



*Protecting the Citizens  
of Florida*

**Child  
Welfare**

# *Candidate Guide* for Child Welfare Dual Certification Applicants

Effective Date: 1-7-15

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. Once certified, each professional is required to strictly observe a Code of Ethical and Professional Conduct, complete continuing education requirements, and renew the credential on or before its expiration date.

### 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 service 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 are maintained on our website at [www.flcertificationboard.org](http://www.flcertificationboard.org). Applicants and certified professionals are individually responsible for ensuring they are following current FCB policy and procedures. Discrepancies between published documents and documents posted on the FCB website will be resolved by following the document(s) posted on the website.

**IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH FCB POLICIES. If you have any questions regarding FCB policies, please do not hesitate to contact us directly for guidance.**

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## Introduction

The Child Welfare Dual Certification program allows individuals who hold any of the FCB's recognized child welfare credentials\* in good standing to also earn and hold any of the following child welfare credentials:

- Certified Child Welfare Protective Investigator (CWPI)
- Certified Child Welfare Case Manager (CWCM)
- Certified Child Welfare Licensing Counselor (CWLC)

The following pages provide official policy and detailed instruction on how to earn certification in an additional child welfare discipline.

Although the employer plays a large role in assisting the certification applicant, the ultimate responsibility for submitting required forms and fees in a timely manner rests with the applicant. Failure to complete the certification process according to published policy will result in a delay in credential award and/or reapplication.

## Application Methods

We offer two ways to apply for your certification: Online or Hard-copy.



### Online Certification Applications

Our preference is that you apply online using the FCB Application Portal. Online applications offer the quickest processing time and are most cost effective.

You can access the FCB Portal on the home page of the FCB website at [www.flcertificationboard.org](http://www.flcertificationboard.org). Click on the bar that says "Ready to Apply" to access the online application system.

This *Candidate Guide for Application* contains copies of FCB required forms. The *CW Dual Certification Application* is built into the online system, but the *Training Verification*, *Work Verification* and the *Direct Supervision/On-the-Job Competency* forms have to be

1. downloaded,
2. filled-out,
3. saved as an electronic file OR printed, and
4. submitted via email or mail by the person responsible for completing the form.

The applicant is responsible for completing and submitting the **Certification Application** (online)

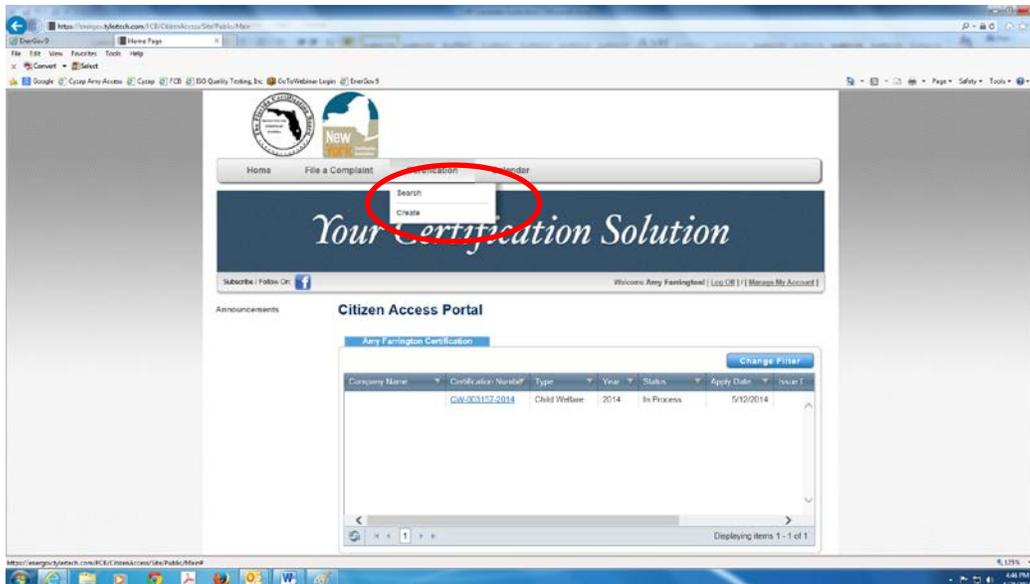
The forms that are completed by others, such as the Human Resources Director or designee, the Training Director or designee, and qualified supervisors are uploaded and attached to your online application by an FCB Certification Specialist once they are received.

## Selecting the correct *CW Dual Certification Application* in the on-line system

Step 1: Log-on to the FCB's on-line portal.



Step 2: Select "Certification" from the top menu bar. Select "create" from the dropdown list.



Step 3: Select “Child Welfare” from the *Type* dropdown list. Depending on the credential sought, select one of the following from the *Certification* dropdown list:

- Case Manager (CWCM) – Add on
- Licensing Counselor (CWLC) – Add on, or
- Protective Investigator (CWPI) – Add on

Step 4: Regardless of add-on credential selected, the screen will populate with three tabs of information: Additional Information, Contact Search and Upload Attachments.

Under the “Additional Info:” tab, fill out all required fields information. Ignore the check boxes labeled “Discount Fee” and “FSAA-PAC Fee (Voluntary Contribution)”; skip the “Contact Search” and the Upload Attachments” tabs. At the bottom of the screen, select the NEXT button.

