



# Child Welfare Provisional Certification Preservice Waiver Applicant Registration Form

Effective Date: 6-15-16

**Directions:**

1. This form is only for **Preservice Waiver** applicants.
2. The training entity Point of Contact will complete this form and will scan/email it with the Child Welfare Provisional Certification Application Registration Form to the FCB certification specialist assigned to their region **AS SOON AS POSSIBLE BUT NO LATER THAN 3 DAYS BEFORE THE REQUESTED TEST DATE.** *Note: Contact the FCB if you do not know the email address of the certification specialist assigned to your region.*

Part 1: Training Entity Primary Contact Information		
Training Entity Name _____	Region _____	
Point of Contact Name _____	Phone Number _____	
Email Address _____		
Proctor Name _____		
Email Address _____		Phone Number _____
Part 2: Training and Testing Information		
Test Type <input type="checkbox"/> PI <input type="checkbox"/> CM		# of Examinees _____
Test Date _____		Retest Date* _____
Exam Site Name _____		
Exam Site Physical Address _____		
<i>*If the applicant fails the first attempt at the exam, he or she must complete the full preservice CORE and Specialty Track curriculum before being allowed to retest.</i>		
Part 3: Paperwork Submission* and Fee Payment Information		
Fee Payment Method: <input type="checkbox"/> DCF Contract <input type="checkbox"/> CBC Lead Agency Pay <input type="checkbox"/> CMO Agency Pay <input type="checkbox"/> Individual Pay		
FCB System Account _____		
CWP Application _____		
Level 2 Background Check Form _____		
Formal Education Verification Form _____		
Individual Waiver Training Plan Eligibility Verification Form _____		
<i>*Indicate "who" will complete each required form on behalf of the applicant listed below.</i>		
Part 4: Applicant Information		
Enter the applicant's name and email exactly as it is associated with his or her FCB account.		
Name	Email Address	SA?*

*\*All requests for Waiver Applicants seeking Special Accommodations must be received at least 5 business days before the requested test date.*