This booklet includes:

1. An overview of the certification process, requirements and policies.
2. Mandatory registration and application forms.
3. Additional forms to collect training documents and associated paperwork.

Independent Child Welfare Certification

Child Welfare Case Manager (CWCM)
Child Protective Investigator (CPI)
Child Welfare Licensing Counselor (CWLC)
Preface

The Florida Certification Board (FCB) is a nationally recognized, non-profit professional credentialing organization. In our 30 years of experience, we have certified more than 15,000 health and human services professionals performing work in the related fields of addictions, prevention, criminal justice, mental health, child welfare and behavioral health.

In order to earn a Child Welfare credential in the State of Florida, you must:

1. Hold a bachelor’s degree (related field requirements may apply);
2. Pass a criminal background check;
3. Agree to follow the FCB Code of Ethics;
4. Meet specific competency requirements;
   a. Possess minimum work and supervision requirements;
   b. Possess minimum education and training requirements;
   c. Pass the written exam;
5. Complete minimum continuing education credits annually to maintain a current knowledge base; and
6. Renew certification every two years.

Mission

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.

All certificates and certification cards are the property of the FCB and must be surrendered upon Board request.

Board Policy and Procedures

FCB certification requirements, policies and procedures are included in this booklet. Applicants and certified professionals are individually responsible for ensuring they are following current FCB policy and procedures.
Introduction

The Florida Certification Board (FCB) has designed and is now administering a child welfare credentialing program to evaluate each applicant’s competency and grant recognition to those professionals who meet the specified minimum standards. In creating this process, the FCB examined credentialing systems of other states, gathered input from state and national groups, and facilitated focus groups of discipline-specific subject matter experts to guide the development and administration of the Child Welfare Certification Program according to national standards of credentialing excellence.

The FCB recognizes child welfare professionals work in a wide range of disciplines and have diverse educational and experiential backgrounds. The FCB’s certification process identifies and defines the core functions, responsibilities, knowledge and skill areas required of child welfare professionals regardless of work setting, approach, and educational or professional training. This process does not endorse any one particular philosophy, treatment modality or service delivery approach. The FCB encourages and requires certified professionals to complete annual Continuing Education Units (CEUs) to ensure the continued development of the professional skills and core competencies required of all child welfare professionals.

Purpose

The purpose of a certification system for child welfare professionals is to:

1. Guarantee a minimum level of competency is attained by all child welfare professionals so they may provide quality services to the public.
2. Give professional recognition to qualified child welfare professionals through a process that examines demonstrated work competencies.
3. Require ongoing professional development for child welfare professionals.
4. Promote professional and ethical practice by enforcing adherence to a Code of Ethics.

Definition of a Child Welfare Professional

A child welfare professional addresses the safety, permanency and well-being of children who are alleged to be (or later determined to be) abused, abandoned or neglected. There are specialty areas in the child welfare profession, three of which have associated certifications: Child Protective Investigator, Case Manager and Licensing Counselor.

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 children are safe or unsafe, or at risk of future harm.

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.

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 also monitor foster homes and relicense current foster parents. In addition, licensing counselors provide supportive services, or linkages with services, to foster parents.
# Certification Standards

The following certification standards are the minimum requirements that must be documented in order to earn the child welfare certification regardless of discipline, unless specified.

| Degree | Minimum of a Bachelor’s Degree from an Accredited College or University  
Protective Investigator: Bachelor’s Degree; field not specified.  
Case Management/Licensing: Bachelor’s Degree in a related field.  
Related degrees are Behavioral Sciences, Community Development, Criminology/Criminal Justice.  
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Training Requirements</td>
<td>Compile a Child Welfare Education and Training Packet. The packet must include verifiable documentation of successful completion of a minimum of 160 clock hours of training that addresses each of the Florida Child Welfare Core Competencies. The core competencies are maintained online by the Florida Department of Children and Families at the following link: <a href="http://centerforchildwelfare.fmhi.usf.edu/kb/trainerscorner/FlCW_CoreCompetencies_060407.pdf">http://centerforchildwelfare.fmhi.usf.edu/kb/trainerscorner/FlCW_CoreCompetencies_060407.pdf</a></td>
</tr>
<tr>
<td>Experience</td>
<td>2,000 hours of experience in a child welfare direct services position.</td>
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<tr>
<td>Supervision</td>
<td>Document a minimum of direct supervision as follows. Supervision can be provided by the employee’s immediate supervisor, other agency supervisors, trainers, mentors, quality assurance staff, and other agency management or leadership staff assigned to provide supervision to employees seeking certification.</td>
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<thead>
<tr>
<th>Type of Supervision</th>
<th>Minimum Requirement</th>
<th>Guidelines</th>
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<tbody>
<tr>
<td>Field supervision</td>
<td>6 field observations and case consultations</td>
<td>Qualified supervisor must observe applicant interacting with children and/or families on 6 separate occasions. A maximum of 2 of the 6 observations can be in professional, office-based settings. The supervisor and applicant must meet after the observation for a case consultation.</td>
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<tr>
<td>Individual Supervision</td>
<td>20 hours of supervision</td>
<td>One-on-one supervision. Must be in minimum of 15-minute increments.</td>
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<tr>
<td>Group Supervision</td>
<td>20 hours of supervision</td>
<td>Supervision with two or more staff at the same time. Staff refers to certified or uncertified persons.</td>
</tr>
<tr>
<td>Professional Recommendations</td>
<td>3 professional letters of recommendation for certification. At least one letter must be from a current or former supervisor in the child welfare field.</td>
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<tr>
<td>Written Exam</td>
<td>Multiple choice exam of core competency. Exams are scheduled and administered at an FCB approved testing site after degree, training, experience, and supervision requirements have been approved by the FCB.</td>
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<tr>
<td>Certification Award</td>
<td>Certification is awarded after the written exam has been passed. The certification effective date is the date the written exam is passed, not the date the FCB processes the final certification paperwork. Child welfare credentials are valid for a maximum of 2 years from the date of the award, renewing bi-annually on October 31 of the renewal year.</td>
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<tr>
<td>Continuing Education</td>
<td>Document a minimum of 20 hours each 12 months the credential is held. Total of 40 hours of Continuing Education is due with bi-annual renewal.</td>
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<tr>
<td>Renewal</td>
<td>Renewal is every 2 years. Renewal fee is $200</td>
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</table>
Child Welfare Certification Independent Applicant Process

Complete and Submit Application and Education and Training Packet to the FCB.

Application Complete?

Edu & Tmg Packet Complete?

FCB provides the packet to the advisory board for review.

Packet Approved?

All Requirements Met?

Complete additional requirements & submit documentation for approval.

Receive Approval to Register for Written Exam

Pass Exam?

FCB Awards Credential

Provide Experience, Supervision, and Recommendation Forms to appropriate parties for completion and submission to the FCB.

Experience Requirement Met?

Supervision Requirement Met?

Recommendation Req Met?

Complete additional requirements & submit documentation for approval.

Y

N

N

N

Y

Y

N

N

N
Child Welfare Certification Independent Applicant Process

Certified Child Protective Investigator: An individual who has earned a credential by demonstrating the knowledge, skills, and abilities necessary to investigate reports of child abuse, abandonment or neglect.

Certified Child Welfare Case Manager: An individual who has earned a credential by demonstrating the knowledge, skills, and abilities necessary to coordinate services for families when children have been, or who are at risk of, abuse, abandonment or neglect.