Step 5: The “NEXT” button will open the PROFESSIONAL LICENSE APPLICATION CONFIRMATION screen. This page requires you to review the information entered in Steps 1 – 4. If any information is incorrect, select the “BACK button to make corrections. If everything is correct, select the PROCEED TO PAYMENT screen.

Step 6: Make the \$40 application fee payment, and you are done with the online application process.

### Hard-copy Application (AKA: Download, Print and Mail)



If you choose to submit your application in hard-copy format, the application is available as editable PDF documents. Visit the FCB website to download the *CW Dual Certification Application*. Here are the steps:

- 1) Locate and save the appropriate form(s) to your desktop;
- 2) Open the file and fill in the information using the fields provided;
- 3) Print and verify application is complete before mailing.

All applicant forms must be typed. Handwritten forms will not be processed by the FCB. **There is an additional \$25 processing fee for all hard-copy submissions.**

## Overview of the Dual Certification Process, Policy and Requirements

This section of the manual provides a high level overview of the certification process for individuals who are currently certified in any of the FCB's recognized child welfare credentials\* in good standing to also earn and hold any of the following child welfare credentials:

- Certified Child Welfare Protective Investigator (CWPI)
- Certified Child Welfare Case Manager (CWCM)
- Certified Child Welfare Licensing Counselor (CWLC)

Please review the detailed policy requirements contained in this manual for further instruction.

### Credential Definitions

**Certified Child Welfare Protective Investigator (CWPI):** The CWPI credential is awarded to persons who have passed the CWPI competency exam and have completed work experience and direct supervision requirements while performing duties expected of a child welfare protective investigator. A child welfare protective investigator is an authorized agent of the Department of Children and Families who investigates reports of child abuse, abandonment or neglect. The investigator gathers information and applies sophisticated critical thinking to assess present and impending danger and family functioning. This information helps the investigator to determine if the child is safe or unsafe, or at risk of future harm.

**Certified Child Welfare Case Manager (CWCM):** The CWCM credential is awarded to persons who have passed the CWCM competency exam and have completed work experience and direct supervision requirements while performing duties expected of a child welfare case manager. A child welfare case manager engages families, in the context of their community, culture and networks, to strengthen their capacity to ensure children are safe and thrive. The case manager works with families to identify solutions, develop goals, and link with services. In the event that children cannot safely live with their parents, the case manager works to find a permanent home and permanent relationships for the children.

**Certified Child Welfare Licensing Counselor (CWLC):** The CWLC credential is awarded to persons who have passed the CWCM competency exam and have completed work experience and direct supervision requirements while performing duties expected of a child welfare licensing counselor. A child welfare licensing counselor assesses prospective persons or agencies to receive, care for and provide homes for children who cannot safely live with their families. Licensing counselors monitor foster homes and relicense current foster parents. In addition, they provide supportive services or linkages with services to foster parents.

## Dual Certification Standards and Requirements

The following certification requirements reflect the minimum experiences that must be documented in order to earn an additional child welfare certification, regardless of discipline unless otherwise specified. Please review the detailed policy requirements contained in this manual for further instruction.

Category	Requirement		
<p>Current Child Welfare Certification</p> <p>This credential is also known as the “Master Credential” for dual certification application and award purposes.</p>	<p>Applicants must hold at least one of the FCB recognized child welfare credentials in good standing. FCB-recognized child welfare credentials are:</p> <ul style="list-style-type: none"> <li>Child Welfare Protective Investigator</li> <li>Child Welfare Protective Investigator Supervisor*</li> <li>Child Welfare Protective Investigator Specialist*</li> <li>Child Welfare Case Manager</li> <li>Child Welfare Case Manager Supervisor*</li> <li>Child Welfare Case Manager Specialist*</li> <li>Child Welfare Licensing Counselor</li> <li>Child Welfare Licensing Counselor Supervisor*</li> <li>Child Welfare Licensing Counselor Specialist*</li> <li>Child Protection Professional*</li> <li>Child Welfare Trainer*</li> </ul> <p>*The FCB recognizes these credentials but does not offer them to new applicants.</p>		
<p>Child Welfare Specific Training (Requirements vary depending on credential held/requested)</p>	<p><b>Certified in CM or Licensing &amp; seeking PI discipline</b></p> <ul style="list-style-type: none"> <li>• Investigative Response</li> </ul>	<p><b>Certified in PI or Licensing &amp; seeking CM discipline</b></p> <ul style="list-style-type: none"> <li>• Adoption</li> <li>• Case Planning</li> <li>• On-going Assessment and Permanency</li> </ul>	<p><b>Certified in CM or PI &amp; seeking Licensing discipline</b></p> <p>Agency specific training plan.</p>
<p>Supervision (Requirements vary depending on credential held/requested)</p>	<ul style="list-style-type: none"> <li>• 3 PI specific field observations and case consultations</li> <li>• 10 hours PI specific individual supervision</li> <li>• 5 hours PI specific group supervision</li> <li>• 5 hours PI specific group or individual supervision</li> </ul>	<ul style="list-style-type: none"> <li>• 3 CM specific field observations and case consultations</li> <li>• 10 hours CM specific individual supervision</li> <li>• 5 hours CM specific group supervision</li> <li>• 5 hours CM specific group or individual supervision</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Licensing specific field observations and case consultations</li> <li>• 10 hours individual supervision</li> <li>• 5 hours group supervision</li> <li>• 5 hours Licensing specific group or individual supervision</li> </ul>
<p>Experience (Requirements vary depending on credential held/requested)</p>	<p>520 hours PI experience</p>	<p>520 hours CM experience</p>	<p>520 hours Licensing experience</p>
<p>Written Exam</p>	<p>No exam required.</p>		

