



Certified Child Welfare Supervisor (CCWS) Applicant and Point of Contact Checklists

Certified Child Welfare Supervisor

Application Checklists

Applicants must complete the minimum requirements necessary for Child Welfare Supervisor certification as listed below. Some of the requirements are the primary responsibility of the applicant and others are the responsibility of the applicant’s point of contact. A point of contact is identified to liaison with FCB to support the application and examination activities of eligible applicants. *Note: Exams are administered within the existing child welfare testing site network. Approved proctors will establish and communicate available testing dates to Points of Contact. The Point of Contact will notify the applicant of their test date and submit a CCWS Exam Administration and Proctoring Form to the FCB. When the exam is passed, the CCWS credential is awarded.*

Applicant Responsibility	Point Of Contact Responsibility
<ul style="list-style-type: none"> <input type="checkbox"/> Current employment in a child welfare supervisor or higher position. <input type="checkbox"/> Current certification as a CWPI, CWCM, or CWLC or a passing score on the current CWPI or CWCM exam. <input type="checkbox"/> 40 hours of eligible child welfare supervisor training. <i>Upload training certificate to online application.</i> <input type="checkbox"/> FCB CCWS Online Application submitted. <input type="checkbox"/> \$150 CCWS Application Fee addressed. <input type="checkbox"/> FCB CCWS Online Exam Pre-Registration Application submitted. <input type="checkbox"/> \$125 CCWS Exam Fee addressed. 	<p>4 field observations that are rated 3.0 or higher and documented on FCB CCWS Rated Observation Forms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leadership Competencies <input type="checkbox"/> Communication Skills Competencies <input type="checkbox"/> Managing Performance Competencies <input type="checkbox"/> Professional Child Welfare Foundations <ul style="list-style-type: none"> <input type="checkbox"/> One case file review, completed AFTER observations. <input type="checkbox"/> CCWS Exam Administration and Proctoring Form submitted to FCB. <input type="checkbox"/> CCWS Exam Administration information communicated to eligible candidates.