



CERTIFIED CHILD ADVOCATE MANAGER (CCAM)

Application Standards & Requirements

The CCAM designation is a professional-level credential for individuals who advocate on behalf of dependent children to ensure child safety and best interests of the child are met. The GAL ***Certified Child Advocate Manager*** (CCAM) is a member of the child's multi-disciplinary team, which also includes a volunteer child advocate, a GAL Attorney and a child welfare professional.

The CCAM achieves desired child advocacy outcomes through effective coaching, relationship building, monitoring and managing an assigned volunteer child advocate workforce. These GAL volunteers conduct the "leg work" of visiting and assessing the child, advocating for the child in case related staffings and meetings, and participating in court hearings to help ensure the best interests of the child are being met in a manner that expedites permanency goals while ensuring child safety.

As the GAL Advocacy Team's subject matter expert, the CCAM shares their expertise and provides technical assistance and/or training to volunteer child advocates, as necessary, to achieve child safety and best interest outcomes. In the absence of a GAL volunteer, the CCAM must perform the child advocacy management and court activities expected of a volunteer.

All CCAMs have demonstrated competency through training, experience and supervision in the performance domains of:

- Child Advocacy Management
- Volunteer Coaching, Relationship Building, Management and Support
- Court Preparation and Participation
- Legal, Ethical and Professional Responsibilities

This document outlines CCAM standards, requirements, application policies, and procedures. Additional policies can be found on the FCB website and in the FCB Candidate Guides.

CCAM STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
Background Screening	<p>Applicants must successfully pass a Level 2 employment background screening. As this is also a requirement for hire as a GAL CAM, the FCB will accept an attestation from the GAL designee that the applicant has successfully passed a level 2 background check.</p> <p>This requirement is documented by the GAL designee on an FCB provided CCAM Verification Form.</p>
Formal Education	<p>Applicants must hold a Bachelor's degree or higher from an institution accredited and recognized by the U.S. Department of Education. As this is also a requirement for hire as a GAL CAM, the FCB will accept an attestation from the GAL designee that the applicant degree was verified and is documented as part of the individual's personnel file.</p> <p>This requirement is documented by the GAL designee on an FCB provided CCAM Verification Form.</p>
Content Specific Training	<p>Successful completion of the Guardian ad Litem Child Advocate Manager training program. As this training is a requirement for GAL CAM personnel, the FCB will accept an attestation from the GAL designee that the applicant successfully completed the full required training and is documented as part of the individual's personnel file.</p> <p>This requirement is documented by the GAL designee on an FCB provided CCAM Training Verification Form.</p>
Related Work Experience	<p>1,500 hours of work as a GAL Child Advocate Manager I or II. Eligible work experience was earned in Florida and must have occurred within the last 5 years.</p> <p>This requirement must be documented by the GAL designee on an FCB provided CCAM Verification Form</p>
On-the-Job Supervision and Competency Verification	<p>Applicants must complete both field observation and supervision hours, as outlined below:</p> <p>Field Visits / Observations</p> <ul style="list-style-type: none"> • A total of three (3) field visits/observations, each followed by a case consultation with a GAL-approved supervisor. <ul style="list-style-type: none"> ○ At least one observation with a volunteer. ○ At least one observation involving a child. ○ The remaining observations may occur in any professional setting. • Each visit and consultation must last a minimum of 1.5 to 2 hours. <p>Supervision</p> <ul style="list-style-type: none"> • A minimum of 20 hours of supervision. • Supervision must be one-to-one contact between a GAL Program Office assigned supervisor and the CAM, focusing on case status, guidance, oversight, and evaluation of competencies. • No more than 10 hours may be completed in a group supervision setting (one supervisor

	<p>with two or more CAMs).</p> <p>Supervisors must also determine whether there are any concerns about the applicant's ability to demonstrate minimum competency in any performance domain. If concerns remain unresolved, the related supervision hours or observations will not be counted toward certification requirements.</p>
Exam	<p>Applicants must successfully pass the Certified Child Advocate Manager Exam</p>
Continuing Education	<p>40 hours per year.</p> <p>The CE requirement is waived for the first renewal period. 40 hours will be required for ongoing renewal.</p> <p>Training content must be related to at least one of the CCAM performance domains as indicated under Content Specific Training.</p> <p>Continuing Education (CE) credit hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course is taken annually).</p>
Renewal	<p>The first time the credential is issued it will be valid for slightly more or less than 12 months, renewing for the first time on June 30 of the renewal year.</p> <p>CCAM credentials issued for the first time in the months of July – March will renew for the first time the upcoming June 30th. CCAM credentials issued for the first time in the months of April, May and June will renew for the first time the following June 30th.</p> <p>After the first renewal, the credential will be issued for a one-year period, ending on June 30th of the renewal year.</p>

CCAM CREDENTIALING PROTOCOLS

CCAM applicants must establish an online certification account and complete the online CCAM Application for Certification. Applicants must upload an electronic copy of their college degree or unofficial transcript and provide the name, work email address, and work phone number of the GAL Program Office designee who will complete the required CCAM Verification Form.

The GAL Program Office designee/training team is responsible for coordinating submission of all required documentation, payment of fees, exam scheduling and registration, exam administration, and re-testing, as applicable, in collaboration with the Board-assigned Certification Specialist and Testing Team Manager. The CCAM credential is issued upon receipt of a passing score on the CCAM examination.

Once issued, the CCAM credential becomes the property of the credential holder. The credential holder is responsible for maintaining certification by complying with the Code of Ethical and Professional Conduct, completing required continuing education, and renewing the credential prior to its annual expiration date of June 30. Credential holders are not required to remain employed in a Child Advocate Manager position or with the Statewide Guardian ad Litem Office in order to maintain the credential.