – December will expire/must be renewed on the upcoming March 31<sup>st</sup>.
- Credentials issued for the first time in January, February or March will expire/must be renewed on March 31<sup>st</sup> of the following year.
- After the first renewal, the credential will be issued for a 2-year period, always expiring on March 31<sup>st</sup> of the renewal year.

When the CCM is issued, the individual is subject to the FCB policies and procedures detailed in the *Candidate Guide: Maintenance and Renewal Process* and all CCM specific standards related to continuing education and renewal.

# CCM-P AND CCM-P UPGRADE STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<i>CCM-P: please review the <u>Candidate Guide: Application Process</u> and the following CCM-P requirements.</i>	
<b>Formal Education</b>	Bachelor’s degree or higher from an accredited college or university.
<b>Content Specific Training</b>	Completion of an AHCA approved targeted case management training program. All training must have been completed within the last 10 years.
<b>Exam</b>	Suspended during the grandparenting period. Note: if a credential earned during the grandparenting period ever goes inactive, passing the exam will be a requirement of reinstatement.
<b>Employment</b>	Employed with an AHCA enrolled mental health targeted case management provider.
<i>CCM-P UPGRADE to CCM: please review the <u>Candidate Guide: Application Process</u> and the following CCM-P UPGRADE requirements.</i>	
<b>Provisional Certification</b>	The applicant must hold a current CCM-P credential. Individuals with an expired CCM-P credential are not eligible to apply for the upgrade.
<b>Related Work Experience</b>	2,000 hours providing mental health targeted case management services to the Children’s or Adult Mental Health Target Group(s).  All experience must be paid, formal experience. Volunteer work and internships are not eligible for certification purposes.  The experience requirement must be met before the CCM-P expiration date.
<i>Please review the <u>Candidate Guide: Credential Maintenance and Renewal</u> and the following CCM requirements.</i>	
<b>Continuing Education</b>	10 hours per year. Training content must be related to CCM core competencies.
<b>Renewal</b>	All CCM credentials issued through the CCM-P UPGRADE process are valid for slightly less than or slightly more than 12 months, depending on the issue date: <ul style="list-style-type: none"> <li>• Credentials issued for the first time in the months of April – December will expire/must renew on the upcoming March 31st.</li> <li>• Credentials issued for the first time in January, February or March will expire/must renew the following March 31st.</li> <li>• After the first renewal, the credential will be issued for a 2-year period, always expiring on March 31st of the biennial renewal year.</li> </ul>

## APPLICATION AND MANDATORY FORM REQUIREMENTS

Please carefully review the *Candidate Guide: Application Process* for details on how to create an account and how to submit required forms and supporting documentation.

- All applicants MUST establish an on-line account with the FCB.
- The CCM-P and CCM-P UPGRADE applications; the CCM-P Employment and Work Verification Form; and the CCM-P UPGRADE Work Verification Form are posted on-line at <http://flcertificationboard.org/certification/case-management-credentials/>
- All FCB forms must be filled out electronically; handwritten forms will be denied. The FCB accepts electronic signatures and attachments through email.
- Applications received under the grandparenting standards must be approved before August 1, 2018. Applicants who have not earned the CCM-P credential by then must take/pass the exam.

## DOCUMENTATION SUBMISSION PROTOCOL

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
<b>CCM-P Application</b>	Download the <a href="#">CCM-P Application</a> from the FCB website. Complete the application and submit it, all supporting documentation and fee payment to the FCB.	The FCB will accept unofficial transcripts for this credential.
<b>Employment and Training Verification</b>	On <a href="#">CCM-P Application</a> , report your current employer, who will submit work verification documentation.  Download the <a href="#">CCM-P Employment and Work Verification Form</a> from the FCB website. Complete Part 1 and provide to your employer for completion and submission to FCB.	Employer will complete Part 2, attach the position description, and submit the form and supporting documentation directly to the FCB via mail, fax or email.
<b>CCM-P UPGRADE Application</b>	Download the <a href="#">CCM-P UPGRADE Application</a> from the FCB website. Complete the application and submit it and fee payment to the FCB.	N/A
<b>Work Verification</b>	Download the <a href="#">CCM UPGRADE Work Verification Form</a> from the FCB website. Complete Part 1 and provide to your employer(s) for completion and submission to FCB.	Employer will complete Part 2, attach the position description, and submit the form and supporting documentation directly to the FCB via mail, fax or email.

## CCM-P AND CCM-P UPGRADE FEES

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TOPIC	FEE
<i>The FCB's Fee Schedule is posted on-line. If there is any discrepancy between documents, the published Fee Schedule will prevail. These fees are specific to the grandparenting period. Fees will increase on March 1, 2018.</i>	
<b>CCM-P Certification Application Fee</b>	\$100
<b>CCM-P UPGRADE Certification Application Fee</b>	\$50
<b>Renewal Fee</b>	\$150  All credentials earned during the grandparenting period will expire for the first time on March 31, 2019. The \$150 renewal fee will be due on or before this date. A new credential will be issued for a two-year period, expiring on March 31, 2021. Thereafter, the credential will renew on March 31 <sup>st</sup> of the renewal year.

# CERTIFICATION PROCESS CHECKLIST

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By submitting the CCM-P application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- CCM-P and CCM-P UPGRADE Credential Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

## FCB System Registration and CCM-P Application

- Online account created
- Hard copy CCM-P application submitted
  - A. Identify current or prior licenses/certifications
  - B. Identify college or university granting your degree(s)
  - C. Attach an official or unofficial copy of your college or university transcript
- Provide your current employer with the *CCM-P Employment and Work Verification Form* to complete and submit on your behalf.
- Fee payment made

## CCM-P UPGRADE Application

- Hard copy CCM-P UPGRADE application submitted
- Provide your current employer with the *CCM-P UPGRADE Work Verification Form* to complete and submit on your behalf.
- Fee payment made