

Provisional Certification Requirements –Florida Academy Applicant

REQUIREMENT	New Employee – DCF Florida Academy Pre-service Program Application Route
Background Screening	<p>Pass a Level 2 employment background screening as specified by s.435.04, F.S.</p> <p>In lieu of multiple background screenings, the employer completes the <i>Level 2 Background Screening Eligibility Verification Form</i>.</p> <p>The Point of Contact collects and submits the <i>Level 2 Background Screening Eligibility Verification Form</i> to the FCB for processing.</p>
Formal Education	<p>Hold a bachelor’s degree or higher, issued by colleges or universities accredited by federally recognized accrediting bodies at the time of degree conferral.</p> <p>Applicants hired under the Department’s Enhanced Workforce Policy waive the degree requirement.</p> <p>In lieu of official transcripts, the employer completes the <i>Formal Education Verification form</i>.</p> <p>The Point of Contact collects and submits the <i>Formal Education Verification Form</i> to the FCB for processing.</p>
Florida Academy Training	<p>Complete the Florida Academy Foundations curriculum and discipline-specific track curricula.</p> <p>In lieu of training certificates, the training provider identifies each person in a class who successfully completed the curriculum on a single <i>Florida Academy Training Verification Form</i>.</p> <p>The Point of Contact collects and submits the <i>Florida Academy Training Verification Form</i> to the FCB for processing.</p>
Concepts and Procedures Checklist	<p>Complete the FCB <i>Concepts and Procedures Checklist</i>.</p> <p>Document discussions and observations on a single <i>Concepts and Procedures Checklist</i>.</p> <p>Applicants maintain the <i>Concepts and Procedures Checklist</i>, ensuring that all discussions and observations are initialed and dated and that each facilitator completes an attestation.</p> <p>The Point of Contact collects and submits the <i>Concepts and Procedures Checklist</i> to the FCB for processing.</p>
Child Welfare Foundations (CWF) Exam	<p>Take the <i>FCB Child Welfare Foundations Exam</i> after completing the <i>Concept and Procedures Checklist</i> and all classroom, field, and self-paced modules in the Florida Academy’s Foundations curricula.</p> <p>A passing score is required before an applicant may enroll in the Florida Academy Specialty Track: Protective Investigations curricula.</p> <p>Retests are for applicants who, after failing the exam, maintain employment in a position requiring certification. There is a 3-day wait period between test attempts. Registration and fee payment occurs before retesting.</p> <p>The Point of Contact works directly with the FCB to schedule and administer retests.</p>
Direct Supervision/ Competency Assessment	<p>Complete two separate, independent competency demonstration assessments of performance; document assessments on the FCB's <i>Competency Demonstration Assessment Instrument</i>.</p>

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	<p>The immediate supervisor or designee completes one full instrument; one or more qualified evaluators completes the second instrument. Each person conducting an assessment must complete their own, separate instrument, documenting ONLY the competencies assessed.</p> <p>The Point of Contact collects and submits <i>Competency Demonstration Assessment Instruments</i> to the FCB for processing.</p>
Provisional Credential Award	<p>Credentials are issued through the FCB’s online certification system. The effective date is the date the Certification Specialist triggers the system to issue the credential. The expiration date is 12 months later.</p> <p>The 12-month provisional period is the time to complete on-the-job experience, supervision, and observation requirements to upgrade to the CWPI, CWCM, or CWLC.</p> <p>The upgrade requirements are the same, regardless of how the person earned the provisional credential. See the <i>Full Certification Requirements: CWPI, CWCM, and CWLC</i> attachment for details.</p>

Full Certification/Upgrade Requirements: CWPI, CWCM, and CWLC

The provisional period is specifically designed to support on-the-job learning and competency development. Regardless of the final credential pursued, provisionally certified staff must complete discipline specific on-the-job experience, supervision, and assessment requirements. **These requirements, along with the application for the CWPI, CWCM, or CWLC credential, must be completed before the provisional credential expires.**

If necessary, employees may request an extension of their provisional certification for valid reasons. For more information, refer to the FCB’s Provisional Certification Extension policy.

REQUIREMENT	Provisionally Certified Applicants seeking Full CWPI, CWCM, or CWLC
On-the-Job Experience Requirement	<p>Complete a minimum of 1,040 hours of consecutive, full-time discipline-specific work where the applicant has primary case responsibility or is a direct supervisor of individuals with primary case responsibility.</p> <p>Eligible work experience occurs during the provisional period.</p> <p>Employers document eligible work experience on the <i>Work Experience Verification Form</i>.</p> <p>The Point of Contact collects and submits the <i>Work Experience Verification Form</i> and any necessary position descriptions to the FCB for processing.</p>
Supervision Requirement	<p>Complete a minimum of 40 hours of discipline-specific supervision focused on building competency. 20 hours must be individual, one-on-one supervision; the other 20 hours may be one-on-one and/or group supervision. Eligible supervision occurs in at least 15-minute increments.</p> <p>Qualified Supervisors document supervision on the <i>On-the-Job Supervision and Competency Verification Form</i>. A single supervisor can document multiple experiences on one form; however, each unique supervisor must complete a separate form.</p> <p>The Point of Contact collects and submits the <i>On-the-Job Supervision and Competency Verification Forms</i> to the FCB for processing.</p>
Field Observations Requirement	<p>Complete six (6) field observations and follow-up case consultation with a qualified supervisor.</p>

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	<p>Two (2) of the six (6) observations may occur in professional-, office-, or agency-based settings; the remaining observations must occur in the field and involve interactions with children, families, caregivers, or similar case participants.</p> <p>At a minimum, each visit/observation and follow-up consultation should last one-and-a-half (1.5) to two (2) hours.</p>
Assessment of Competence	Supervisors evaluate the job performance of the applicant and determine if any competency concerns exist. If so, the observation is a learning experience and is not eligible to count toward the required observations.
Credential Award/Issue & Expiration Dates	<p>The CWPI, CWCM or CWLC credential is issued through the FCB’s online certification system after approving and processing the following requirements:</p> <ul style="list-style-type: none"> • Active provisional credential at time of application • Active Upgrade Application submitted/application fee paid • Work Experience Requirement documented and approved • Supervision Requirements documented and approved • Field Observation and Assessment of Competency documented and approved <p>The effective date is the date the Certification Specialist triggers the system to issue the credential.</p> <p>The credential’s first expiration date depends on the initial issue date.</p> <p>Credentials issued in the months of November through July expire for the first time on the upcoming October 31st. Renewed credentials are valid for a period of two (2) years.</p> <p>Credentials issued in August, September and October expire for the first time the following October 31st. Renewed credentials are valid for a period of two (2) years.</p> <p>After the first renewal, the credential will expire on October 31st every other year. Renewed credentials are valid for a period of two (2) years.</p>