Certified Child Welfare Licensing Counselor: An individual who has earned a credential by demonstrating the knowledge, skills, and abilities to license and relicense foster parents and agencies.

Child Welfare Certification: A professional credential awarded to individuals who meet the minimum education, training, experience, supervision and testing standards that reflect competency in the field of child welfare. Child Welfare Certification is issued in three disciplines: Protective Investigations, Case Management and Licensing.

Florida Certification Board (FCB): A private, non-profit professional credentialing agency. The FCB develops and administers certification programs in multiple health and human service fields, including child welfare, addiction, prevention, behavioral health and mental health. The FCB is the only DCF-recognized credentialing entity for child welfare professionals in Florida.

Field Observation: Supervision of interactions with children and/or families that takes place in the field, as opposed to an office setting.

Independent Applicant: An individual who is not currently employed in Florida in a position requiring certification. These applicants are responsible for completing all certification requirements and submitting documentation of such to the FCB.

Qualified Supervisor: The applicant’s immediate supervisor, other agency supervisors, trainers, agency quality assurance staff, field supervisor, senior CPI, and other agency management or leadership staff directed to provide supervision to employees seeking certification.

Supervision: The relationship between the qualified supervisor and applicant that promotes the development of responsibility, skills, knowledge, attitudes and adherence to ethical, legal and regulatory standards in the practice of child welfare services. Supervision is face-to-face contact between an applicant and a supervisor during which the applicant apprises the supervisor of the diagnosis and treatment of each client, client cases are discussed, the supervisor provides the applicant with oversight and guidance in diagnosing, treating and dealing with clients, and the supervisor evaluates the applicant’s performance.

Written Competency Exam: A multiple-choice written exam that measures applicant’s attainment of the knowledge base of the profession. Applicants must pass the written competency exam to earn provisional certification.
Section I  The Certification Process

Easy to follow Instructions

Your Personal Road Map to Certification

The following pages give an overview of the policies, procedures and requirements for FCB’s Child Welfare Certification Program.

Mandatory forms are provided in Section 2.

Please contact the Florida Certification Board if you have any questions along the way:

1715 South Gadsden Street
Tallahassee, FL 32301
850.222.6314 office
850.222.6247 fax
www.flcertificationboard.org

TIPS for Success!

You must gather and assemble multiple components for your application portfolio. We have provided some tips for this process.

• Read the entire application package before you begin.

• Provide each person who completes mandatory forms on your behalf with:

  □ A pre-addressed, stamped envelope (addressed to the FCB)
  □ The required forms
  □ A requested due date to mail the required form(s) to the FCB

• Photocopy entire completed application portfolio before submitting.
The Certification Process, Basic Requirements and Timeframes

THE CERTIFICATION PROCESS

Certification is a three-part process that takes approximately one year from registration to full certification.

The following pages provide detailed information on the Child Welfare Certification Program requirements, policies and procedures, and how to complete each mandatory form.

Basic Requirements for Certification

1. Each form is included in this manual; forms must be typed or neatly printed. The FCB reserves the right to research all submitted information and associated documentation. Additional information will be used only to further evaluate an applicant and will be held confidential.

2. All applicants for certification must have BOTH a bachelor’s degree in social work or a related area of study from an accredited college or university AND verification of successfully passing a national criminal background check.

3. Applicants must pay a one-time $200 certification fee. This fee is non-refundable and non-transferable.

4. Make a copy of all submitted application documents, in case of damage or loss. The FCB is not responsible for damage or loss of any materials submitted for the purposes of certification.

5. Applicants are encouraged to create a file to organize all certification related correspondence, certificates, letters of verification, etc.

6. All statements made on forms and applications are subject to verification. False statements, omissions or alterations to applications may be grounds to disqualify an applicant from certification.

7. Applicants have one year in which to complete the certification process. This includes approval of the Application Portfolio and taking and passing the written exam. The one year time period begins when the completed application is received in the FCB Office. Upon initial review, applicants will be informed of their completion deadline.

The FCB may refuse to issue a credential to any applicant, may issue a reprimand, or suspend or revoke the credential of any certified individual who has been convicted of a felony, is found to have been in violation of the Code of Ethics, or falsifies any information on the application, required forms or any supporting documentation.
The Child Welfare Application Portfolio consists of:

1. Application for Certification in Child Welfare
2. Training Verification Form
3. Direct Supervision Attestation Forms
4. Experience Verification Form
5. Recommendation for Certification Forms

Each form is included in this manual: forms must be typed or neatly printed.

The FCB reserves the right to research all submitted information and associated documentation. Additional information will be used only to further evaluate an applicant and will be held confidential.

1) Child Welfare Independent Application

Section 1: Demographic Information. Each applicant must provide all requested information. The FCB does require social security numbers (SSN) in compliance with criminal background check policy (see section 3 below). SSNs are confidential and FCB maintains all such data in a secure database.

Section 2: Employment Information. Each applicant must provide all requested information. The FCB will send certification-related correspondence to either the home or employer address. Applicants are responsible for ensuring that the FCB has the correct contact information on file.

Section 3: Educational Information. All child welfare certification applicants must hold a minimum of a bachelor’s degree. The specific degree type varies by discipline. All degrees must be awarded by a college or university accredited by a Federal Department of Education (FDOE) or Council on Higher Education Accreditation (CHEA) recognized accreditation agency.
Application (continued)

- **Child Welfare Protective Investigator**: Applicants must hold a minimum of a bachelor’s degree.

- **Child Welfare Case Manager and Child Welfare Licensing Counselor**: Applicants must hold a minimum of a bachelor’s degree in social work or a related area of study. Related areas of study include, but are not limited to: 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.

**Section 4: Criminal History Record Check.** FCB policy requires applicants to (1) pass a criminal history records check as a condition of initial certification and (2) to submit to an additional criminal history record check after certification for cause or random audit.

**Section 5: Acknowledgement of FCB Code of Ethics and Related Policy.** The FCB Code of Ethics, the FCB Disciplinary Process, the FCB Ethics Allegation Forms, and the FCB Ethics Allegation Response Forms are maintained and are available for download on the FCB website at www.flcertificationboard.org/ethics.

Certification applicants and certified individuals are responsible for accessing and following the most recent FCB Code of Ethics and related policies as maintained at www.flcertificationboard.org/ethics. The applicant’s initials and signature are required in this section as a condition of certification.

**Section 6: Confidentiality Assurance and Consent to Release Information.** All information related to the certification process is held confidential by the FCB and is only available to the applicant and FCB staff/Board of Directors.

The FCB will only release information to employers when the certification applicant/certified professional is actively employed in a position requiring child welfare certification as a condition of employment. Upon request, certification applicants/certified professionals will be notified of all information requested and released to the employer.

Release of certification information to other parties requires the applicant or certified professional to complete a release of information form that is maintained on the FCB website at www.flcertificationboard.org/certifications.
Criminal Background

Criminal Background Review Policy

1. Applicants must be released from all court-ordered and/or voluntary supervision to be eligible for certification.

2. Applicants with less than 12 months of a clean background are not eligible for certification until the 12 month period has been attained.

3. Applicants with 13 to 23 months of a clean background since release from supervision may petition the Board of Directors for a waiver. Instructions will be provided to those applicants requesting a waiver.

