



Protective Investigations Concepts and Procedures

Checklist and Attestations of Achievement

Introduction

Child Welfare Provisional Certification requires successful completion of classroom training, field training, online learning labs, a multiple-choice test, and competency demonstration assessments. This document provides directions, best practices, and mandatory forms to meet the provisional certification requirement: **Protective Investigations Concepts and Procedures Checklist** of discussions and observations. This field-based training requirement supports competency development by bridging classroom concepts with field practices.

CWPI-P Field-Based Training Requirement – Concepts and Procedures Checklist

1. Discuss 28 investigator duties and associated concepts with qualified evaluators.
2. Observe certified investigators performing 13 of these duties in the field:
 - Bold/highlighted tasks are mandatory observations
 - Other tasks may be observed based on availability
3. Participate in debriefing sessions after each observation:
 - Connect concepts and procedures to observed performance
 - Discuss successful aspects and areas for improvement

Performance Standard

1. Engage in discussions with qualified evaluators about 28 protective investigation duties and their associated concepts and procedures.
2. Observe certified investigators performing 13 key duties in the field, followed by debriefing discussions with qualified evaluators.
3. Complete all discussions and observations:
 - After the first day of employment at an FCB-approved child welfare employer
 - Before receiving the CWPI-P (Child Welfare Protective Investigator - Provisional) credential

Application Documentation & Requirement Approval

1. The designated point-of-contact submits completed forms to the Florida Certification Board (FCB).
2. FCB approval is required for provisional certification.
3. All submitted materials are subject to the FCB Code of Ethical and Professional Conduct, specifically:

Rule 4.1: An applicant or certified professional will not present fraudulent documents when applying for certification, certification upgrades, or certification renewal.

Rule 4.2: An applicant or certified professional will not prepare fraudulent certification documents for other certification applicants.



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Guidelines for PI trainees

The PI trainee is assigned a lead evaluator by their supervisor or training unit, depending on the agency. The lead evaluator will conduct most discussions and observations with the trainee and sign the main attestation page. Additional evaluators will complete the Additional Evaluator Attestations form.

All PI trainees must:

- ☐ Obtain a printed copy of the CWPI Concepts and Procedures Checklist & Attestations form.
- ☐ Participate in field discussions covering each item on the checklist.
- ☐ Complete field observations of the 13 **bold/highlighted** items on the checklist.
- ☐ Discuss protective investigation concepts, procedures, and field observations with qualified evaluators.
- ☐ Secure dates, initials, and attestations from qualified evaluators.
- ☐ Sign the Trainee section of the attestation form.
- ☐ Submit the completed CWPI Concepts and Procedures Checklist & Attestation forms to their supervisor for review, signature, and forwarding to the designated FCB point of contact.

General Guidelines for Evaluators

Evaluator Responsibilities

- Qualified evaluators lead discussions and observations with PI trainees.
- Trainees may work with one or more evaluators to complete the checklist.

Documentation Process

1. Single Evaluator Scenario:
 - Check, date, and initial each discussion/observation.
 - Sign the lead evaluator section on the attestation page.
2. Multiple Evaluator Scenario:
 - Each evaluator checks, dates, and initials their facilitated discussions/observations on a single checklist.
 - The evaluator who facilitated the most concepts, signs the first attestation page.
 - Additional evaluators sign separate attestation pages.
3. Trainee and Supervisor Requirement:
 - Both must sign the main individual attestation page.

Special Circumstance

If the checklist is completed in less than 20 working hours, the PI trainee's supervisor must provide a written narrative explaining the compressed timeline.



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General Guidelines for Effective Discussions and Observations/Shadowing with Trainees

Preparing for Discussions

- Define key learning objectives for each topic
- Assess the trainee's existing knowledge
- Plan the most effective way to present information

Conducting Discussions

- Encourage questions from the trainee
- Check for understanding by asking the trainee to summarize key points

Managing Observations

- Identify suitable opportunities for trainees to observe colleagues in the field
- Guide the trainee during observations as needed
- Conduct debriefing sessions after each observation

Preparing for Observations

- Brief colleagues and other participants about the trainee's presence
- Emphasize learning opportunities and assure confidentiality



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1. **Discussions:** Qualified evaluators introduce and discuss all listed investigative tasks.
2. **Observations:** Trainee directly observes BOLD highlighted tasks.
3. **Documentation:** Trainee maintains a checklist, ensuring tasks are dated and signed off.
4. **Final Review:** Upon completion, the trainee meets with the supervisor for final review and debriefing.
5. **Submission:** The Supervisor submits the completed checklist and attestation pages to the FCB point-of-contact.

