



*Protecting the Citizens
of Florida*

Child Protection Team Medical Provider Certification

This booklet includes:

1. Easy to follow instructions.
2. Your personal application form.
3. Mandatory forms to collect training documents and recommendations.

Define Yourself as a Professional through Certification.

About Us

Preface

The Florida Certification Board (FCB) is a nationally recognized, non-profit professional credentialing organization that has been operating in Florida for over 30 years. It currently credentials over 15,000 individuals working in the related fields of addictions, prevention, criminal justice, mental health, child welfare and behavioral health.

The FCB adheres to the highest industry psychometric standards for developing, implementing and administering certification programs and examination instruments. Applicants complete a rigorous pre-qualification and examination process; specifically designed to verify the applicant has the necessary education, training and experience to perform the core competencies established for and by the regulated profession. Once certified, each professional is required to strictly observe a Code of Ethical and Professional Conduct and participate in annual continuing education events.

Mission

The FCB serves the public interest by developing, administering and maintaining certification programs that reflect current standards of competent practice for health and human services professionals. Our mission is to protect the health, safety, and welfare of the citizens of Florida by regulating our certified professionals through experience, education, and compliance with professional and ethical standards.

Property of the Board

Materials submitted to the FCB as part of the certification process are considered property of the Florida Certification Board. Materials include but are not limited to applications, evaluations, transcripts, and certificates. Applicants are encouraged to keep copies of all materials and paperwork submitted for certification. Certification wall certificates and wallet cards are the property of the FCB and must be surrendered upon Board request.

Board Policy and Procedures

All FCB requirements, policies and procedures, including the FCB Code of Ethical and Professional Conduct and Disciplinary Procedures, are maintained on our website at www.flcertificationboard.org. In the instance of a discrepancy between this manual and that posted on the website, the website shall take priority. Applicants and certified professionals are individually responsible for ensuring they are following current FCB policy and procedures.

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Child Protection Team Medical Provider (CPTMP) Certification Program

Introduction

The Florida Certification Board (FCB) is pleased to offer the Child Protection Team Medical Provider (CPTMP) credential to eligible members of the Florida Department of Health's Child Protection Teams. Child Protection Teams (CPTs) are medically directed, multidisciplinary teams that supplement the child protective investigation activities of the Florida Department of Children and Families and law enforcement. The CPTs comprehensive assessment activities are critical in identifying and evaluating child abuse and neglect; recommending effective interventions and treatments; and securing long-term outcomes for children and families.

The Florida Certification Board and its Child Protection Team Medical Provider Certification Program is approved by DOH to meet s. 39.303(3), Florida Statutes, which requires each DOH District Medical Director to obtain a subspecialist certification in child abuse from the American Board of Pediatrics or meet the minimum requirements established by a third-party credentialing entity, recognizing a demonstrated specialized competence in Child Abuse Pediatrics. To establish this program, FCB psychometricians and credentialing experts worked with a DOH established statewide, multidisciplinary team of subject matter experts to establish the core competencies, develop the certification examination, and establish program policies, resulting in a professional certification program that reflects the requirements of Florida's Child Protection Teams and statute. The program is administered by the FCB and its CPTMP Advisory Council members.

This document details the CPTMP specific certification requirements and policies. Unless otherwise specified herein, all FCB applicants and certified professionals are subject to FCB certification application, examination, award, and maintenance/renewal policies, which are posted on the FCB website. Should there be a discrepancy between published FCB policy and this document, contact the FCB for clarification.

Child Protection Team Medical Provider Certification Program

CPTMP Credential Overview

The Child Protection Team Medical Provider (CPTMP) designation is a professional credential for Florida's Child Protection Team medical providers who hold a current, valid medical license issued by Florida; are currently employed as a Child Protection Team medical provider; and have six months

(1,040 hours) of experience in the specified position. Individuals who hold the CPTMP have demonstrated specialized competence in Child Abuse Pediatrics. Individuals holding the CPTMP are recognized to meet the requirements of s. 39.303(3), Florida Statutes.

The performance domains of practice for the CPTMP are:

- Abusive Head Trauma
- Cutaneous Injuries
- Musculoskeletal Injuries
- Visceral Injury
- Ear-Nose-Throat-Neck-Mouth-Face Injuries
- Ophthalmologic Findings and Eye Injuries
- Sexual Abuse
- Genital Assessment
- Anal Characteristics
- Sexually Transmitted Infections
- Neglect
- Prenatal and Perinatal Abuse
- Child Abuse in the Medical Setting (Munchausen Syndrome)
- Child Fatalities
- Psychological Maltreatment
- Drug Endangered Children
- Intimate Partner Violence (IPT)
- Societal Response

Certification Application Process Overview

Earning the CPTMP credential is a multi-stage process that involves actions by the applicant, DOH and FCB. Applicants must first meet the FCB's general eligibility requirements, and then must meet the credential specific standards and requirements. When all requirements have been met, candidates are approved to register for the required certification examination. The credential is awarded after a passing score has been earned on the required examination.