The CWPI, CWCM or the CWLC designation is awarded after all forms have been submitted and approved by an FCB Certification Specialist. The credential’s expiration date will be on October 31st of the master credential’s renewal year. The FCB issues a wall certificate and a wallet card when the credential is issued. The wall certificate is a one-time document that does not expire. The wallet card is reissued with each renewal.

## Fee Schedule

The following table provides the current fee structure for child welfare dual certification applicants. In the event that the fee schedule changes, the fees posted on the FCB website will take priority.

### ALL FEES ARE NON-REFUNDABLE

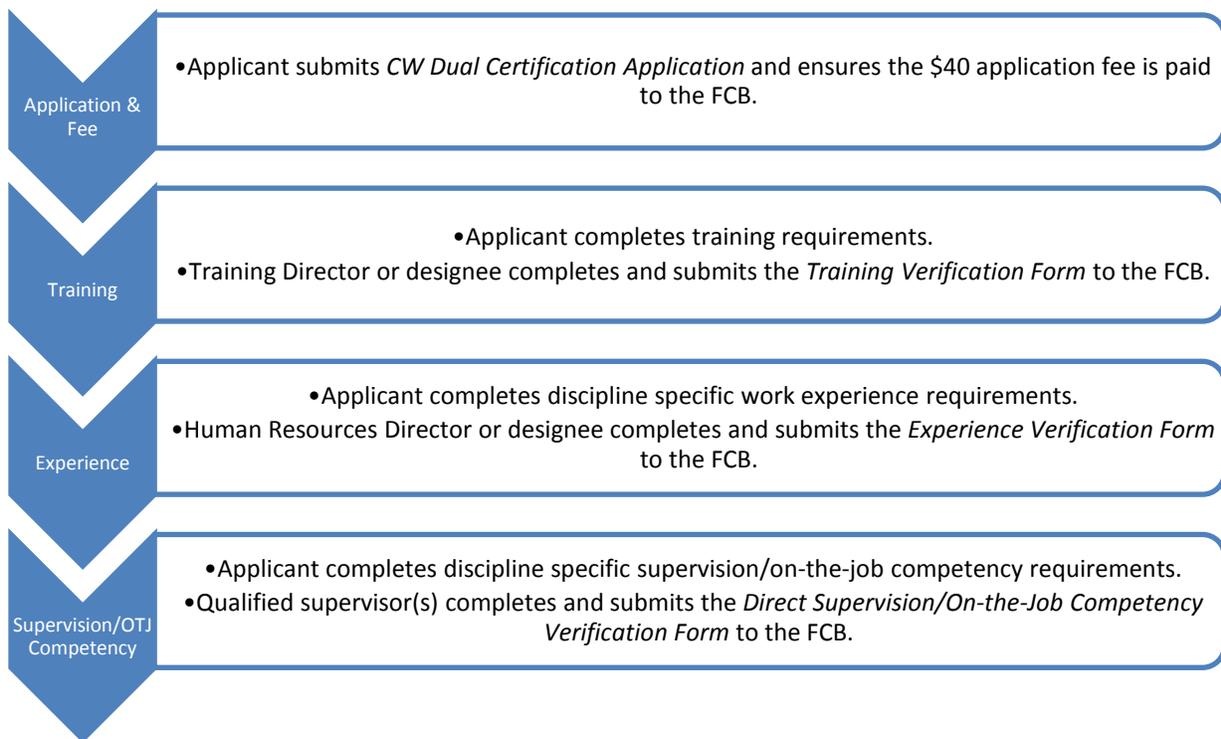
Requirement	Fee
Certification Application	<p><b>\$40.</b> This fee is valid for a 12-month period. If the additional credential is not earned with 12-months of paying the certification application fee, a continuation fee of \$40 must be paid.</p> <p>This fee must be paid (on-line) or submitted (hard-copy) with the <i>CW Dual Certification Application</i>.</p>
Manual Application Processing Fee	<p><b>\$25.</b> This fee is required for any manual, hard-copy <i>CW Dual Certification Applications</i> submitted to the FCB. The fee covers the cost of data entry.</p>
Renewal	<p><b>\$200</b> for the master credential renewal fee and <b>\$50</b> for each additional child welfare credential. If only one child welfare credential is renewed, the renewal fee is \$200.</p>

### ALL FEES ARE NON-REFUNDABLE

## CW Dual Certification Process

Earning an additional child welfare credential through the CW Dual Certification Process requires you to submit an official application (online or in hard copy), ensure additional forms are completed and submitted by specified individuals and ensure all fees are paid. The credential will not be awarded until all forms have been received and approved by the FCB and fees have been paid.

