



Child Welfare Certification Application: Provisional Status

Effective Date: 6-15-16

Directions:

1. This form is for all Preservice, Preservice Waiver, and Title IV-E Stipend Student applicants and may only be completed by the applicant.
2. The training entity Point of Contact will collect applications, review for completeness, and scan/email complete applications to the FCB certification specialist assigned to their region **AS SOON AS POSSIBLE but at least 10 business days before the requested exam date.**
3. This application will be assigned to a Certification Specialist for processing when the FCB has verified the applicant has an account in the FCB's online certification system AND the \$100 provisional certification application fee has been paid or, for eligible applicants, billed to the employer/contract.
4. All testing requirements must be met at least 10 business days before the requested test date or applicants will be required to reschedule their test date. IF YOU ARE ELIGIBLE FOR ADA TESTING ACCOMODATIONS, NOTIFY YOUR TRAINING ENTITY POINT OF CONTACT IMMEDIATELY.
5. The provisional credential is valid for a 12-month period, starting on the date a passing score is earned on the certification exam. All requirements for full certification status must be complete, including submission of all application materials, at least 30 calendar days before the provisional certification expiration date.
 - a. Employers may request a Provisional Certification Extension for cause. Applications must be submitted to the FCB for consideration at least 30 days before the provisional expiration date.
 - b. If provisional status expires, the application is voided and the individual must re-apply as a Preservice or Preservice Waiver applicant.
6. Please carefully review the *FCB's Code of Ethical and Professional Conduct and Disciplinary Procedures*. It is CRITICAL that you understand the importance of following the *FCB's Code of Ethical and Professional Conduct*. If you are found in violation of one or more of the standards, you are subject to disciplinary action. Disciplinary action may directly impact your ability to maintain your position as a child welfare professional in Florida. If you violate specific standards, your credential will be revoked. Please seek guidance if you are ever in question as to how to respond to a situation.

FCB Child Welfare Professional Certification Process Overview

The FCB Child Welfare credentials are earned over an extended period, specifically to allow applicants to gain the education, training and experience necessary to earn certification while on-the-job. Earning child welfare certification is a two-part process.

Provisional Certification. The Provisional Certification application process results in the award of one of the following credentials: CWPI in Provisional status; CWCM in Provisional status; or CWLC in Provisional status. The Provisional Certification period is time-limited; the provisional credential is effective on the date the exam is passed and expires 12 months later. The Provisional Certification period allows you to gain on-the-job experience and supervision necessary to earn full certification.

Full Certification. During the provisional certification period, you must complete on-the-job supervision competency assessment and work experience requirements. The Child Welfare Provisional Certification Upgrade Application, fee payment and supporting documentation are due to the FCB a minimum of 30 calendar days before your provisional credential expires. The child welfare certification upgrade process results in the award of one of the following credentials: CWPI in Certified status; CWCM in Certified status; CWLC in Certified status.

Credential Renewal. Credentials always expire on October 31 of the renewal year. The first time the CWPI, CWCM or CWLC credential is issued, it will renew in slightly more or less than a 12 month period, depending on the issue date. Credentials issued for the first time in the months of November through July will renew the first October 31st after issuance. Credentials issued for the first time in the months of August, September or October will renew the following October 31st. After the first renewal, the credential will be issued for a 2-year period, always expiring on October 31st of the renewal year. Once the full credential is held, you must complete at least 20 CEUs each year.

DO NOT SUBMIT THIS COVER PAGE WITH YOUR APPLICATION.



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Part 1: Credential Specification. Please Indicate the credential you are seeking.

- Protective Investigator (CWPI)
 Case Manager (CWCM)
 Licensing Counselor (CWLC)

Part 2: FCB Certification System Account. The FCB will not process any certification application related documents or fees until you establish a FREE ONLINE ACCOUNT in the FCB's certification system. Provide the following information EXACTLY as it is associated with your FCB account.

Full Name _____

Email Address _____

For FCB Use Only: Account Verified? Yes No

Part 3: Child Welfare Preservice Training Compliance Method

Indicate how you will complete provisional certification preservice training requirements.

- I am completing the full pre-service training curriculum.
 I am completing an Individual Wavier Training Plan.
 I am a Title IV-E Stipend Student.

Part 4: Employer Type and Payment Information

Indicate your employer type: DCF Sheriff Office CBC Lead Agency Case Management Organization

There is a \$100 provisional certification application fee and a \$50 test fee (increases to \$100 on July 1, 2016). All fees must be paid a minimum of 10 business days before the requested test date. **Fees are nonrefundable and nontransferable.**

Indicate your payment method:

- My check or money-order is enclosed. Check/MO Tracking Number: _____ Amount: _____
 Please invoice me for online payment by credit card (VISA, MasterCard, American Express, Discover)*
 I will call the FCB office to make a credit card payment. *We will charge you a \$5 processing fee for each individual credit card payment manually processed by FCB staff.**
 I work for an employer who pays FCB directly for my certification fee. Please bill my employer.**
 I work for a DCF or Sheriff Office in a Protective Investigator position. Please bill my fee to the contract.**

**All fees must be paid within 10 business days of the requested exam date. Please allow FCB 2 business days, from receipt of this application, to generate invoices before attempting to make payments.*

***The FCB will verify eligibility before processing this application.*

Part 5: Assurance and Release.

I give my permission to the Florida Certification Board (FCB) and its staff to investigate my background as it relates to statements contained in my online account and this application. I understand that intentionally false or misleading statements or intentional omission shall result in the denial or revocation of certification. I consent to the release of information contained in my application, certification record, or other pertinent data submitted to or collected by the FCB to officers, staff, and members of the Board of Directors and its Advisory Boards, Councils and review committees.

I further agree to hold the FCB, its board members, employees and examiners free from any civil liability for damages for complaints by reason for 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.

I understand that provisional certification is a designation of early competency and I am expected to seek out and respond to intensive supervision during my provisional certification period. I further understand it is my responsibility to ensure that I complete all on-the-job supervision and work experiences necessary for full certification and that I will apply for such at least 30 calendar days before my provisional certification expires.

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

Signature (FCB accepts both manual and electronic signatures) _____

Date _____