There is not a grandparenting period for the CPTMP credential.

From the date your application is received at the FCB offices, you have a maximum of 12 months to earn the CPTMP credential.

Applicant Responsibilities

1. Establish an account in the FCB's online certification system. Please see the BEFORE YOU APPLY section of this document for detailed instructions on how to create your account.
2. Complete Section 1 of the CPTMP application and submit it to DOH for further action. The CPTMP application is posted online at <http://flcertificationboard.org>

You can and should complete this form electronically. The FCB accepts electronic signatures and attachments through email.

3. Register for and take the CPTMP exam. You may register for the exam when you have received the Exam Registration Approval email from the FCB. This email will be sent to the email address you entered when creating your online account. The FCB strongly recommends you use your primary personal email address.
4. Meet CPTMP credential maintenance requirements. Once certified, you are required to participate in annual continuing education, follow the FCB Code of Ethical and Professional Conduct and Disciplinary Procedures, and renew your credential in a timely manner.

DOH Responsibilities

1. Complete Section 2 of the CPTMP application. The DOH will verify the applicant is (1) in a position eligible for certification and (2) has passed a Level 2 background check as a condition of employment.
2. Submit the completed CPTMP application to the FCB for processing. CPTMP applicants must be vetted and approved by DOH before the FCB will accept and process a CPTMP application. As such, the DOH will complete Section 2 and submit the application to the FCB on behalf of the eligible applicant.
3. Pay fees. The DOH will pay the certification application, examination and renewal fees on behalf of eligible applicants and certified professionals. Certified CPTMPs who are no longer employed by the DOH may maintain their credential by meeting all requirements, including individual payment of timely renewal fees.

FCB Responsibilities

1. Verify the applicant has created a system account. The application cannot be processed until the account is created.
2. Create the CPTMP credential record in the FCB's database. When the credential record is created, the applicant can login to their FCB account to view progress.

3. Notify the applicant, via email, of Exam Registration Approval and provide directions to register for the CPTMP exam. The exam is administered at specific sites across Florida. The Exam Registration Approval will include a link to the test registration site and a unique test registration code. Applicants conduct all exam registration and administration activities directly with the selected test site.
4. Receive official test results. The applicant receives immediate unofficial test results before leaving the test site. The FCB receives official test scores after a psychometric review of exam performance. It takes approximately 5 to 7 business days to receive an official CPTMP exam score.
5. Issue the CPTMP credential. Within no more than 10 business days of receipt of the official passing score, the FCB will issue the CPTMP credential. The credential's effective date is the date the applicant earned a passing score on the exam.

Before You Apply

The FCB maintains an online certification system that must be used by all applicants and certified professionals. The system provides the following features:

- **Individual online certification account.** FCB's certification staff document all certification activities in your individual account. Accessing the account allows you to update contact information, verify certification status, and, once certified, print certification wallet cards.
- **Public verification of certification status.** FCB maintains a public access database, allowing anyone to search the FCB's database to verify an individual's credentials. The database search provides the individuals name, credential, credential status, effective dates, and any history of ethical or professional misconduct and/or disciplinary action. NOTE: The system only shows results for certified individuals; the system will say "no record found" when searching for an applicant.

Individual Online Certification Account

The very first step in applying for certification is to create an individual account and profile in the FCB online certification system. The FCB will not accept certification application documents or fees until you have created your online account.

A training document on how to create an online certification system account is maintained on the FCB website at: <http://flcertificationboard.org/resources/training-and-tutorials/>

When you create your account/profile, you will need to provide the following information:

- Name and demographic information;
- primary contact information;

- current employer and contact information;
- information regarding your criminal history, if any;
- information regarding any history of professional misconduct; and
- your agreement to follow the FCB Code of Ethics and participate in the investigation and disciplinary processes, if necessary.

After entering all requested information, the system will provide you with a login and temporary password.

Your login is your primary email address. The FCB strongly recommends using your primary personal email address and NOT your work email address.

Please reset your temporary password to a unique password that you will remember. You are able to recover a forgotten password, as long as you have access to the email address you use for your login.

The FCB communicates with you using the information in your account profile. It is critical that we have your current and primary email address, mailing address and phone number. **THE FCB IS NOT RESPONSIBLE FOR ISSUES THAT MAY ARISE BECAUSE CONTACT INFORMATION IS NOT CURRENT.** You may update this information in your profile at any time.

