

**Child Welfare Provisional Certification: Application Process**

**Step 1: Notify FCB of NEW APPLICANTS and REQUESTED TEST DATE**

Responsible Party: Training Entity Point of Contact

The **Child Welfare Provisional Certification Applicant Registration Form** is for Preservice Applicants and Title IV-E Stipend Applicants.

The **Child Welfare Provisional Certification Waiver Applicant Registration Form** is for Preservice Waiver Applicants.

**Step 2: Ensure mandatory application activities are complete and approved by the FCB at least 10 business days before the requested test date.**

Responsible Party: Training Entity Point of Contact

**Preservice Applicants, Preservice Waiver Applicants and Title IV-E Stipend Applicants** each have different certification requirements that must be met. Ensure that you are familiar with the mandatory forms, supporting documentation, fees, and submission timelines for each type of applicant.

**Preservice Applicants and Title IV-E Stipend Applicants**

CWP Application Requirements for "Approved to Test" Status	<ol style="list-style-type: none"> <li>1. Applicant creates online FCB certification system account.</li> <li>2. Requests for Special Testing Accommodations are received and approved a minimum of 30 calendar days before the requested test date. Approvals are valid for 6 months.</li> <li>3. Mandatory forms are complete and collected by the training entities single point of contact for timely submission to the FCB. (Note: forms must be received and approved at least 10 business days before the requested test date.)             <ol style="list-style-type: none"> <li>a. <b>CW Certification Application: Provisional Status</b> (completed by applicant)</li> <li>b. <b>Level 2 Background Verification Form</b> (completed by employer)</li> <li>c. <b>Formal Education Verification Form</b> (completed by employer)</li> </ol> </li> <li>4. The <b>Child Welfare Provisional Certification Application fee</b> (\$100) and the <b>CWPI or CWCM Exam fee</b> (\$50 now. \$100 effective July 1, 2016) are paid by the applicant, employer or billed to the DCF certification contract at least 10 business days before the requested test date.</li> </ol>
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**Preservice Waiver Applicants**

CWP Application Requirements for "Approved to Test" Status	<ol style="list-style-type: none"> <li>1. Applicant creates online FCB certification system account.</li> <li>2. Requests for Special Testing Accommodations are received and approved a minimum of 5 business days before the requested test date. Approvals are valid for 6-months.</li> <li>3. Mandatory forms are complete; collected, reviewed for completeness and submitted to the FCB at least 3 business days before the requested test date.             <ol style="list-style-type: none"> <li>a. <b>CW Certification Application: Provisional Status</b> (completed by applicant)</li> <li>b. <b>Level 2 Background Verification Form</b> (completed by employer)</li> <li>c. <b>Formal Education Verification Form</b> (completed by employer)</li> <li>d. <b>Child Welfare Individual Wavier Eligibility Form</b> (completed by employer)</li> </ol> </li> <li>4. The <b>Child Welfare Provisional Certification Application fee</b> (\$100) and the <b>CWPI or CWCM Exam fee</b> (\$50 now. \$100 effective July 1, 2016) are paid by the applicant, employer or billed to the DCF certification contract at least 3 business days before the requested test date.</li> </ol>
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**Child Welfare Provisional Certification: Examination, Retesting and Credential Award Processes**