The following graphic provides a summary of the provisional certification application and award process. The Application and Fee step should be completed first. The training, experience and supervision/OTJ competency requirements can occur in any order. The following pages of this guide provide detailed instruction and policy for completing each step of the process.



## CW Dual Certification Application

**Requirement:** The *CW Dual Certification Application* collects mandatory data for the FCB. All sections must be complete.

Application Section	Policy Statement
Demographics	<p>Hardcopy Application: Fill out all required fields of information.</p> <p>Electronic Application: All demographic information is already in the system. Please only verify all of your contact information is current and provide updates as necessary.</p>
Application Information	<p>Hardcopy Application: Fill out all required fields of information.</p> <p>Electronic Application: The e-application asks for three items of information:</p> <ol style="list-style-type: none"> <li>1. <u>Current Child Welfare Credential Held</u>: This drop down list allows you to select from CM, LC or PI. If you hold a legacy credential, please select the correct discipline. If you hold a Child Protection Professional or a Child Welfare Trainer credential only, select one of the disciplines you are NOT seeking.</li> <li>2. <u>Credential Number</u>: Enter your certification number.</li> <li>3. <u>Social Security Number</u>: Enter your social security number.</li> </ol>
Billing Information	<p>There is a \$40 certification application fee. Applicants must indicate who is responsible for paying the fee to the FCB: the applicant or the applicant's employer.</p>

### How to Document:

Hard copy submission: The applicant downloads the *CW Dual Certification Application* from the FCB website and enters all required fields of data. The form is in an editable PDF format, allowing the applicant to download the file, key in the data, save the file to their computer, print the file and sign a hard copy prior to mailing it to the FCB. All forms must be typed. Hand written forms will not be accepted by the FCB.

Electronic submission: The applicant logs into the FCB on-line portal. Please see the **Application Methods** section of this guide for step-by-step instruction on how to access and complete the electronic *CW Dual Certification Application*.

**FCB Accept/Deny Criteria:** The *CW Dual Certification Application* will be approved if all sections are complete and the FCB verifies a master credential is held in good standing. Failure to meet these requirements will result in a denial of the application. All issues must be resolved before the additional certification will be awarded.

## Child Welfare Specific Training Requirement and Form

**Requirement:** CW dual certification applicants must meet specified child welfare specific training requirements. Training requirements vary depending on the master credential held and the new credential sought.

Certified in CM or Licensing & seeking PI discipline	Certified in PI or Licensing & seeking CM discipline	Certified in CM or PI & seeking Licensing discipline
<ul style="list-style-type: none"> <li>Investigative Response</li> </ul>	<ul style="list-style-type: none"> <li>Adoption</li> <li>Case Planning</li> <li>On-going Assessment and Permanency</li> </ul>	Agency specific training plan. Note: Applicants seeking dual certification in Licensing must complete an agency developed training plan. The agency developed training plan does not have to be preapproved by the FCB: it does need to be attached to the <i>Training Verification</i> form.

### How to Document:

Training requirements are documented on the *CW DUAL Training Verification* form.

The applicant's Training Director or designee must complete the *CW DUAL Training Verification* form and submit it to the FCB via email or US Mail.

### Mail:

Florida Certification Board  
 Attn: Certification Operations  
 1715 South Gadsden Street  
 Tallahassee, FL 32301

**Email:** Certification specialists are assigned to each DCF region. You may send this completed form directly to the assigned certification specialist.

Central	Gabe Holmes <a href="mailto:gholmes@flcertificationboard.org">gholmes@flcertificationboard.org</a>
Northeast	Tim Wescoat <a href="mailto:twescoat@flcertificationboard.org">twescoat@flcertificationboard.org</a>
Northwest	Auna Moore <a href="mailto:amoore@flcertificationboard.org">amoore@flcertificationboard.org</a>
Southeast	Larry Crumbie <a href="mailto:lcrumbie@flcertificationboard.org">lcrumbie@flcertificationboard.org</a>
Southern	Dee Dee Hannah <a href="mailto:dhannah@flcertificationboard.org">dhannah@flcertificationboard.org</a>
Suncoast	Tonya Randolph <a href="mailto:lrandolph@flcertificationboard.org">lrandolph@flcertificationboard.org</a>

**FCB Accept/Deny Criteria:** The *CW DUAL Training Verification* form will be approved if:

- All sections are complete.
- The form was sent by the Training Director or designee.
- The agency training plan is attached for applicants seeking the CWLC credential.

Failure to meet these requirements will result in a denial of the form. All issues must be resolved before the additional certification will be awarded.

## Direct Work Experience Requirement and Form

**Requirement:** CW dual certification applicants must document a minimum of 520 hours of direct work experience in the specific discipline in which dual certification is requested. Experience hours eligible for dual certification must occur after the applicant's first full child welfare credential was awarded.

### How to Document:

The experience requirement is documented on the *CW DUAL Work Verification* form.

The applicant's Human Resources Director or designee must complete the *CW DUAL Work Verification* form and submit it to the FCB via email or US Mail.