4. If the applicant has ever been convicted of a crime against a child, the applicant is not eligible for certification.

5. If the applicant has ever been convicted of a crime against persons, the applicant’s criminal background report will be submitted to the FCB Board of Directors for review and action.

6. If the applicant has ever been convicted of a crime frequently associated with the disease of addiction (i.e., possession, DUI, petit theft, etc.) and the charge is less than 5 years old, the applicant’s criminal background report will be submitted to the FCB Board of Directors for review and action.

7. All other issues will be reviewed for action by the FCB Director of Certification.

Arrest and/or Incarceration After Certification

In the event of an arrest and/or conviction of a felony or first degree misdemeanor, the certified individual must notify the FCB of such occurrence within five (5) business days of the arrest. The FCB will place the certified individual on inactive status until the charges are resolved and/or all court-ordered or voluntary supervision has been completed.

In the instance that the charge(s) are dropped, the certified individual may submit a copy of such to the FCB and request reinstatement.

In the instance of conviction, and upon completion of all court-ordered and/or voluntary sanctions, the individual may petition the Board of Directors for reinstatement.

The FCB reserves the right to perform background checks on any certified individual, at any time, and for any reason. Applicants are not eligible for certification unless the Authorization for Criminal Background Check Form is completed and on-file with the FCB.
Experience Verification

2) Experience Verification

Experience is defined as the hours an applicant has spent providing supervised child welfare services within the five years. ALL experience must be gained prior to applying for certification.

Certification applicants must have at least 2,000 hours of on-the-job experience performing supervised child welfare services. On-the-job experience must have been gained within the 5 years prior to applying for certification.

☐ CALCULATING EXPERIENCE HOURS

Experience hours are calculated as follows:

- One year of full time employment at 40 hours per week equals 2,080 hours.
- If the applicant worked fewer than 40 hours per week, actual work hours must be calculated on an hour-for-hour basis.

☐ DOCUMENTING EXPERIENCE

The Experience Verification Form is used to document the applicant’s prior work experience in the field of child welfare.

The applicant must provide the Experience Verification Form to the employer’s personnel officer, supervisor or designee for completion and signature. This form MAY NOT be signed by a relative or spouse. The personnel officer or supervisor must complete the form and mail it directly to the FCB. The FCB will NOT accept experience verification provided by the applicant.

If multiple agencies need to verify experience, the applicant must make copies of the Experience Verification Form for each individual employer to complete.
## Training Verification

### 3) Training Verification

Certification in child welfare requires 160 hours of child welfare-specific training courses that address each of the Florida Child Welfare Core Competencies. These Core Competencies are maintained online by the Florida Department of Children and Families at: [http://centerforchildwelfare.fmhi.usf.edu/kb/trainerscorner/FlCW_CoreCompetencies_060407.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trainerscorner/FlCW_CoreCompetencies_060407.pdf).

Core Competencies are grouped into the following categories:

<table>
<thead>
<tr>
<th>• Foundations of Child Protection</th>
<th>• Family-Centered Intervention and Case Planning</th>
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</thead>
<tbody>
<tr>
<td>• Legal Foundations</td>
<td>• Case Planning: On-going Assessment, Treatment Strategies, and Intervention</td>
</tr>
<tr>
<td>• Cultural Competence</td>
<td>• Permanency Planning: Reunification, Termination of Parental Rights and Adoption, Long-term Foster Care, Emancipation</td>
</tr>
<tr>
<td>• Communication and Interviewing</td>
<td>• Case Closure</td>
</tr>
<tr>
<td>• Child Development: Physical, Mental, and Educational</td>
<td>• Documentation</td>
</tr>
<tr>
<td>• Abuse: Sexual, Physical, Mental, and Substance</td>
<td>• Teamwork, Collaboration, and Interdisciplinary Services</td>
</tr>
<tr>
<td>• Child Safety: Risk Assessment, Intake, and On-going Assessment</td>
<td>• Data Systems and Quality Assurance</td>
</tr>
<tr>
<td>• Prevention</td>
<td>• Financial Aspects of Child Welfare Services</td>
</tr>
<tr>
<td>• Legal Requirements and Counselor Tasks for Removal and Emergency Placement</td>
<td>• Personal Development and Safety</td>
</tr>
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### Documenting the Training Requirement

Applicants must compile and submit a Child Welfare Education and Training packet to the FCB for review by the Child Welfare Advisory Board Training Committee. A complete numbered list of the Core Competencies is included in the following pages, please refer to these competencies by number when completing the Training Verification Form.

The Child Welfare Education and Training packet must include the following minimum documents:

1. A cross-walk of core competencies and training documentation. The cross walk should tell the FCB, at a glance, which competencies are addressed by which education or training event.

2. Documentation of completion of education and training events. There is no restriction on the number of providers that may be referenced to meet training requirements. Acceptable documentation includes:
   a. College transcripts and course descriptions/syllabus for relevant coursework.
   b. Official employer-maintained training transcripts.
   c. Certificates of Completion or Attendance at training events, conferences, workshops, or other educational event.
Training Verification (continued)

Training Documentation Policy

• Documentation must include the applicant’s name; the title of the training/course; the training sponsor/provider; delivery date(s); contact hours.
• If the training title is not clear OR you are using college course work to address a core competency, you must provide a published training or course description.
• Any training event that cannot be supported or verified by appropriate documentation will not be accepted.
• Internships or practicums cannot be used to meet training requirements; they are acceptable to meet experience requirements when performed on-site, under direct supervision.

Training Requirement Approval Process

• The FCB will review the Child Welfare Education and Training Packet to verify that (1) the crosswalk is completed and (2) at least 160 hours of training documentation is included in the packet.
• Approved packets will be forwarded to the Child Welfare Advisory Board for content review and analysis.
• The advisory board’s training committee will review the submission and make one of the following determinations:
  o Training history is approved as submitted.
  o Training history is partially approved. Partial approval will specify accepted and denied coursework by competency.
  o Training history is denied.
• The FCB will notify the applicant of the committee’s decision and required action, if any.
Florida Child Welfare Core Competencies

Foundations of Child Protection
1. Address values and ethics when making decisions in public child welfare practice.
2. Use child protection standards and principles as guides when interacting with children and families.
3. Implement the child protection process when working with children and families.
4. Interact with systems of care and public or local assistance programs.

Legal Foundations
5. Apply basic principles of contracting for services in public child welfare.
6. Apply the state’s legal definitions of child abuse, abandonment, and neglect when working with children and families.
7. Carry out the child protection professional’s role and responsibility in dependency court and provide appropriate evidence and testimony.
8. Implement the philosophy, purpose, requirements, and application of federal and state welfare policy and legislation in child welfare practice.
9. Adhere to legal obligations that dependency laws place on child protection professionals.
10. Consider exposure to liability claims when working with children and families.
11. Apply confidentiality requirements to common casework tasks.
12. Work with Child Welfare Legal Services Staff (CWLS) to prepare for legal action.
13. Prepare and participate in administrative, citizen, and judicial reviews and communicate with the court regarding case plan progress.
14. Gain court approval and abide by statutory case plan timeframes.

Cultural Competence
15. Demonstrate sensitivity to cultural differences and ethnicity among clients.
16. Develop ethnically and culturally sensitive assessments and intervention plans for children and families.

