



Child Welfare Provisional Certification Applicant Registration Form

Effective Date: 6-15-16

Directions:

1. This form is only for **Preservice** and **Title IV-E Stipend Student** applicants.
2. The training entity Point of Contact will complete this form (and any necessary Attachment forms) and will scan/email it to the FCB certification specialist assigned to their region **AS SOON AS POSSIBLE BUT NO LATER THAN THE LAST DAY OF THE SECOND WEEK OF PRESERVICE TRAINING.** *Note: Contact the FCB if you do not know the email address of the certification specialist assigned to your region.*

Part 1: Training Entity Primary Contact Information		
Training Entity Name _____	Region _____	
Point of Contact Name _____	Phone Number _____	
Email Address _____		
Trainer Name _____		
Email Address _____	Phone Number _____	
Proctor Name _____		
Email Address _____	Phone Number _____	
Part 2: Training and Testing Information		
Class Start Date _____		Class End Date _____
Test Type <input type="checkbox"/> PI <input type="checkbox"/> CM	# of Examinees _____	
Test Date _____	Retest Date* _____	
Exam Site Name _____		
Exam Site Physical Address _____		
<i>*All paperwork and fee payments must be submitted to the FCB as soon as possible and must be approved by the FCB at least 10 business days before the requested test date.</i>		
Part 3: Paperwork Submission* and Fee Payment Information		
Fee Payment Method: <input type="checkbox"/> DCF Contract <input type="checkbox"/> CBC Lead Agency Pay <input type="checkbox"/> CMO Agency Pay <input type="checkbox"/> Individual Pay		
FCB System Account _____		
CWP Application _____		
Level 2 Background Check Form _____		
Formal Education Verification Form _____		
<i>*Indicate "who" will complete each required form on behalf of the applicant listed below. Complete a separate CWP Certification Application Registration Form attachment for applicants who have different individuals completing forms on their behalf.</i>		
Part 4: Applicant Information		
Enter the applicant's name and email exactly as it is associated with his or her FCB account.		
Name	Email Address	SA?*