#### Mail:

Florida Certification Board  
Attn: Certification  
Operations  
1715 South Gadsden Street  
Tallahassee, FL 32301

**Email:** Certification specialists are assigned to each DCF region. You may send this completed form directly to the assigned certification specialist.

Central	Gabe Holmes <a href="mailto:gholmes@flcertificationboard.org">gholmes@flcertificationboard.org</a>
Northeast	Tim Wescoat <a href="mailto:twescoat@flcertificationboard.org">twescoat@flcertificationboard.org</a>
Northwest	Auna Moore <a href="mailto:amoore@flcertificationboard.org">amoore@flcertificationboard.org</a>
Southeast	Larry Crumbie <a href="mailto:lcrumbie@flcertificationboard.org">lcrumbie@flcertificationboard.org</a>
Southern	Dee Dee Hannah <a href="mailto:dhannah@flcertificationboard.org">dhannah@flcertificationboard.org</a>
Suncoast	Tonya Randolph <a href="mailto:lrandolph@flcertificationboard.org">lrandolph@flcertificationboard.org</a>

**FCB Accept/Deny Criteria:** The *CW DUAL Work Verification* form will be approved if:

1. All sections are complete.
2. A minimum of 520 hours of on-the-job experience in the correct discipline is documented.
3. The form was sent by the Human Resources Director or designee.

Failure to meet these requirements will result in a denial of the form. All issues must be resolved before the additional certification will be awarded.

## Direct Supervision and On-the-Job Competency Requirements and Form

**Part 1: Direct Supervision Requirement:** Applicants must complete field, group and individual supervision requirements in the discipline in which they are seeking certification. Supervision observations and hours eligible for dual certification must occur after the applicant’s master child welfare credential was awarded. All supervision must be documented in the discipline in which the applicant is seeking full certification.

Supervision is face-to-face contact between a qualified supervisor and a provisionally certified professional during which the applicant appraises the supervisor of the status of a case, the case is discussed, the supervisor provides the applicant with oversight and guidance in working the case, and evaluates the applicant’s performance. Individual and/or group supervision must occur in minimum of 15-minute increments. Field observations and follow-up case consultation should last approximately 2 hours.

Type of Supervision	Minimum Requirement	Guidelines
Field Supervision	3 observations with follow-up case consultation. A maximum of 1 of the 3 observations may be in professional, office-based settings.	The observation and case consultation should take approximately 1.5 to 2 hours to complete at minimum.
Individual Supervision	10 hours of individual supervision.	One-on-one supervision in minimum increments of 15-minutes.
Group Supervision	5 hours of group supervision.	Supervision provided to two or more staff at one time. Staff refers to certified or uncertified persons.
Additional Supervision	5 hours of individual and/or group supervision.	See guidelines for individual and group supervision, above.

**Part 2: On-the-Job Competency Requirement:** In addition to completing the direct supervision requirements, the supervisor must also be able to state that he or she DOES NOT have any **concerns** about the applicant’s ability to competently perform child welfare services under standard supervision. If the supervisor states, “Yes, I do have concerns ...” the supervision hours documented on the form will NOT be eligible for certification purposes.

**Qualified Supervisors:** For certification purposes, a qualified supervisor is the applicant’s immediate supervisor or any other agency supervisor, trainer, mentor, quality assurance staff or other agency management/leadership staff assigned by the employer to provide supervision to employees seeking certification.

**Documentation & Submission Protocol:** The CW DUAL *Direct Supervision/On-the-Job Competency Verification Form* must be completed by the individual who provided the supervision. Submit the form directly to the FCB at the mail or email address below. **DO NOT** return the completed form to the applicant: the FCB will not accept the form from anyone other than the individual completing the form.

**Mail:**

Florida Certification Board  
Attn: Certification  
Operations  
1715 South Gadsden Street  
Tallahassee, FL 32301

**Email:** You may email this form directly to the assigned certification specialist.

Central	Gabe Holmes <a href="mailto:gholmes@flcertificationboard.org">gholmes@flcertificationboard.org</a>
Northeast	Tim Wescoat <a href="mailto:twescoat@flcertificationboard.org">twescoat@flcertificationboard.org</a>
Northwest	Auna Moore <a href="mailto:amoore@flcertificationboard.org">amoore@flcertificationboard.org</a>
Southeast	Larry Crumbie <a href="mailto:lcrumbie@flcertificationboard.org">lcrumbie@flcertificationboard.org</a>
Southern	Dee Dee Hannah <a href="mailto:dhannah@flcertificationboard.org">dhannah@flcertificationboard.org</a>
Suncoast	Tonya Randolph <a href="mailto:lrandolph@flcertificationboard.org">lrandolph@flcertificationboard.org</a>

**FCB Accept/Deny Criteria:**

The *CW DUAL Direct Supervision Verification* form will be approved if:

1. All sections are complete.
2. The form was sent by the qualified supervisor.
3. All direct supervision requirements are documented (on one form or multiple forms).
4. Supervision was completed after the applicant's master child welfare credential was awarded.
5. Each form includes an attestation by the qualified supervisor stating there are no concerns with the applicant's observed competency.