Communication and Interviewing
17. Communicate with family members and collaterals by asking parents or guardians to elicit, define, and prioritize concerns and needs.
18. Interact with persons allegedly responsible for maltreatment in a way that allows information to be communicated in a non-confrontational manner.
19. Utilize interviewing techniques and strategies to prepare for and conduct age-appropriate interviews with the child, the caregiver, and the family.

Child Development: Physical, Mental and Educational
20. Consider the physical and mental development of children and youth, birth through eighteen years of age, when making practice decisions.
21. Conduct age-appropriate interactions with children and youth, birth through eighteen years of age, that is sensitive to their emotional status and that allows the worker to determine their capacity for self-protection.
22. Demonstrate sensitivity to differences in human development.
23. Consider behavioral indicators and dynamics of adolescent depression, suicide, or other emotional disturbances when working with children and families.
24. Communicate how to manage difficult stages of childhood.
Training Verification (continued)

**Abuse: Sexual, Physical, Mental, Substance**
25. Consider personal, interpersonal, family, social, and environmental factors that influence the incidence of child maltreatment when working with children and families.
26. Recognize indicators of abuse, neglect and abandonment with maltreatment as specified in the department’s allegation matrix, Florida Statute, and administrative code when working with children and families.
27. Identify and document indicators of neglect and abuse, including sexual abuse, physical abuse, mental/emotional abuse and neglect, abandonment, and egregious abuse.
28. Identify and document indicators of domestic violence.
29. Identify and document indicators of substance abuse by adults and youth.
30. Identify and document indicators of mental health issues of adults and children, age birth through eighteen years of age.

**Child Safety: Risk Assessment, Intake and Ongoing Assessment**
31. Use the Abuse Hotline procedures and follow reporting requirements.
32. Analyze specific elements of the Hotline Abuse report.
33. Use the Allegation Matrix to define a specific allegation and treatment type.
34. Evaluate prior abuse report information and determine its relevance to the current investigation.
35. Use specialized observation, assessment and interviewing techniques to assess the risk and safety factors in a situation of suspected maltreatment and weigh their effects on the overall need for protection of the child.
36. Access intensive, family-centered, in-home supportive services when protection of a child is necessary.
37. Assess and document child safety using the HomeSafenet CSA (Child Safety Assessment) and consider the need for removal and placement and the existence of maltreatment according to Florida Statute and rules.
38. Gather appropriate information to assess or verify indicators of abuse and neglect.
39. Interpret the results of the department’s child safety assessment protocol to make appropriate child safety determinations.
40. Build and maintain a physical record of the child beginning at the first interaction, including photographs and fingerprints according to Florida Statute.
41. Identify and document conditions and behaviors within the family related to the alleged maltreatment.
42. Identify situations where preventative and/or in-home services and a safety plan cannot protect the child from continued abuse, abandonment or neglect, and make an emergency removal of the child.
43. Identify, document, and conduct on-going, age-appropriate assessment activities that ascertain if a child’s physical, mental, social, and educational needs are met.
44. Initiate/conduct *diligent searches* for relatives.
45. Complete home studies.
46. Determine the appropriateness of placement in meeting the needs of the child and siblings.
47. Conduct on-going assessments of risk factors related to the child and siblings’ safety.
48. Conduct visits with children and parents and/or caregivers that include on-going assessments of child safety, permanency, and well-being.

**Prevention**
49. Consider the forms and mechanisms of oppression and discrimination pertaining to low income and single parent families and use this information in providing appropriate child welfare services.
50. Protect children and provide services that support families as caregivers.
51. Implement pre-placement preventative services when working with children and families.
52. *Plan, rather than react,* when preparing for contact with children and families.
53. Identify and involve extended family and other community resources that can strengthen a family’s ability to care for their children.
54. Implement family-centered services to prevent the removal of children from their homes while fostering positive behavior change.
55. Assess the dynamics of resistance and use preventative casework methods to defuse family members’ hostility, fear and anger.
56. Communicate and collaborate with community prevention services agencies to meet the needs of the child and family.

**Legal Requirements and Counselor Tasks for Removal and Emergency Placement**
57. Comply with legal requirements and counselor tasks when removing and placing children.
58. Identify the purpose and timeframes for dependency court hearings and petitions.
59. Recognize probable cause/grounds for removal.
60. Complete all legal activities required for removal and placement, including documentation for reasonable efforts and contrary to the welfare within required timeframes.
61. Identify circumstances during the removal process that do not require reasonable efforts.
62. Comply with legal requirements when filing the TPR petition.
63. Participate in staffings of various types and purposes.

**Family-Centered Intervention and Case Planning**
64. Engage and assess families from a strengths-based person in environment perspective and develop and implement a case plan based on this assessment.
65. Use strength-based perspectives and empowerment approaches to influence growth, development and behavior change.
66. Identify and use the family’s strengths to assure continuing safety.
67. Identify and document the parent or caregiver’s parenting and disciplinary strategies and their appropriateness for the developmental and individual needs of the child.
68. Identify children and families that have physical, mental, or developmental disabilities.
69. Identify and evaluate the family’s existing and accessible resources and support systems to help the family meet their own needs.
70. Work with the family to engage support systems or services to match the family’s needs and to reduce risk factors.
71. Work with family members and other parties involved in the case to develop an individualized, family-centered, assessment-based, and outcome-driven case plan.
72. Develop a case plan that maintains the child in the home if possible through managing or changing behaviors or conditions in the child’s environment.
73. Address legal sufficiency when developing case plans.
74. Work with the family and all parties to develop goals, tasks, and objectives to assure safety.
75. Use concurrent case planning.
76. Assure that children and family members visit as frequently as possible and according to statutory requirements.
77. Consider behaviors of children and families related to separation and loss.
78. Match services with the specific, individual needs of the child, family and caregivers.
79. Ensure age-appropriate referrals for treatment strategies and services that allow the child to develop physically, mentally and socially.
80. Identify and address barriers to effective services.
81. Identify and make referrals to appropriate provider and community services.
Training Verification (continued)

**Case Planning: On-going Assessment, Treatment Strategies, and Intervention**

82. Comply with legal requirements for assessments and case planning.
83. Integrate assessment information in case planning.
84. Determine when concurrent case planning is needed.
85. Plan, prioritize, and monitor completion of case plan activities and tasks within required timelines.
86. Work with the family and all parties to the case to evaluate progress toward achieving case plan goals and assure on-going safety.
87. Review, renegotiate, and update case plans with input from the family and all parties to the case.
88. Assess the child’s progress toward the goal of overcoming the effects of abuse, abandonment and/or neglect.
89. Monitor services on a regular basis to ensure that all of the child’s educational, physical and mental needs, including prescribed medications and routine medical care, are being met.
90. Assess service frequency, intensity, and duration for effectiveness and appropriateness.
91. Make appropriate referrals for additional services: physical and mental health, domestic violence, substance abuse, and educational.
92. Obtain feedback from providers to incorporate into case planning and assessment processes on an on-going basis.
93. Reassess the overall effectiveness and appropriateness of the case plan.
94. Assure substantial compliance with the case plan by reacting appropriately to elements of compliance and non-compliance.