<b>Step 3: Administer Exam at CW Test Site.</b>	
Responsible Party: Training Entity Testing Site Proctor (as identified on the Registration form)	
Test Registration and Administration	<p>The FCB will register each applicant identified on the <i>Child Welfare Provisional Certification Applicant Registration Form</i> and/or the <i>Child Welfare Provisional Certification Waiver Applicant Registration Form</i> within 5 business days of receipt of the form(s). The FCB will activate the exam and provide the proctor with the candidates’ user names and passwords that will be entered by the candidates to open the exam software. Once they are ready to begin the exam, the proctors will provide an exam password (also provided by the FCB) that allows the candidates to take the exam. The exam should only be administered on the date and time specified on the Registration form(s). <i>Note: Ensure the applicant’s full name and email is entered correctly as the FCB will register the individual exactly as provided. In the event an exam does not download on the test date, check the form and ensure the individual is using the correct name spelling and email address before contacting the FCB.</i></p> <p>Both the <b>CWPI Exam</b> and the <b>CWCM Exam</b> are 100-item, multiple choice exams of minimum competency. The passing score is 78%. See the <i>CWCM Core Competencies and Test Blueprint</i> and/or the <i>CWPI Core Competencies and Test Blueprint</i> for the allocation of questions to core competencies (posted at <a href="http://flcertificationboard.org/resources/employer-sponsored-cw-certification-support-documents/">http://flcertificationboard.org/resources/employer-sponsored-cw-certification-support-documents/</a>).</p> <p>The exam is timed. Applicants have two hours to complete the test. This timeframe starts AFTER the proctor has completed all duties and the applicant has completed the tutorial, which teaches them how to navigate in the software; answer or review/bookmark items; and submit the test for scoring.</p> <p><b>Special Testing Accommodations</b> are ONLY provided to applicants who have been pre-approved by the FCB. Proctors may ONLY offer the specific accommodations detailed by the FCB. The training entity must absorb any costs related to the provision of special accommodations for child welfare certification applicants. Contact FCB for any questions related to special accommodations. Once approved, special accommodation requests are valid for a period of 6-months.</p> <p>The passing score is 78% for both exams.</p> <p>The testing system provides the applicant with an immediate unofficial test score. Proctors and others are not able to access test scores. Proctors must establish a reporting protocol to view and record unofficial test results before allowing the applicant to exit the exam software.</p> <p>The FCB will provide the training entity with candidate specific official test results within 72 business hours of the test date.</p>
<b>Preservice Applicants</b> and <b>Title IV-E Stipend Applicants</b>	
Pass Exam & Credential Award	<p><b>Passed First Exam Attempt:</b> The training entity’s single point of contact must collect and submit Training Verification Form(s) to the FCB no later than 5 business days after the test date. The FCB will issue the child welfare provisional credential according to the following parameters:</p> <ul style="list-style-type: none"> <li>• <u>Issue date:</u> Within 10 business days of receipt of the Official Test Results or the Training Verification Form (whichever is received last).</li> <li>• <u>Expiration date:</u> The day a passing score was earned on the CWPI or CWCM exam.</li> <li>• <u>Verification method:</u> Effective June 1, 2016, the FCB will no longer issue hard-copy certification wallet cards. Certified professionals may download, save and print an e-card from their online certification account. Functionality will only “work” when the credential is in “certified” status with a valid expiration date.</li> </ul>

**Child Welfare Provisional Certification: Examination, Retesting and Credential Award Processes**

<b>Step 4: Register for and Administer Retests (only if necessary)</b>	
Responsible Party: Training Entity Point of Contact and Testing Site Proctor	
First Retest	<p><b>Failed First Exam Attempt:</b> The training entity’s single point of contact must submit a <b>CW Retest Form</b> as soon as possible as this form must be approved and test fees must be paid at least 3 days before the requested retest date. Retests will not be scheduled any sooner than 72 hours nor any later than 15 business days from the date of the most recent failed exam.</p> <p>If the applicant passed the retest, follow the directions for applicants who <b>Passed First Exam Attempt</b>.</p> <p>If the applicant failed the retest, follow the directions for applicants who <b>Failed Second Exam Attempt</b>.</p>
Second Retest	<p><b>Failed Second Exam Attempt:</b> The training entity’s single point of contact must submit a <b>CW Retest Form</b> and the <b>Remedial Training Plan Form</b> as soon as possible as both forms must be approved and the retest fee must be paid at least 3 days before the requested retest date. Retests will not be scheduled any sooner than 72 hours from the date of the most recent failed exam.</p> <p>If the applicant passed the second retest, follow the directions for applicants who <b>Passed First Exam Attempt</b>.</p> <p>If the applicant failed the second retest, the certification file will be voided and the individual must seek certification as a new <b>Preservice Applicant</b>.</p>

**The Provisional Certification Period: On-the-Job Expectations to Prepare for Full Certification**

**Step 5: Practice as a provisionally certified CWPI, CWCM or CWLC and complete requirements necessary for a timely upgrade to full certification status.**