The *Direct Supervision* requirement will be met and approved if all of the direct supervision requirements are documented on a single *or* multiple *CW DUAL Direct Supervision/On-the-Job Competency Verification Form(s)*.

Failure to meet these requirements will result in a denial of the form. All issues must be resolved before the additional certification will be awarded.

**Certification Award**

The FCB will issue the CWPI, CWCM or CWLC credential within 5 business days of the FCB's receipt and approval of the applicant's:

- ✓ CW Dual Application for Certification.
- ✓ CW DUAL Training Verification form.
- ✓ CW DUAL Experience Verification form.
- ✓ CW DUAL Direct Supervision/On-the-Job Competency Verification form(s).

The credential's expiration date will be on October 31<sup>st</sup> of the master credential's renewal year.

The FCB issues a wall certificate and a wallet-size certification card when the CWPI, CWCM or CWLC credential is awarded and the individual's status will be updated from "In Process" to *<Credential Name> – Certified* in the FCB's on-line database.

The certificate, wallet card and information regarding maintenance and renewal requirements are sent to the individual's home/ mailing address.

During the certification period, the certified professional must:

- ✓ Work under and seek supervision.
- ✓ Complete continuing education requirements.
- ✓ Practice according to the FCB Code of Ethical and Professional Conduct.
- ✓ Submit CEU documentation and renewal fees in a timely manner, on or before October 31<sup>st</sup> of the biennial renewal year.

**The credential's expiration date will be on October 31st of the master credential's renewal year and will renew every two years thereafter.**

## Credential Maintenance and Renewal

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.
- Follow the FCB *Code of Ethical and Professional Conduct*.
- Complete the renewal process in a timely manner, on or before October 31<sup>st</sup> of the biennial renewal year.

Please carefully read this section to ensure you understand maintenance and renewal requirements.

## Continuing Education

**Requirement:** Regardless of the number of credentials held, certified professionals must complete a total of 20 CEUs dated during the first 12-month period and an additional 20 CEUs dated during the second 12-month period. Within the total 40 hours of CEUs, individuals holding more than one child welfare credential must complete at least 10 hours of training specific to the discipline in which certification is held.

**Eligible Training Providers and Content:** Training content must be related to at least one of the credential's performance domains and CEU hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course was taken annually.)

Continuing education units must be earned from a FCB recognized or approved CEU training provider: some training providers hold approval from other entities that is recognized by the FCB, other training providers apply for and hold FCB Training Provider Status.

FCB Recognized Education and Training Providers: The FCB will honor CEUs issued by any of the following providers:

1. FCB approved education and training providers
2. College or university coursework offered by institutions holding Federal Department of Education and/or Council of Higher Education Accreditation (CHEA) recognized accreditation.
3. Training providers approved to offer CEUs by other state or national professional licensing or certification boards.

FCB Approved Education and Training Providers: The FCB will award FCB Education and Training Provider status and a number to approved applicants. A list of approved FCB Education and Training Providers is maintained on our webpage at [www.flcertificationboard.org](http://www.flcertificationboard.org).

**How to Document Compliance with CEU Requirements:** The certified professional is responsible for maintaining CEU documentation for a minimum of 3 years, in case of audit. Valid documentation includes certificates of completion, official employer training transcripts, or college/university transcripts. CEU documentation must provide the following information:

- Applicant's Name
- Title of course/training/educational event\*
- Event sponsor/provider
- Delivery date(s)
- Number of Contact Hours

\*If the event title does not clearly identify the instructional content, please attach an official description of the event, such as an agenda or syllabus.

In the absence of complete documentation, contact the training provider and request they provide you with the additional information on their official letterhead: you may submit these letters as supporting documentation of successful completion of training requirements.

**CEU Audit:** Approximately 3 months prior to the credential's expiration date, the FCB will randomly select 20% of the certified population for a CEU audit to ensure compliance with the CEU requirement.

Audited individuals will be notified of such approximately 2 months prior to the credential's expiration date.

Audited individuals must submit CEU documentation to the FCB for review and approval PRIOR to the credential expiration date. Please note: payment of renewal fees and non-submission or denial of submitted CEUs may result in the credential being placed on inactive status.

Although only audited individuals are required to submit CEU documentation to the FCB as part of the renewal process, all certified professionals must maintain documentation of compliance with CEU requirements for 3 years, in case of future audit.

#### **How to Calculate CEU Hours:**

One CEU is equal to 50 minutes of instruction.

College coursework is credited at the rate of 45-clock hours per 3 semester hour course. If the entire course is not related to the core competencies of a Certified Behavioral Health Technician (CBHT), partial credit may be calculated for related topics covered in the overall course.

Partial-day, Full-day and Multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed. If the total credit hours are not listed on the certificate, attach a copy of the training agenda.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

**FCB Accept/Deny Criteria:** CEU documentation will be approved if the documentation includes all required information; the training was completed between the certification award and expiration dates, and there is a clear link between the training event and the credential's scope of service.

Failure to meet these requirements may result in disciplinary or ethical action. Credentials will not be renewed until CEU requirements are satisfied.

## Credential Renewal

**Requirement:** CWPI, CWCM and CWLC credentials must be renewed biennially, no later than October 31<sup>st</sup> of the biennial renewal year.