**Permanency Planning: Reunification, Termination of Parental Rights and Adoption, Long-Term Foster Care, Emancipation**

95. Assess need/readiness for permanency planning, including reunification, long-term foster care, adoption and/or emancipation.
96. Assess compliance with requirements for diligent efforts by a parent.
97. Assess compliance with requirements for diligent efforts by the state.
98. Obtain progress and/or termination summaries from providers in making determinations regarding permanency planning.
99. Prepare the family and child for reunification, including formalizing support systems to assure safety from recurring harm.
100. Develop, implement, and monitor a post-reunification plan.
101. Identify and implement independent living services and programs.
102. Identify and document a family’s on-going needs and assess the appropriateness of the child and family for reunification, long-term licensed care, relative care, or independent living.
103. Prepare the family and child for long-term licensed care, relative care, or independent living, including formalizing support for systems to assure safety from recurring harm.
104. Develop and implement a post-placement plan.
105. Comply with legal requirements, including timeframes for termination of parental rights.
106. Prepare for the termination of parental rights (TPR) and work with the family and child to prepare them for the TPR process.
107. Prepare the family and child for adoption, including formalized supports to prevent adoption disruption.
108. Implement the adoption process.
109. Match the child’s needs to the child-placing agency that can best meet these needs and make appropriate referrals.
110. Monitor a post-placement plan.
Training Verification (continued)

**Case Closure**
111. Comply with the legal requirements and counselor tasks for supervising and closing a case.

**Documentation**
112. Develop documentation that communicates the child’s safety, quality case management, and information essential to court proceedings.
113. Build and maintain an up-to-date, organized, and accessible case file.
114. Document events, information/contacts, and actions related to the child and family in a method that facilitates clear communication among all parties in the case.
115. Prepare written reports in a timely manner, including those for legal and financial purposes.
116. Ensure that all documentation regarding the child’s safety, risk, placement, and services is gathered and included in the case file.
117. Organize and/or prepare required documentation for staffings and assure methods for transferring case information among various individuals.
118. Report, document, and follow up on critical incidents.

**Teamwork, Collaboration and Interdisciplinary Services**
119. Utilize the case manager’s role to create and sustain a helping system for clients, a system that includes collaborative child welfare work with members of other disciplines.
120. Use job functions and roles within the agency/unit to connect with community partners.
121. Collaborate with various individuals, groups, and systems within the agency and community public child welfare network.
122. Request advice and/or input from the supervisor.
123. Serve as a counselor and communicator of information between all parties in the case and identified stakeholders, including medical, educational, and mental health providers.
124. Work with a variety of community service agencies and in partnership with law enforcement officials for the safety of children, families and counselors.
125. Initiate or update the child’s Health and Educational Passport.
126. Use a method, such as a life book, to ensure that each child has a life history traced over time in care.
127. Prepare for and participate in staff meetings.
128. Recognize the roles and responsibilities of staff who conduct licensure, placement, eligibility, and revenue maximization tasks.
129. Work collaboratively with placement and licensure staff if incidents occur or problems are identified with placements.

**Data Systems and Quality Assurance**
130. Provide input and use various child welfare data systems used by child welfare services staff.
131. Enter and retrieve data from the various child welfare systems used by child welfare staff.
132. Adhere to and use the Quality Assurance process and standards as determined by the agency, unit, district and/or department.
133. Integrate documentation, data systems and quality assurance systems.
134. Comply with quality assurance practices, including meeting Quality Assurance standards on all cases undergoing review and internal/external audits.

**Financial Aspects of Child Welfare Services**
135. Explain the primary funding sources for child welfare services.
136. Explain the purpose of primary funding sources for child welfare services.
137. Carry out the child welfare services investigator/counselor role in tasks that comply with federal funding requirements, including time sampling and eligibility criteria for Title IV-E out of home care reimbursement.
138. Recognize the child welfare worker’s role to ensure funding.

**Personal Development and Safety**

139. Resolve potentially harmful situations using knowledge of organizational risk management issues.
140. Implement stress and time management techniques, including how to access resources and supports designed to minimize work-related stress.
141. Recognize situations that place the worker at risk, including escalating emotions of families.
142. Use techniques to ensure personal safety, including requesting assistance from colleagues and law enforcement to facilitate staff safety.
Direct Supervision Attestation

4) Direct Supervision Requirements

Direct supervision refers to the relationship and interaction between a qualified supervisor and a certification applicant that promotes and develops the responsibility, skills, knowledge, attitudes, and adherence to ethical, legal and regulatory standards in the practice of child welfare services.

Supervision is face-to-face contact between a qualified supervisor and certification applicant during which the applicant apprises the supervisor of the status of case, the case is discussed, the supervisor provides the applicant with oversight and guidance in working the case, and evaluates applicant performance.

Certification applicants must meet minimum field supervision, individual supervision and group supervision requirements.

<table>
<thead>
<tr>
<th>Type of Supervision</th>
<th>Minimum Requirement</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field supervision</td>
<td>6 field observations and case consultations</td>
<td>Qualified supervisor must observe applicant interacting with children and/or families on 6 separate occasions. A maximum of 2 of the 6 observations can be in professional, office-based settings. The supervisor and applicant must meet after the observation for a case consultation.</td>
</tr>
<tr>
<td>Individual Supervision</td>
<td>20 hours of supervision</td>
<td>One-on-one supervision. Must be in minimum of 15-minute increments.</td>
</tr>
<tr>
<td>Group Supervision</td>
<td>20 hours of supervision</td>
<td>Supervision with two or more staff at the same time. Staff refers to certified or uncertified persons.</td>
</tr>
</tbody>
</table>

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

Supervision provided by a relative, any person sharing the same household, or any person in a romantic, domestic, or familial relationship with the applicant is not acceptable toward fulfillment of certification requirements.

**Documenting Direct Supervision:** There are two components to documenting supervised experience requirements.

- **Employer-based documentation:** National accreditation standards and best practice guidelines for child welfare supervision require supervisors to provide and document on-going supervision. Qualified supervisors must document supervision according to agency protocol.
Direct Supervision Attestation/Recommendation for Certification

These supervision records are maintained by the employer and are not submitted to the FCB with the Direct Supervision Attestation Forms. Employers are required to maintain supervision records that support the information documented in the FCB’s Direct Supervision Attestation Form in case of audit.

- **FCB-based documentation:** Each qualified supervisor who provides supervision for certification purposes must complete a Direct Supervision Attestation Form. Collectively, the Direct Supervision Attestation Forms must document completion of all supervised experience requirements.

Direct Supervision Attestation Forms must be completed and submitted to the FCB by the individual providing supervision. Direct Supervision Attestation Forms will not be accepted if submitted by the certification applicant.

**Note:** Applicants must ensure their name is written on the Direct Supervision Attestation Form exactly as it is written on the Application for Certification Form so FCB staff can link the Direct Supervision Attestation with the applicant’s portfolio.

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The Direct Supervision Attestation Form must be mailed to:
Florida Certification Board
1715 South Gadsden Street
Tallahassee, Florida 32301

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5) Recommendation for Certification Form

Applicants need three professional letters of recommendation for certification, with at least one letter from a current or former supervisor in the child welfare field. The **Recommendation for Certification Form is completed by professional references who will attest to the applicant’s appropriateness for certification.** Recommendations may NOT be completed by a spouse or other relative.