Important Online Account Information

- It is **CRITICAL** that you keep track of the email and password you entered when creating your account. The system sends all password resets to the email address on your account. If your email address changes and you can no longer access it, you may be required to re-register.
- We **STRONGLY RECOMMEND** that you register with your primary personal contact information instead of your work contact information.
- You will access your account to update your contact information, apply for certification and pay fees. It is your responsibility to ensure that the FCB has your current mailing address and email address.
- **DO NOT** complete multiple New User Registrations. This will lock you out of the system.

For additional assistance with the online account process, contact our offices at 850-222-6314.

CPTMP Standards and Eligibility Requirements

The CPTMP Certification Program is specifically designed for DOH’s Children’s Medical Services (CMS) District Medical Directors and specified CPT medical providers. All applicants must be employed in an eligible CPT position at time of application and credential award. The following table provides the minimum requirements to earn and maintain the Child Protection Team Medical Provider (CPTMP) credential.

TOPIC	MINIMUM REQUIREMENT
FCB General Eligibility Requirement: Online Account	Applicants must create an individual online certification account. The FCB cannot process any certification application materials until this account is created. A training document on how to create an online certification system account is maintained on the FCB website at: http://flcertificationboard.org/resources/training-and-tutorials/
FCB General Eligibility Requirement: Criminal History	<ol style="list-style-type: none"> 1. Applicants must have a clean criminal history for a minimum of three years. This requirement will be verified by the DOH signing off that the applicant has passed a Level 2 background check as a condition of hire. 2. When creating their online certification system account, all applicants must complete a section agreeing to allow the FCB to conduct a random criminal history check to ensure compliance with the FCB Code of Ethical and Professional Conduct standards related to criminal activity.
FCB General Eligibility Requirement: Code of Ethics	<p>When creating their online certification system account, all applicants must complete a section agreeing to comply with the FCB Code of Ethical and Professional Conduct and Disciplinary Procedures.</p> <p>This document is posted at www.flcertificationboard.org/ethics/</p>
CPTMP Eligibility Requirement: State Licensure	<p>Applicants must hold at least one of the following valid State of Florida issued medical licenses:</p> <ol style="list-style-type: none"> 1. Board Certified Pediatrician 2. Board Certified Advanced Registered Nurse Practitioner 3. Other Board Certified Medical Professional approved by DOH CMS
CPTMP Eligibility Requirement: Current Employment	Applicants must be currently employed, for a period of 6 months or more, in a DOH Child Protection Team position requiring or recommending CPTMP certification as a condition of hire and/or employment.
Exam	<p>Applicants must earn a passing score on the 100-item, multiple choice Child Protection Team Medical Provider (CPTMP) exam.</p> <p>A passing score is 70%. All questions are equally weighted and count for 1 point each.</p>

TOPIC	MINIMUM REQUIREMENT
Continuing Education	<p>8 hours per year. The CPTMP credential renews every 2 years. As such, a total of 16 hours of CEUs are due each renewal period. The first time the credential is renewed, only 50% of the CEUs are required. After the first renewal, a total of 16 hours are due each renewal period.</p> <p>Training content must be related to at least one of the CPTMP performance domains. The FCB will accept CEUs earned for state licensure to meet FCB CEU requirements.</p> <p>Approximately 10% of the population is audited for compliance with the CEU policy each renewal period. Maintain CEU documentation for a minimum of 4 years in case of CEU audit.</p>
Renewal	Biennial , on October 31 st of each renewal year.

Fee Schedule

The following table lists Child Protection Team Medical Provider (CPTMP) certification related fees.

Fees are billed directly to DOH for eligible applicants. Due to the eligibility requirements for this credential, the only persons who should be subject to paying fees directly to the FCB are those who hold a valid CPTMP credential due for renewal, but no longer work in a DOH CPT position. These persons are responsible for their own fees.

Fees are non-refundable and non-transferable.

In the event of a fee change, the fees posted online at <http://flcertificationboard.org/resources/policy-and-procedure/> take priority.

CPTMP Fee Schedule	
CPTMP Certification Application Fee: \$150	
CPTMP Exam Fee: \$125	This fee must be paid with each test attempt.
CPTMP Proctoring Fee: Maximum of \$30	FCB contracts with test sites across Florida. Test sites may charge no more than \$30 to proctor a 2-hour test. The applicant must pay the proctoring fee to the test site. The FCB will reimburse paid test site fees to CPTMP candidates who submit an official FCB request for reimbursement.
CPTMP Biennial Renewal Fee: \$250	Fees are due on or before October 31 st of each renewal year.
Late Renewal Fee: \$50.	This fee is assessed to renewal payments received November 1 st thru 30 th of the renewal year.

