



Child Welfare Provisional Certification Applicant Registration Form

Effective Date: 2-3-2021

Directions:

1. This form is for **Preservice** and **BSW/MSW Student Intern** applicants.
2. Forms **MUST** be typed. Illegible handwritten forms will be returned, which may impact processing timeframes.
3. The Training Entity Point of Contact completes this form and submits it via email to the FCB **AS SOON AS POSSIBLE BUT NO LATER THAN THE LAST DAY OF THE SECOND WEEK OF PRESERVICE TRAINING.** All paperwork and fee payments must be submitted as soon as possible and must be approved at least 10 business days before the requested test date. Please contact the FCB if you need the name and email address of your region’s assigned Certification Specialist.

Part 1: Training Entity Primary Contact Information		
Training Entity Name _____	Region _____	
Point of Contact Name _____		
Email Address _____	Phone Number _____	
Proctor Name _____		
Email Address _____	Phone Number _____	
Part 2: Training and Testing Information		
Class Start Date _____	Class End Date _____	
Test Type <input type="checkbox"/> PI <input type="checkbox"/> CM	# of Examinees _____	
Test Date* _____	Retest Date* _____	
Part 3: Fee Payment and Paperwork Submission** 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	
Level 2 Background Check Form	_____	
Formal Education Verification Form	_____	
<small>**Indicate "who" will complete each required form on behalf of the applicant listed on this form. Complete a separate CWP Applicant Registration Form for applicants who have different individuals completing these forms on their behalf.</small>		
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 Special Accommodations must be received at least 30 calendar days before the requested test date.