1. All recommendation forms must be completed by the individual providing the recommendation and must be sent directly from that person to the FCB. **The FCB will NOT accept recommendations provided by the applicant.**
2. The applicant must ensure his or her name is written on the Recommendation for Certification Form exactly as it is written on the Application for Certification Form so FCB staff may link the mailed documents with the applicant’s Application Portfolio.
3. Provide one form to each of your selected references. Be sure to explain the urgency of completing the form and providing it to the FCB. You may want to provide the individual with a due date and a pre-addressed, stamped envelope to use when mailing the form to the FCB.
4. Please remember it is your responsibility to follow up with references to ensure the documentation reaches the FCB.
Applicants may only register for the written exam AFTER they have received formal notice from the FCB that their Application Portfolio has been approved.

The approval notice will include information to register for the test; test registration DOES NOT happen automatically.

In order to register for a test you must submit a written request and the appropriate non-refundable test fees. You will be notified of your scheduled test date and location at least two weeks prior to the scheduled test date.
Part III: Credential Award

Certification Award

Full certification is awarded after the written exam is passed. The certification award date is the day the written exam is passed. The FCB strives to process the paperwork and issue the credential within 10 business days of receipt a passing score on the written exam.

Once certification is awarded, the FCB will mail the following documents to the applicant:
1. Certification certificate (one-time issuance, suitable for framing)
2. Certification verification card (issued at credential award and each renewal cycle)
3. Certification renewal and maintenance requirements.

Certification Renewal

Child welfare credentials renew on October 31 of the calendar year and are valid for two years. Renewal fees are $200. Payment of the renewal fee results in issuance of a credential for the coming two years.

The FCB mails renewal invoices to certified professionals two months prior to the renewal date. Individuals are responsible for ensuring that renewal payments are received by the FCB, even if the certified individual’s employer is paying for renewal fees. While we will accept payment of renewal fees from employers, the FCB does not invoice employers for renewal fees.

Certification Cycle

The certification cycle for child welfare may be slightly less than two-years when an initial certification is renewed. Credentials awarded in the first three quarters of a renewal year are set to renew at the next two-year cycle. Credentials awarded in the last quarter of a renewal year are set to renew at the following two-year cycle.

<table>
<thead>
<tr>
<th>Reciprocity Certification Award Date</th>
<th>Reciprocity Certification Renewal Date</th>
<th>On-going Certification Renewal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Certification Award Date</strong></td>
<td><strong>Initial Certification Renewal Date</strong></td>
<td><strong>On-going Certification Renewal Date</strong></td>
</tr>
<tr>
<td>August – October 2013</td>
<td>October 31, 2015</td>
<td>October 31, 2017</td>
</tr>
</tbody>
</table>
Continuing Education

Continuing Education: Certified child welfare professionals must complete a minimum of 20 continuing education hours each calendar year. Documentation of completion of continuing education hours is due to the FCB on or before the renewal date. This means a total of 40 hours of continuing education hours must be documented and submitted to the FCB with the renewal payment.

For example, a credential that is renewed on October 31, 2013 is valid until October 31, 2015. On or before October 15, 2015, the certified individual must complete a minimum of 20 hours of continuing education between October 31, 2013 - October 31, 2014 and an additional 20 hours between October 31, 2014 - October 31, 2015.

Eligible Continuing Education: The purpose of FCB’s continuing education requirement is to ensure certified professionals are maintaining a current knowledge and skill base. The FCB does not specify course content for continuing education, rather, we encourage certified professionals to seek out and participate in continuing education events that are directly related to achieving their professional development needs.

Eligible continuing education events must:

- Relate to at least one of the credentials core competencies,
- Be earned during the calendar year they are due, and
- Be offered by an approved FCB continuing education provider.

Approved FCB Continuing Education Providers: The FCB accepts continuing education offered by a wide range of providers, including:

1. Accredited college or university delivered or sponsored events,
2. Providers approved to offer CEUs for other licensing or certification boards, and
3. Providers approved by FCB to offer continuing education for FCB certified professionals.

Certified professionals are responsible for securing verifiable documentation of successful completion of educational events. The FCB accepts the following forms of documentation to meet continuing education requirements:

1. Certificates of attendance or completion that are issued by the provider of the educational event. The certificate must include the following minimum information: name of participant, name of event, date(s) of event, number of hours of education/training earned at the event, sponsor of the event (including CEU or FCB provider number if applicable).
2. Official college or university transcripts and course description/syllabus.
3. Official employer training tracking system report. Reports must include the following minimum information for claimed educational hours/events: name of participant, name of event, date(s) of event, number of hours of education/training earned.
Credential Maintenance (continued)

CEUs do not have to be earned via face-to-face instruction. Child welfare professionals may submit coursework completed through home study programs, distance learning or Internet courses offered by FCB approved providers.

The FCB approved CEU providers are listed on the FCB website at: www.flcertificationboard.org/Training_FCB-Approved-Providers.cfm

CEU Audit

The FCB uses a random computer-generated audit system to confirm CEU requirement compliance. Approximately 25 percent of the certified population will be audited each year. While this means that not everyone will be audited every year, each CWCM can expect to be audited at least once every four years. Once audited, an individual’s name is not removed from the pool.

When audited, the individual must submit documentation supporting the CEUs earned during the renewal period (November through October of the previous year).

If an individual is audited and does not submit the required CEUs, the FCB will open an ethics case and the certification will be suspended until the ethics case has been resolved.

Appeals Process

When an applicant is denied certification, questions the result of the application portfolio review, questions examination results, or is subject to an action by the FCB or its agents that he/she deems unjustified, the applicant has the right to an inquiry and appeal.

An inquiry is when an applicant requests a written summary from the FCB or its agents that explains the reason for the action in question. If the applicant does not agree with the decision of the FCB, he/she may request a hearing to appeal the action.

The applicant may appeal the decision of the FCB within 30 days of receipt of the written summary or any other action by following the procedures detailed in the Code of Ethics and Disciplinary Procedures maintained on the FCB website.
Section 2  Mandatory Application Forms

Your Application Portfolio Forms

The following list identifies each mandatory form for the application portfolio:

Each one of the forms in this section are part of the application process and should be filled out as instructed and mailed to the FCB. These include:

• Child Welfare Certification Application
• Training Verification Forms

The following forms must be completed by others and mailed to the FCB. These forms include:

• Experience Verification Form
  Provide this form to your employer’s Human Resources Office and ask them to complete the form and mail it directly to the FCB.

• Supervision Verification Form
  Provide this form to each qualified supervisor and ask them to complete the form and mail it directly to the FCB.

• Recommendation for Certification Form
  Provide one of these forms to each of your references and ask them to complete the form and mail it directly to the FCB.

TIPS for Success!

Please ensure:

• Your application is legible;
• You make a copy of all submitted application documents and forms;
• You follow all the timeframes provided in Section 1.

All mandatory forms should be sent to the FCB Office in Tallahassee for processing at the following address:

Florida Certification Board
1715 S. Gadsden Street
Tallahassee, FL 32301

Please contact the Florida Certification Board if you have any questions:

850.222.6314 office
850.222.6247 fax

www.flcertificationboard.org
This application must be completed in its entirety. Partial, incomplete, or illegible applications will be returned to the applicant. All statements made on this application are subject to verification. False statements, omissions, or alterations to this application may be grounds to disqualify an applicant from certification. Applications will not be reviewed until the $200 non-refundable Certification Fee has been received.

