

Child Welfare Provisional Degree and Level 2 Background Verification Form

Directions

Thank you for taking the time to verify the formal education requirement and the Level 2 Background Screening requirement for provisional certification. Documentation of these requirements is maintained by the employer and attested to by the Human Resources Director or designee. Such documentation must be made available to the FCB in case of audit.

Please carefully read the Formal Education Requirement and Level 2 Background Screen Requirement before completing the verification form. If you have any questions about these requirements, please contact our offices at 850-222-6314.

The *Child Welfare Provisional Degree and Level 2 Background Verification Form* must be completed by the Human Resources Director or designee only. Please 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 Human Resources Director or designee.

Mail:

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

Email: admin_assist@flcertificationboard.org

Subject Line: Degree and L2 Verification (applicant name)

Formal Education Requirement: All child welfare certification applicants must hold a minimum of a bachelor's degree from an accredited college or university as follows:

1. Individuals seeking the Child Welfare Protective Investigator (CWPI) credential do not have to hold a degree in a specified field.
2. Individuals seeking the Child Welfare Case Manager (CWCM) or the Child Welfare Licensing Counselor (CWLC) credential must hold a degree in a related field. Related degrees include Human Services, Education, Human Sciences, Law, Behavioral Sciences, Human Development, Psychology, Social Policy, Sociology, Public Administration, Education, Community Development, Health Science, Political Science, and Criminal Justice/Criminology.

Educational waivers granted by the Department of Children and Families are accepted by the FCB to meet the formal education requirement. If a certification applicant is awaiting an education waiver ruling by DCF, the FCB will treat the request as approved until such time as a formal ruling is made by DCF. If the waiver is approved, no additional action is necessary. If the waiver is denied, the individual is no longer eligible for certification and the FCB will revoke the provisional credential and/or not approve the applicant for full certification.

Level 2 Background Screening Requirement: All child welfare certification applicants are required to pass a criminal background check. As a Level 2 Background Screening is required for employment, the FCB allows the employer to attest to an approved Level 2 Background Screening on behalf of their employees.

An applicant granted a waiver from disqualification is deemed to have passed the background screening requirement.

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Part 1: To be completed by the applicant before providing to Human Resources for completion.

Applicant Information. Please list your identifying information and the position you hold for which you are requesting documentation of the formal education and Level 2 Background Screening requirements.

Name: _____
Employer: _____
Credential Sought: Child Welfare Protective Investigator Child Welfare Case Manager Child Welfare Licensing Counselor
Position Title: _____
Immediate Supervisor: _____

Part 2: To be completed by the Human Resources Director or designee only.

Section A: Verifier's Contact Information

_____	_____
Last Name	First Name
_____	_____
Title	Employer
_____	_____
Email Address	Business Phone
_____	_____

Section B: Formal Education/Degree Attestation

I have read and understand the formal education requirements for provisional certification. Yes No

During the employment/hiring process, the applicant's degree was verified and documentation of such is maintained according to agency protocol. I consent to an audit of such records if requested. Yes No

The applicant holds a Related degree Non-related degree*

*If a non-related degree, is the applicant in a Protective investigator or Case management/licensing role?**

If a case management/licensing role, has an educational waiver request been submitted to DCF? Yes No*

If yes, provisional certification will be granted; however full certification will not be awarded until the waiver is approved.

***If no, the candidate is not eligible for provisional certification.

Section C: Level 2 Background Screening Attestation

I have read and understand the Level 2 Background Screening requirement for provisional certification. Yes No

During the employment/hiring process, the applicant passed a Level 2 Background Screening or was granted a waiver from disqualification. I consent to an audit of such records if requested. Yes No

Section D: Attestation

By my signature, I attest that the above material is true to the best of my knowledge.

Verifier's Signature

Date