PI Trainee Information				
PI Trainee Name		Email Address		
Trainees must discuss all these investigative tasks and duties, and must observe/shadow bold items:	Discuss	Date/Initial	Observe	Date/Initial
1 Prepare to commence an investigation (pre-commencement)	<input type="checkbox"/>		<input type="checkbox"/>	
2 Contact the reporter	<input type="checkbox"/>		<input type="checkbox"/>	
3 Review the family's prior history/criminal background	<input type="checkbox"/>		<input type="checkbox"/>	
4 Request out-of-state records	<input type="checkbox"/>		<input type="checkbox"/>	
5 Determine worker safety considerations and strategies	<input type="checkbox"/>		<input type="checkbox"/>	
6 Conduct a joint response/working with law enforcement	<input type="checkbox"/>		<input type="checkbox"/>	
7 Interview offending parent or caregiver	<input type="checkbox"/>		<input type="checkbox"/>	
8 Interview child victim(s)	<input type="checkbox"/>		<input type="checkbox"/>	
9 Interview non-offending parent or caregiver in household of focus; if living in another household, interview them as a collateral source.	<input type="checkbox"/>		<input type="checkbox"/>	
10 Interview other children and family members	<input type="checkbox"/>		<input type="checkbox"/>	
11 Make collateral contacts	<input type="checkbox"/>		<input type="checkbox"/>	
12 Collect evidence: photos, medical records, legal records, etc.	<input type="checkbox"/>		<input type="checkbox"/>	
13 Conduct a Present Danger Assessment/Develop a Safety Plan	<input type="checkbox"/>		<input type="checkbox"/>	
14 Participate in a Present Danger Safety Plan, supervisor staffing, and 2nd tier consultation	<input type="checkbox"/>		<input type="checkbox"/>	
15 Conduct a Family Functioning Assessment	<input type="checkbox"/>		<input type="checkbox"/>	
16 Make community/prevention referrals	<input type="checkbox"/>		<input type="checkbox"/>	
17 Conduct an Emergency Placement Home Study	<input type="checkbox"/>		<input type="checkbox"/>	
18 Conduct child removal steps and processes	<input type="checkbox"/>		<input type="checkbox"/>	
19 Transport a child	<input type="checkbox"/>		<input type="checkbox"/>	
20 Prepare a child for a new placement	<input type="checkbox"/>		<input type="checkbox"/>	
21 Prepare legal documentation for removal and shelter	<input type="checkbox"/>		<input type="checkbox"/>	
22 Participate in a Shelter hearing	<input type="checkbox"/>			
23 Participate in a Case Transfer Staffing	<input type="checkbox"/>		<input type="checkbox"/>	
24 Participate in a Children's Legal Services (CLS) Staffing	<input type="checkbox"/>		<input type="checkbox"/>	
25 Participate in a Multidisciplinary Staffing	<input type="checkbox"/>		<input type="checkbox"/>	
26 Participate in Child Protection Team/Subject Matter Expert Staffing	<input type="checkbox"/>		<input type="checkbox"/>	
27 Follow the psychotropic and opioid medications policy	<input type="checkbox"/>		<input type="checkbox"/>	
28 Close and/or transfer an investigation	<input type="checkbox"/>		<input type="checkbox"/>	

Document all discussions and observations on this one form only, regardless of the number of people facilitating discussions and observations.



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MAIN ATTESTATIONS PAGE

The qualified evaluator, the trainee, and the trainee's supervisor must sign this attestation page; up to three additional evaluators will sign a separate attestation form. Use as many of the additional attestation forms as needed.

Qualified Evaluator 1 Attestation: The qualified or lead evaluator of the below named trainee completes this section.

Full Name

Email Address

Title

Employer

Do any aspects of the trainee's performance in discussions/observations concern you about their ability to earn the CWPI-P certification? **If yes, attach a description of your concerns.*

☐ Yes*

☐ No

By my signature, I attest that I led the discussions and/or facilitated the observations documented on this form, and I consent to an interview, if requested by FCB staff, to discuss my experiences and documentation.

Signature (FCB accepts both manual and electronic signatures)

Date

Trainee Attestation: The trainee completes this section.

Full Name

Email Address

Do you have any questions or concerns related to the protective investigations concepts and procedures you discussed with your qualified evaluator and/or your supervisor? **If yes, attach a description of your concerns.*

☐ Yes*

☐ No

By my signature, I attest that I led the discussions and/or facilitated the observations documented on this form, and I consent to an interview, if requested by FCB staff, to discuss my experiences and documentation.

Signature (FCB accepts both manual and electronic signatures)

Date

Supervisor Attestation: The immediate supervisor of the trainee named above completes this section.

Full Name

Email Address

Do any aspects of the trainee's performance in discussions/observations give you concern about their ability to earn the CWPI-P certification? **If yes, please attach an additional page describing your concerns.*

☐ Yes*

☐ No

By my signature, I attest that I have discussed field experiences with the trainee to address any questions and check for understanding of the core protective investigations concepts and procedures enumerated on attached checklist. The information documented on this form is true, and I consent to an interview, if requested by FCB staff, to discuss my experiences and documentation.

Signature (FCB accepts both manual and electronic signatures)

Date



Concepts and Procedures Checklist ADDITIONAL EVALUATOR ATTESTATIONS

This page allows up to three additional evaluators to attest to the discussions and/or observations they facilitated.
The trainee does not sign this page.

Trainee Name: _____

Qualified Evaluator 2 Attestation:

Full Name

Email Address

Title

Employer

Do any aspects of the trainee's performance in discussions/observations concern you about their ability to earn the CWPI-P certification? **If yes, attach a description of your concerns.* ☐ Yes* ☐ No

By my signature, I attest that the information documented on this form is true, and I consent to an interview, if requested by FCB staff, to discuss my experiences and documentation.

Signature (FCB accepts both manual and electronic signatures)

Date

Qualified Evaluator 3 Attestation

Full Name

Email Address

Title

Employer

Do any aspects of the trainee's performance in discussions/observations concern you about their ability to earn the CWPI-P certification? **If yes, attach a description of your concerns.* ☐ Yes* ☐ No

By my signature, I attest that the information documented on this form is true, and I consent to an interview, if requested by FCB staff, to discuss my experiences and documentation.

Signature (FCB accepts both manual and electronic signatures)

Date

Qualified Evaluator 4 Attestation:

Full Name

Email Address

Title

Employer

Do any aspects of the trainee's performance in discussions/observations concern you about their ability to earn the CWPI-P certification? **If yes, attach a description of your concerns.* ☐ Yes* ☐ No

By my signature, I attest that the information documented on this form is true, and I consent to an interview, if requested by FCB staff, to discuss my experiences and documentation.

Signature (FCB accepts both manual and electronic signatures)

Date