**Fee:** The FCB charges \$200 to renew one child welfare credential and charges \$50 for each additional child welfare credential renewed.

### Renewal Notice Process:

The FCB will send out renewal notices in August and September of the renewal year. Renewal fees must be paid and, if audited, CEU documentation must be approved no later than October 31<sup>st</sup> of the renewal year.

Individuals who DO NOT meet renewal requirements by October 31<sup>st</sup> may pay the renewal fee, a \$50 late fee per credential and must submit CEU (regardless of audit status) no later than November 30<sup>th</sup> of the renewal year.

Individuals who DO NOT meet renewal requirements by December 1<sup>st</sup> of the renewal year will be automatically placed in inactive status and must complete the FCB Reinstatement Process to recertify.

## FCB's 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 Child Welfare 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.

Please carefully review the *FCB Code of Ethical and Professional Conduct* for a thorough discussion of the Appeal Hearing process.

## CW Dual Certification Application Forms

Please use this section to preview directions and required forms for CW dual certification application. Each form is posted on the FCB website in an editable format. Please download, complete the and use the editable forms for all hard-copy submission and to complete Part I of each form that you must provide to another person to complete and submit to the FCB in support of your provisional and/or full certification application.

<b>Form/Requirement</b>	<b>Individual to complete form/submit to FCB</b>
<i>CW Dual: Application for Certification</i>	Applicant <i>May be submitted via the on-line application portal or hard-copy mail.</i>
\$40 certification application fee	Applicant* <i>May be submitted via the on-line application portal or hard-copy mail. Credit card payments may be made over the phone</i>
<i>CW Dual: Training Verification Form</i>	Training Director or designee <i>May be submitted via email or hard-copy mail.</i>
<i>CW Dual: Direct Supervision/On-the-Job Competency Verification Form</i>	The qualified supervisor who provided the direct supervision to the applicant. <i>May be submitted via email or hard-copy mail.</i>
<i>CW Dual: Work Verification Form</i>	Human Resources Director or designee <i>May be submitted via email or hard-copy mail.</i>

*\*Employers may elect to pay the certification application fee on behalf of the employee. However, that is an agreement between the employer and the certification applicant. The FCB will accept payment from employers, but the applicant will have to resolve any non-payment to the FCB by the employer.*



## CW Dual Training Verification Form

Effective Date: 1-7-15

### Directions

Thank you for taking the time to verify the child welfare specific training requirement for child welfare certification. Documentation of this requirement is maintained by the employer and attested to by the Training Director or designee. Such documentation must be made available to the FCB in case of audit.

Please carefully read the CW Dual Training Requirement before completing the verification form. If you have any questions about this requirement, please contact our offices at 850-222-6314.

**Requirement:** CW dual certification applicants must meet specified child welfare specific training requirements. Training requirements vary depending on the master credential held and the new credential sought.

Certified in CM or Licensing & seeking PI discipline	Certified in PI or Licensing & seeking CM discipline	Certified in CM or PI & seeking Licensing discipline
<ul style="list-style-type: none"> <li>• Investigative Response</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption</li> <li>• Case Planning</li> <li>• On-going Assessment and Permanency</li> </ul>	Agency specific training plan. Note: Applicants seeking dual certification in Licensing must complete an agency developed training plan. The agency developed training plan does not have to be preapproved by the FCB: it does need to be attached to the <i>Training Verification</i> form.

### **How to Document:**

Training requirements are documented on the *CW DUAL Training Verification* form.

The applicant's Training Director or designee must complete the *CW DUAL Training Verification* form and submit it to the FCB via email or US Mail.

### **Mail:**

Florida Certification Board  
 Attn: Certification Operations  
 1715 South Gadsden Street  
 Tallahassee, FL 32301

**Email:** Certification specialists are assigned to each DCF region. You may send this completed form directly to the assigned certification specialist.

Central	Gabe Holmes <a href="mailto:gholmes@flcertificationboard.org">gholmes@flcertificationboard.org</a>
Northeast	Tim Wescoat <a href="mailto:twescoat@flcertificationboard.org">twescoat@flcertificationboard.org</a>
Northwest	Auna Moore <a href="mailto:amoore@flcertificationboard.org">amoore@flcertificationboard.org</a>
Southeast	Larry Crumbie <a href="mailto:lcrumbie@flcertificationboard.org">lcrumbie@flcertificationboard.org</a>
Southern	Dee Dee Hannah <a href="mailto:dhannah@flcertificationboard.org">dhannah@flcertificationboard.org</a>
Suncoast	Tonya Randolph <a href="mailto:trandolph@flcertificationboard.org">trandolph@flcertificationboard.org</a>



**CW Dual  
Direct Supervision/On-the-Job Competency Verification Form**

Effective Date: 1-7-15

**Directions**

Thank you for taking the time to document the direct supervision you provided to the applicant for child welfare certification (CWPI, CWCM or CWLC). Documentation of direct supervision is maintained by the employer and attested to by the individual who provided the direct supervision and only must be made available to the FCB in case of audit.

Please carefully read the CW Dual Direct Supervision and CW Dual On-the-Job Competency requirements before completing this form. If you have any questions about these requirements, please contact our offices at 850-222-6314.