Responsible Party: Provisionally Certified Professional, Employer, Training Entity Points of Contact

Provisional Period On-the-Job Requirements

The provisional certification period starts on the date the applicant earned a passing score on the certification exam. During this time, provisionally certified staff must:

- Work under, actively seek and respond to intensive supervision.
- Complete 6 field visits with follow-up case consultation that are deemed “competent” by a qualified supervisor(s).
- Complete 20 hours of individual supervision that are deemed “competent” by a qualified supervisor(s).
- Complete 10 hours of group supervision that are deemed “competent” by a qualified supervisor.
- Complete 10 hours of any combination of group or individual supervision that are deemed competent by a qualified supervisor(s).
- Complete 1,040 hours of related work experience in the discipline in which the applicant is seeking certification.

**Full Certification Application and Award Processes**

**Step 6: Ensure mandatory application activities are complete and submitted to the FCB for review and approval at least 30 calendar days before the provisional certification expiration date.**

Responsible Party: Training Entity Point of Contact

*Note: Eligible On-the-Job Supervision and Related Work Experience accrues AFTER the CW Provisional Certification effective date.*

**Preservice Applicants and Title IV-E Stipend Applicants**

Full Certification Application Requirements	<ol style="list-style-type: none"> <li>1. Mandatory forms are complete and collected by the training entities single point of contact for timely submission to the FCB. (Note: forms must be received for review and approval at least 30 calendar days before the provisional certification expiration date.)               <ol style="list-style-type: none"> <li>a. <b>CW Certification Application: Certified Status</b> (completed by applicant)</li> <li>b. <b>On-the-Job Supervision and Competency Verification Form(s)</b> (completed by employer)</li> <li>c. <b>Related Work Experience Verification Form</b> (completed by employer)</li> </ol> </li> <li>2. The <b>Certification Upgrade Application fee</b> (No fee now. \$100 effective July 1, 2016) is paid by the applicant, employer or billed to the DCF certification contract at least 30 calendar days before the provisional certification expiration date.</li> </ol>
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**Preservice Waiver Applicant**

Full Certification Application Requirements	<ol style="list-style-type: none"> <li>1. Mandatory forms are complete and collected by the training entities single point of contact for timely submission to the FCB. (Note: forms must be received and approved at least 30 calendar days before the provisional certification expiration date.)               <ol style="list-style-type: none"> <li>a. <b>CW Certification Application: Certified Status</b> (completed by applicant)</li> <li>b. <b>On-the-Job Supervision and Competency Verification Form(s)</b> (completed by employer)</li> <li>c. <b>Related Work Experience Verification Form</b> (completed by employer)</li> <li>d. <b>Individual Training Plan Verification Form</b> (completed by employer)</li> </ol> </li> <li>2. The <b>Certification Upgrade Application fee</b> (No fee now. \$100 effective July 1, 2016) is paid by the applicant, employer or billed to the DCF certification contract at least 30 calendar days before the provisional certification expiration date.</li> </ol>
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## Full Certification Application and Award Processes

<b>Step 7: FCB Issues CWPI, CWCM or CWLC credential in Certified Status.</b>	
Responsible Party: Florida Certification Board Certification Specialist	
CWPI, CWCM or CWLC Credential Award	<ul style="list-style-type: none"><li>• <u>Issue date</u>: Within 10 business days of approval of the final form or fee required for the upgrade to full certification.</li><li>• <u>Expiration date</u>: The first time your CWPI, CWCM or CWLC credential is issued in certified status, it will be valid for slightly less than or slightly more than 12 months, depending on the date your credential is issued. Credentials issued for the first time in the months of August, September or October will renew the following October 31<sup>st</sup>. After the first renewal, the credential will be issued for a 2-year period, always expiring on October 31<sup>st</sup> of the renewal year. Once the full credential is held, you must complete at least 20 CEUs each year.</li><li>• <u>Verification method</u>: The FCB will issue a wall certificate and directions for the first renewal and continuing education requirements during the first certification cycle. Certified professionals may download, save and print an e-card from their online certification account. E-card functionality will only “work” when the credential is in “certified” status with a valid expiration date.</li></ul>