



Late Period, Reactivate, Reinstatement Policy Child Welfare Credentials

Effective date: July 1, 2023

1. The Late Period, Reactivation, and Reinstatement Policy applies to these child welfare credentials:
 - a. CWPI
 - b. CWCM
 - c. CWLC
 - d. CWPI-Sup
 - e. CWPI-Spec
 - f. CWCM-Sup
 - g. CWCM-Spec
 - h. CWLC-Sup
 - i. CWLC-Spec
 - j. CWT
 - k. CCWS
 - l. GAL CCAM
 - m. DOH CPTMP
2. Definitions:
 - a. Expired. A credential that has been inactive for more than 36 months for which a *Request for Continuation of Inactive Status* has not been received.
 - b. Inactive – First Quarter. A credential that has been inactive for three months or less from the date of application for reactivation.
 - c. Inactive. A status that indicates the credential holder did not complete timely renewal requirements.
 - d. Voluntary Inactive. A status that indicates the credential holder requested inactive status.
 - e. Reactivate. The process to return an inactive, voluntary inactive, or retired credential to certified status.
 - f. Reinstatement. The process to return an expired, suspended or revoked credential to certified status.
3. Fees:
 - a. Reactivation Fee: \$75
 - b. Reinstatement Fee: \$200
 - c. Renewal Fee: the annual or biennial fee due for timely renewal; the fee varies by credential.
 - d. Late Fee: \$50
 - e. Exam Fee: a fixed fee that varies by credential.
4. Reactivation and Reinstatement Processes.
 - a. Inactive – First Quarter to certified status. To reactivate a credential less than 3 months after the expiration date, submit a *Reactivation and Reinstatement Application*, pass a level 2 background screening, pay the renewal fee, pay the reactivation fee, and submit CEs. Applicants with a break in service of 12 months or more AND/OR applicants whose test score is greater than 3 years old must also take the certification exam, which requires the current exam fee.
 - b. Inactive-voluntary or retired to certified status. To reactivate a credential more than 3 months and less than 36 months after the expiration date submit a *Reactivation and Reinstatement Application*, pass a level 2 background screening, pay the renewal fee, pay the reactivation fee, and submit CEs. Applicants who have had a break in service of 12 months or more AND/OR applicants whose test score is greater than 3 years old must also take the certification exam, which requires the current exam fee.
 - c. Reinstatement Process. To reinstate an expired credential, submit a *Reactivation and Reinstatement Application*, pass a level 2 background screening, pay the renewal fee, pay the reactivation fee, and submit CEs. Applicants who have had a break in service of 12 months or more AND/OR applicants whose test score is greater than 3 years old must also take the certification exam, which requires the current exam fee.



Late Period, Reactivate, Reinstatement Application Child Welfare Credentials

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1. Minimum Requirements:
 - a. Submit a *Reactivation and Reinstatement Application*.
 - b. Pass a Level 2 background screening.
 - c. Pay fees (per credential): renewal fee, late fee, and reactivation or reinstatement fee.
 - d. Applicants with a break in service of 12 months or more AND/OR applicants whose test score is greater than 3 years old must also take the certification exam, which requires the current exam fee.
2. Submission and Processing Protocol:
 - a. Mail, email, or fax the completed Reactivation and Reinstatement Application directly to the FCB.
 - b. Monitor email for directions from the FCB regarding fee payment, CEs and, if required, exam registration.
 - c. Respond to FCB directions until requirements are met, and the credential is returned to certified status.

Applicant Information. Enter requested information exactly as it is associated with your FCB account.		
Applicant Name:		
Email Address:		Phone Number:
Credential Name	Credential Number	Credential Expiration Date
Part 2: Disclosure, Release, and Applicant Signature.		
<p>1. Have you been convicted, plead nolo contendere, or had an adjudication of guilt withheld for any felony or first-degree misdemeanor since your last Level 2 background screening? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. I understand that the FCB will verify my eligibility to work in the field of Child Welfare in the statewide background clearinghouse. I further understand that if I am not in the clearinghouse for any reason, I will complete a current Level 2 background screening per Florida Statute. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. I understand that I am required to submit current continuing education (CE) hours as a condition of reactivation or reinstatement. The FCB will notify me of the number of hours due when this application is approved. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you had a break in service (not employed in a child welfare position) in the 12 months prior to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By my signature, I acknowledge that this information is accurate. I give my permission for the FCB to verify or initiate a Level 2 Background Screening as it relates to this application. I understand that intentionally false or misleading statements or omissions may be grounds for disciplinary action. I consent to the release of information contained in my FCB files to its officers and staff.</p>		
Applicant Signature <i>(FCB accepts both manual and electronic signatures)</i>		Date