**Part 1: Direct Supervision Requirement:** Applicants must complete field, group and individual supervision requirements in the discipline in which they are seeking certification. Supervision observations and hours eligible for dual certification must occur after the applicant’s master child welfare credential was awarded. All supervision must be documented in the discipline in which the applicant is seeking full certification.

Supervision is face-to-face contact between a qualified supervisor and a provisionally certified professional during which the applicant appraises the supervisor of the status of a case, the case is discussed, the supervisor provides the applicant with oversight and guidance in working the case, and evaluates the applicant’s performance. Individual and/or group supervision must occur in minimum of 15-minute increments. Field observations and follow-up case consultation should last approximately 2 hours.

Type of Supervision	Minimum Requirement	Guidelines
Field Supervision	3 observations with follow-up case consultation. A maximum of 1 of the 3 observations may be in professional, office-based settings.	The observation and case consultation should take approximately 1.5 to 2 hours to complete at minimum.
Individual Supervision	10 hours of individual supervision.	One-on-one supervision in minimum increments of 15-minutes.
Group Supervision	5 hours of group supervision.	Supervision provided to two or more staff at one time. Staff refers to certified or uncertified persons.
Additional Supervision	5 hours of individual and/or group supervision.	See guidelines for individual and group supervision, above.

**Part 2: On-the-Job Competency Requirement:** In addition to completing the direct supervision requirements, the supervisor must also be able to state that he or she DOES NOT have any **concerns** about the applicant’s ability to competently perform child welfare services under standard supervision. If the supervisor states, “Yes, I do have concerns ...” the supervision hours documented on the form will NOT be eligible for certification purposes.

**Qualified Supervisors:** For certification purposes, a qualified supervisor is the applicant’s immediate supervisor or any other agency supervisor, trainer, mentor, quality assurance staff or other agency management/leadership staff assigned by the employer to provide supervision to employees seeking certification.

**Documentation & Submission Protocol:** The CW DUAL *Direct Supervision/On-the-Job Competency Verification Form* must be completed by the individual who provided the supervision. Submit the form directly to the FCB at the mail or email address below. **DO NOT** return the completed form to the applicant: the FCB will not accept the form from anyone other than the individual completing the form.

**Mail:**  
Florida Certification Board  
Attn: Certification Operations  
1715 South Gadsden Street  
Tallahassee, FL 32301

**Email:** You may email this form directly to the assigned certification specialist.

Central	Gabe Holmes <a href="mailto:gholmes@flcertificationboard.org">gholmes@flcertificationboard.org</a>
Northeast	Tim Wescoat <a href="mailto:twescoat@flcertificationboard.org">twescoat@flcertificationboard.org</a>
Northwest	Auna Moore <a href="mailto:amoore@flcertificationboard.org">amoore@flcertificationboard.org</a>
Southeast	Larry Crumbie <a href="mailto:lcrumbie@flcertificationboard.org">lcrumbie@flcertificationboard.org</a>
Southern	Dee Dee Hannah <a href="mailto:dhannah@flcertificationboard.org">dhannah@flcertificationboard.org</a>
Suncoast	Tonya Randolph <a href="mailto:lrandolph@flcertificationboard.org">lrandolph@flcertificationboard.org</a>



**CW Dual**  
**Work Verification Form**  
Effective Date: 1-7-15

**Directions**

Thank you for taking the time to verify the direct work experience requirement for child welfare certification (CWPI, CWCM or CWLC). Documentation of on-the-job experience is maintained by the employer and attested to by the Human Resources Director, hiring authority or designee. Such documentation must be made available to the FCB in case of audit.

Please carefully read the CW Dual: Work Experience Requirement before completing the form. If you have any questions about this requirement, please contact our offices at 850-222-6314.

**Requirement:** CW dual certification applicants must document a minimum of 520 hours of direct work experience in the specific discipline in which dual certification is requested. Experience hours eligible for dual certification must occur after the applicant's first full child welfare credential was awarded.

**How to Document:**

The experience requirement is documented on the *CW DUAL Work Verification* form.

The applicant's Human Resources Director or designee must complete the *CW DUAL Work Verification* form and submit it to the FCB via email or US Mail.

**Mail:**

Florida Certification Board  
Attn: Certification Operations  
1715 South Gadsden Street  
Tallahassee, FL 32301

**Email:** Certification specialists are assigned to each DCF region. You may send this completed form directly to the assigned certification specialist.

Central	Gabe Holmes <a href="mailto:gholmes@flcertificationboard.org">gholmes@flcertificationboard.org</a>
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Northwest	Auna Moore <a href="mailto:amoore@flcertificationboard.org">amoore@flcertificationboard.org</a>
Southeast	Larry Crumbie <a href="mailto:lcrumbie@flcertificationboard.org">lcrumbie@flcertificationboard.org</a>
Southern	Dee Dee Hannah <a href="mailto:dhannah@flcertificationboard.org">dhannah@flcertificationboard.org</a>
Suncoast	Tonya Randolph <a href="mailto:lrandolph@flcertificationboard.org">lrandolph@flcertificationboard.org</a>





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