



Certified Child Welfare Supervisor (CCWS) Application Checklist

Certified Child Welfare Supervisor

Application Checklists

Unless a requirement is specifically waived in writing, all CCWS applicants must complete the following requirements. Employment in an eligible position is required for application and award; it is not required for renewal. Training, observation, and case file review activities are sequential and must occur in the order described. When the application and supporting documentation is approved, the FCB system will email directions to pre-register for the CCWS exam.

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.

- Current employment in a child welfare supervisor or higher position.
- Current certification as a CWPI, CWCM, or CWLC or a passing score on the current CWPI or CWCM exam.
- 40 hours of eligible child welfare supervisor training. *Upload training certificate to online application.*
- 4 field observations that are rated 3.0 or higher and documented on FCB CCWS Rated Observation Forms:
 - Leadership Competencies
 - Communication Skills Competencies
 - Managing Performance Competencies
 - Professional Child Welfare Foundations
- One case file review, completed AFTER observations
- FCB CCWS Online Application submitted.
- \$150 CCWS Application Fee addressed (employer pay or self-pay)
- CCWS exam administration date provided by Point of Contact (month needed for online exam application)
- FCB CCWS Online Exam Pre-Registration Application submitted.
- \$125 CCWS Exam Fee addressed (employer pay or self-pay)
- Take CCWS Exam
 - Pass Exam = Credential Issued
 - Fail Exam = Register for a Retest