The Examination Process

Requirement

The CPTMP exam is a two-hour, multiple-choice exam that contains 100 multiple choice questions.

- Each question lists three or four possible answers, only one of which is the correct or best answer. The exam “time” does not include the time allotted for the pre-testing software tutorial and any post-exam surveys.
- Earn a passing score on the 100-item, multiple choice Child Protection Team Medical Provider (CPTMP) exam.
- A passing score is 70%. All questions are equally weighted and count for 1 point each.

General Policies

Unless otherwise specified, the following examination policies apply to all applicants:

- All FCB exams are computer-based, online exams administered at approved testing centers throughout the State of Florida and nationally. There are NO paper and pencil exam administrations available.
- Applicants are only allowed to register for an exam after they have received official approval and directions from the FCB.
- Each test site sets up its own calendar of the days and times that they are open and available to administer the test. When you are approved to register for the test, you may select the date and time from the calendar.
- Each exam begins with a brief tutorial. Extra time is allotted to complete the tutorial.
- Applicants receive unofficial test scores immediately; official test scores are provided to the FCB approximately 10 to 15 business days after the test date.
- The credential is awarded approximately 10 to 15 business days after earning a passing score on the exam.
- Applicants who do not pass the exam will receive a score report indicating strengths and weaknesses by performance domain to help guide study efforts.
- Applicants may retest as many times as they choose, however, there is a 30 calendar day timeframe between test attempts.

CPTMP Examination Blueprint

The Exam Blueprint provides the number of test items per performance domains. The CPTMP exam items are allocated as follows:

DOMAIN	NUMBER OF ITEMS
Abusive Head Trauma	7
Cutaneous Injuries	17
Musculoskeletal Injuries	11
Visceral Injury	5
Ear-Nose-Throat-Neck-Mouth-Face Injuries	7
Ophthalmologic Findings and Eye Injuries	4
Sexual Abuse	10
Genital Assessment	8
Anal Characteristics	2
Sexually Transmitted Infections	4
Neglect	9
Prenatal and Perinatal Abuse	2
Child Abuse in the Medical Setting (Munchausen Syndrome)	3
Child Fatalities	2
Psychological Maltreatment	2
Drug Endangered Children	2
Intimate Partner Violence (IPT)	3
Societal Response	2

Certification Award, Maintenance & Renewal

Certification Award

The Certified DOH CMS Certified Child Protection Team Medical Provider (CPTMP) credential is issued within 10 business days of the FCB's receipt of the official passing test score.

The first time the CPTMP credential is issued, it will be for slightly more or less than a 24 month period, depending on the initial issue date. Regardless of the award date, the credential will renew on October 31st of the renewal year. After the first renewal, the credential will always be issued for a 24 month period, renewing on October 31st of the renewal year.

Certification Maintenance

Maintaining a credential in good standing is very important. To further our mission of public safety, the FCB maintains a public-access database allowing verification of an individual's certification status and ethical history. To remain in good standing, certified professionals must:

- Actively participate in annual continuing education to maintain a current knowledge and skill base. The FCB will provide certified professionals with information regarding CEUs when the credential is issued.
- Follow the FCB Code of Ethical and Professional Conduct. All applicants and certified professionals are subject to the FCB's Code of Ethical and Professional Conduct and Disciplinary Procedures, which is posted online at <http://flcertificationboard.org/ethics/>
- Complete the renewal process in a timely manner. The FCB will provide certified professionals with information regarding renewal when the credential is issued. Additionally, the FCB will notify certified professionals of renewal requirements approximately two (2) months before the credential expiration date.

FCB Appeal Process

When an applicant is denied certification, questions the results of the application review process, questions examination results, or is subject to an action by the FCB or its agents that he or she deems unjustified, the applicant has the right to an inquiry and/or an appeal.

An **inquiry** is when an applicant requests a written summary from the FCB that explains the reason for the action in question. A letter requesting an inquiry must be made to the FCB's Director of Certification, in writing, within 30 calendar days of notification of FCB decision and/or action. An applicant shall be considered notified within 3 days of the date of the FCB's

notification. If the applicant does not agree with the decision and/or rationale of the FCB, he or she may request an appeal.

An **appeal** may be made to the FCB’s Director of Certification, in writing, within 30 calendar days of notification of FCB decision and/or action on the applicant’s inquiry. An applicant shall be considered notified within 3 days of the date of the FCB’s notification. The written appeal will be provided to the appropriate committee of the FCB’s Behavioral Health Advisory Council for review and action. The applicant will be notified in writing within 5-business days of the committee’s decision. The committee’s decision is final and not subject to further appeal.

Publication and Revision History

Date	Version	Reason for Change
1-11-17	1.0	Original Publication



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CPTMP

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