

Certification Guidelines and Requirements: A Candidate Guide

Maintenance & Renewal Process



1715 S. Gadsden St.
Tallahassee, FL 32301
P: 850.222.6314
F: 850.222.6247

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SECTION 1: INTRODUCTION

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 and participate in annual continuing education events.

Property of the Board

Materials submitted to the FCB as part of the CEU audit and renewal process are considered property of the Florida Certification Board. **Certified professionals are encouraged to keep copies of all materials and paperwork submitted for CEU audit and renewal.** 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. Certified professionals are individually responsible for ensuring they are following current FCB policy and procedures.

Target Audience

The policies and procedures herein apply to all certification applicants, regardless of credential.

SECTION 2: CERTIFICATION MAINTENANCE & RENEWAL

Maintaining a Credential

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.

Although CEU compliance and renewal are separate activities, the FCB has tied CEU timelines to your expiration date. You must meet both CEU requirements and timely renewal fee payment requirements to renew your credential.

Continuing Education Requirement

Each certified professional must complete a minimum number of continuing education units (CEUs) per year. One CEU is equal to 50 minutes of instruction. Please read the credential-specific standards table to ensure you know how many CEUs are required for credential maintenance.

Depending on your certification award date and expiration date, your CEUs may be prorated the first time you renew the credential.

- If you held your credential for 6 months or more before your renewal is due, then only half of the CEUs are required for your first renewal. All CEUs are required for subsequent renewals.
- If you held your credential for 6 months or less before your renewal is due, then you are not required to complete any CEUs before your first renewal. All CEUs are required for subsequent renewals.

Eligible CEU Training Content

Typically, the FCB does not mandate continuing education in a specific topic. The certified professional is responsible for attending training that is related to at least one or more of the credential's performance domains. If there is a significant issue that requires training for all certified professionals, the FCB may require a minimum number of hours in a particular topic area. In this case, the FCB will provide at least 90 days' notice to the certified population to allow time for compliance with the requirement.

Training content 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.)

FCB Recognized and Approved Continuing Education Providers

Continuing education units must be earned from a FCB recognized or approved CEU training provider. Some training providers hold approval from other entities that are 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. College or university coursework offered by institutions holding Federal Department of Education and/or Council of Higher Education Accreditation (CHEA) recognized accreditation.
2. Training providers approved to offer CEUs by other state or national professional licensing or certification boards.
3. 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.

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 that provide the following minimum information:

- Participant 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, 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 documentation of all required information on their official letterhead. You may submit these letters as supporting documentation of successful completion of training requirements.

If you use college coursework for training credit, you must provide a copy of your transcript and a copy of the course description as published in the course catalogue.

How to Calculate CEU Hours

One CEU is equal to 50 minutes of instruction.

College coursework is credited based on course content. General coursework is credited at 20 clock hours per 3-semester hour course. Content specific coursework may be credited up to 45 clock hours per 3-semester hour 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.

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 approximately 2 months prior to the credential's expiration date and 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.

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 scope of service for the specific credential..

Credential Renewal

FCB credentials expire annually, on June 30th of each calendar year or biannually on October 31st as well as March 31st (Targeted Case Management) of the Biennial calendar year. Depending on the date of credential award, you may be certified for more or less than 12 or 24 months.

- Annual credentials awarded in July – March will renew for the first time on the upcoming June 30th. Annual credentials awarded in April – June will renew the following June 30th. After the first renewal, the credential will renew on June 30th of each year.
- Biennial credentials awarded in the first 21 months (November – July of a 21-month period) will renew for the first time on the upcoming October 31st. Biennial credentials earned during the last three months of the 24-month period (August – October) will renew for the first time the following October 31st.

After the first renewal period, your credential will be awarded for a full 12 or 24-month period and will always expire on June 30th or October 31st of the renewal year.

Your expiration date is clearly printed on your wallet card and can be viewed by accessing your individual certification account or the FCB's public database portal. The FCB will mail a hard copy renewal invoice approximately 2 months before your expiration date to the primary address entered into your certification account, you are individually responsible for ensuring that you meet renewal requirements before the credential's expiration date. The FCB will not grant a waiver if you do not receive a hard copy invoice for any reason and fail to renew in a timely manner.

Renewal Timeframes

Timely Renewal

Renewal fees must be paid and, if audited, CEU documentation must be approved before June 30th or October 31st (depending on your credential) of the renewal year.

If you do not meet renewal requirements by June 30th or October 31st (depending on your credential) will be in the late renewal period.

Late Renewal

The FCB offers a late renewal period. In June or November (depending on your credential) you will remain in certified status, however, you must meet the following requirements before August 1st or December 1st (depending on your credential) to renew your credential:

- Pay renewal fee.
- Pay the \$50 late fee per late credential
- Submit CEU documentation, regardless of audit status.

If you do not meet renewal requirements by August 1st or December 1st (depending on your credential), your credential will automatically be placed on inactive status and you are no longer eligible to use your credential until reinstated.

Inactive Status and Reinstatement

A credential may remain in inactive status for a maximum of 3 years. You may reinstate an inactive credential during this time period. If the credential is inactive for more than three years, the credential is automatically placed in expired status and is no longer eligible for reinstatement.

You may not use your credential for professional purposes while it is on inactive status.

Reinstatement Process

To reinstate an inactive credential, you must contact the FCB and request reinstatement, which includes:

- Pay a \$150 reinstatement fee
- Pay a renewal fee
- Submit the number of CEUs required for standard renewal. CEUs must be dated between the credential's inactive date and the application for reinstatement.
- Pass the current exam for the credential if:
 - You earned the credential during a grandparenting period.
 - Your test score is more than 3-years old.
 - All individuals who are in "inactive status" that received certification through grandparenting process will need to reapply and meet all current standards.