I am applying for certification in child welfare as a:  
☐ Case Manager  ☐ Protective Investigator  ☐ Licensing Counselor

Section 1 - Demographic Information

Last Name ___________________________________ First Name ______________________________________

Middle/Maiden Name ____________________ DOB ______________ SSN ________________________________

Address __________________________________________ County ________________________________

City __________________ State _____ Zip Code ______ Home Phone ____________________________

Place of Employment ______________________________________ Address __________________________

City __________________ State _____ Zip Code ______ Work Phone ____________________________

E-mail __________________________________________ Work Fax _____________________________

Please use the following address for correspondence: ☐ Home ☐ Work

Section 2 - Educational Background

Postsecondary Education: List each college or university from which you have received a degree.

College/University __________________________________________

Degree Earned (mark highest level to satisfy certification requirements) ☐ BA/BS  ☐ MA/MS  ☐ PhD  ☐ Other

Date Degree Awarded _______________________________________

Name at Time of Degree Award  ☐ Same  ☐ Other ________________________________________________

Program of Study __________________________________________

My degree is a ☐ related degree ☐ non-related degree

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.

Note: Educational transcripts must be sent directly to the FCB from the educational institution to be considered official.

1. Is the name on your transcript the same as on this application?  Yes ☐ No ________________________________

2. Have you previously submitted an official transcript to the FCB?  Yes ☐ No ________________________________

If yes, please indicate the credential you hold: ________________________________________________
**Section 3 - Employment History**

Employment History: List all employment history for the past five (5) years.

<table>
<thead>
<tr>
<th>Employment Dates</th>
<th>Employer</th>
<th>Immediate Supervisor</th>
<th>Your Position/Title</th>
<th>Duties (Describe)</th>
</tr>
</thead>
<tbody>
<tr>
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**Section 4 - Background Information**

Have you ever been convicted, pled nolo contendre, or had adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor?  □ No  □ Yes

If you answered “yes”, what charge(s)?

List the location and date of conviction(s):
Section 5 - Voluntary Demographic Information

Although the following information is not mandatory, it is requested to assist the FCB in its commitment to equal certification opportunity and affirmative action. It is unlawful for an organization to fail or refuse certification to any individual because of race, color, religion, national origin, marital status, or handicap.

☐ I prefer NOT to provide the FCB with my demographic information.

Ethnicity:

☐ Black (non-Hispanic Origin)
Persons having origins in any of the black racial groups of Africa.

☐ Native American
Persons having origins in any of the original native tribes of the Americas and Alaska.

☐ Hispanic
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin.

☐ Asian or Pacific Islander
Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

☐ White (non-Hispanic origin)
Persons having origins in any of the groups from Europe, North Africa, or the Middle East.

☐ Multi-racial/Multi-ethnic
Persons having any origins from any of the described races and/or ethnicities.

Date of Birth __________________________ Gender: ☐ Female ☐ Male

Section 6 - Authorization for Criminal Background Check

As a condition of my candidacy for certification with the Florida Certification Board (FCB), I understand that the FCB may conduct a criminal background check. I understand that, once certified, I may be selected for random audit to assure compliance with the FCB Code of Ethics regarding criminal activity.

By signing this Acknowledgement and Authorization, I authorize the Florida Certification Board, IntelliCorp, and/or any other company authorized by the FCB, to access such information as may be necessary to conduct a criminal background check.

I release from liability all persons and entities supplying such information. I indemnify Florida Certification Board, IntelliCorp, and/or other company authorized by the FCB, against any liability which may result from making such requests.

I believe to the best of my knowledge that all information provided below is accurate, true and correct, and that I fully understand the terms of the Acknowledgment and Authorization.

Last Name: ___________________________  First Name: ___________________________

Middle Name: ______________________  Maiden Name: _________________________

Home Address: ___________________________________________________________  

City: ___________________________ State: _______ Zip Code: ______________

Social Security Number: __________________________ Date of Birth: ___________________

Sex: _______ Race: __________________________

Signature: ______________________________________ Date: ______________________
**Section 7 - Assurance and Release Form**

The FCB reserves the right to request further information from all employers and other persons listed on the application form. The Board and its review committees also reserve the option of requesting an oral interview with the applicant. This information will be used strictly to evaluate the professional competence of the applicant and will be kept confidential by the FCB. Further information may also be requested to verify training, employment history, etc. This information is not available to others outside of the certification process without written consent from the applicant.

“I give my permission for the FCB and its staff to investigate my background as it relates to statements contained in this application. I understand that intentionally false or misleading statements or intentional omissions shall result in the denial or revocation of certification.”

“I consent to the release of information contained in my application, certification file or other pertinent data submitted to or collected by the FCB to officers, members and staff of the aforementioned Board.”

“I understand certification applicants and certified professionals employed by DCF, CBC Lead Agencies, CBC-contracted Provider Agencies, or sheriff offices in a position requiring child welfare certification as a condition of employment must allow the FCB to report certification information to the employer to ensure compliance with certification requirements. The FCB will only release information to employers when the certification applicant/certified professional is actively employed in a position requiring child welfare certification as a condition of employment.”

“Upon request, certification applicants/certified professionals will be notified of all information requested and released to the employer. Release of certification information to other parties requires the applicant or certified professional to complete a release of information form that is maintained on the FCB website at www.flcertificationboard.org/certifications.”

“I further agree to hold the FCB, its officers, Board members, employees and examiners free from any civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations and/or failure of the FCB to issue certification.”

“By my signature below, I attest that I have completed all requirements for child welfare certification. I understand that it is my responsibility to ensure that the FCB has received my Work Experience Verification Form(s), Direct Supervision Attestation Form(s), Training Verification Form and Recommendations for Certification. Upon receipt and approval of all forms, I will be approved to sit for the written exam. Upon passing the written exam I will earn certification.”
“I also understand that the Child Welfare Certification is a mark of competency and demonstrates completion of all certification standards and compliance with Chapter 401, Florida Statutes. Child Welfare Certification does not grant practice rights, including caseload carrying rights. All job/casework assignments are made by my employer and should be reflective of my certification and additional education, training and experience. Although certified, I am expected to work under and actively seek/respond to standard agency supervision protocols.”

“I further understand that the Child Welfare Certification is valid for a maximum of 2 years, during which time I am expected to complete a minimum of 20 continuing education units (CEUs) each 12-month period for a total of 40 CEU’s due with renewal payments, which are due on or before October 31 of the renewal calendar year.”

“I hereby affirm that the information provided on this form is correct and that I believe that I am qualified for the level of certification for which I am applying.”

___________________________________________________________      _______________________
Print Full Name                                                                       Date

___________________________________________________________
Signature

FCB USE ONLY

Certification Specialist: ___________________________   □ Approved
File Number: _______________________________        □ Pending BOD Approval
Certification Level: ___________________________       □ Denied
Section 8 - Acknowledgement of the FCB Code of Ethics

The FCB Code of Ethics can be downloaded at www.FLCertificationBoard.org/Ethics.cfm.

By initialing and signing below, you understand that you are required to follow the professional standards of conduct detailed in the FCB Code of Ethics. You further acknowledge that the FCB Code of Ethics applies to applicants for certification and certified individuals. Your initials and signature are required in this section.

By affixing my initials and signature below...

“I acknowledge that I have received a copy of FCB’s most current Code of Ethics and will be responsible for obtaining all future amendments and modifications thereto.”

“I further acknowledge that I have read and understood all of my obligations, duties and responsibilities under each principle and provision of the FCB’s Code of Ethics and will read and understand all of my obligations, duties and responsibilities under all future amendments and modifications to the Code of Ethics.”

