

**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>
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