_______________________

_______________________

Print Full Name                                                                       Date

_______________________

Signature

Please clearly print your name as you would like it to appear on your Certification Certificate. There is a $15.00 reprinting fee for any error not made by the FCB office.
1. Use this form to document training related to the **Florida Child Welfare Core Competencies**
2. All entries must be supported by certificates, transcripts, or other supporting documentation. Reproduce this form as many times as necessary.
3. In the “Competencies Addressed by Training” column, refer to pp. 9-14 for competency numbers and write the number of the competency or competencies you are claiming credit for (see example on first line of form).
4. Use the Training Verification Form(s) as your cover sheet and attach all supporting documentation in the order it's listed behind the form(s).

<table>
<thead>
<tr>
<th>Title of Training</th>
<th>Training Provider/ Dates</th>
<th>Type of Documentation</th>
<th>Clock Hours Awarded</th>
<th>Competencies Addressed by Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cassework Process and Case Planning</td>
<td><strong>CWLA</strong> June 10-15, 2010</td>
<td>End of Course Certificate</td>
<td>30</td>
<td>#64-81</td>
</tr>
</tbody>
</table>
Direct Supervision Attestation Form

A separate form must be completed by each qualified supervisor who provides direct
supervision for certification purposes. This form must be completed by the qualified
supervisor and must be mailed to the FCB by the qualified supervisor or the agency’s single
point of contact: the FCB will not accept forms submitted by the applicant.

Applicant Name ____________________________________________________________
Provisional Certification # __________________________________________________

Supervisor Information

Supervisor Name ____________________________________________________________
Position Title _____________________________________________________________
Employer _________________________________________________________________
Employer Type

☐ DCF ☐ Sheriff ☐ CBC Lead Agency ☐ CBC-contracted Agency*  
*Please identify the Lead Agency _____________________________________________

Employer Address __________________________________________________________
City ___________________________ State ___________ Zip ______________
Work Phone ___________________________ Work Email __________________________

Supervised Experience Attestation

I have read and understand the supervised experience requirements for child welfare certification. I
provided the following supervision to the applicant and maintain supervision records supporting my
attestation according to agency protocol.

<table>
<thead>
<tr>
<th>Supervised Experience</th>
<th>Yes or No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Observation</td>
<td>☐ yes*</td>
<td>☐ no</td>
</tr>
<tr>
<td></td>
<td>*If yes, cite the number of field observations/case consultations completed:</td>
<td></td>
</tr>
<tr>
<td>Individual Supervision</td>
<td>☐ yes*</td>
<td>☐ no</td>
</tr>
<tr>
<td></td>
<td>*If yes, cite the number of hours of individual supervision provided:</td>
<td></td>
</tr>
<tr>
<td>Group Supervision</td>
<td>☐ yes*</td>
<td>☐ no</td>
</tr>
<tr>
<td></td>
<td>* If yes, cite the number of hours of group supervision provided:</td>
<td></td>
</tr>
<tr>
<td>Concerns</td>
<td>☐ yes*</td>
<td>☐ no</td>
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<td>* If yes, you must attach a written statement as to why you are concerned about the applicant’s ability to</td>
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By my signature, I attest that the above material is true to the best of my knowledge.

Supervisor’s Signature (must be original signature) ____________________________ Date ___________
Experience Verification Form

Provide this form to your employer’s Human Resources Office to complete. This form must be completed by and mailed to the FCB by the applicant’s employer’s Human Resource Office: the FCB will not accept Experience Verification Forms submitted by the applicant.

Applicant Name ____________________________
Provisional Certification # ____________________________

Verifier’s Information (to be completed by the Human Resource Office)
Verifier’s Name ____________________________
Position Title ____________________________
Employer ____________________________
Employer Address ____________________________
City ____________________________ State ____________________________ Zip ____________________________
Work Phone ____________________________

Experience Attestation (to be completed by the Human Resource Office)
I have read and understand the on-the-job experience requirements for child welfare certification. The following information can be verified by employment records maintained by the agency.

Applicant’s Position Title ____________________________
Position Description Attached?  ○ yes ○ no*  
*If no, please attach a written description of the applicant’s duties.
Applicant’s Dates of Employment  Start date: ____________  End date: ____________
Applicant’s Employment Status  ○ full-time ○ part-time*  
*If part-time, average number of hours per week spent providing child welfare services.

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

Verifier’s Signature (must be original signature) ____________________________ Date ____________
Recommendation for Certification Form

Directions: The person who provided you with this form is applying for certification as a child welfare professional through the Florida Certification Board (FCB). The FCB reviews input from multiple sources when determining if a person is eligible for certification. For this reason, we ask individuals who have professional knowledge of the applicant to provide a written letter of recommendation for certification. Your letter will be evaluated along with all other data collected on the applicant as part of the application process: as such, the process is only as good as the data provided and we respectfully request that you are careful and truthful when writing your letter of recommendation.

To complete the letter of recommendation, please follow these steps:

1. Read the description of the role of the child welfare professional described below. Based on your relationship and prior/current professional experience with the applicant, please carefully consider his or her appropriateness for the credential.

2. Keeping the role of the certified professional and your knowledge of the applicant in mind, please complete the Recommendation for Certification Form, specifically explaining your firsthand knowledge that leads you to believe the applicant is appropriate for certification. Please note: By completing the recommendation and signing your name at the bottom of the form, you are attesting that the applicant is someone you would recommend for certification.

3. Please mail the completed form directly to: Florida Certification Board, 1715 South Gadsden Street, Tallahassee, Florida 32301.

Important Notes:

- Only non-relatives may provide letters of recommendation for certification. If you are related to the applicant in any way, please do not complete this form.

- Only persons with direct knowledge of the applicant’s professional background may provide letters of recommendation for certification. If you can only provide a personal recommendation, please do not complete this form.

- Please do not return the letter of recommendation to the applicant. We can only accept letters of recommendation from the individual providing the recommendation.

- We ask for your contact information on the Letter of Recommendation form in case we need additional information regarding your letter of recommendation. We will keep your contact information confidential.

Description of the role of the credentialed child welfare professional: A child welfare professional addresses the safety, permanency and well-being of children who are alleged to be (or later determined to be) abused, abandoned or neglected. There are specialty areas in the child welfare profession, three of which have associated certifications: Child Protective Investigator, Case Manager and Licensing Counselor.

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 children are safe or unsafe, or at risk of future harm.

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.

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 also monitor foster homes and relicense current foster parents. In addition, licensing counselors provide supportive services, or linkages with services, to foster parents.
Recommendation for Certification Form (continued)

Section 1: Please describe the nature of your relationship with the applicant (supervisor, co-worker, etc.) and describe why you believe the applicant would be successful in the role of a child welfare professional.

How long have you known the applicant? ______________________________________________________

What is your relationship to the applicant? _____________________________________________________

Why do you believe the applicant would be successful in the child welfare field?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Section 2:

“I hereby certify that I have been in a position to observe and have first hand knowledge of
__________________________________________________________________________________________
(Name of Applicant)

By my signature I acknowledge that the above material is true, to the best of my knowledge, and that I recommend this applicant for certification.”

______________________________________________   (_________)_______________________________
Your full name (printed)       Phone Number

___________________________________________       ____________________________________________
Signature                        Date

Your Mailing Address              City, State, Zip

__________________________________________________________
Your Email Address