

# GUARDIAN AD LITEM CERTIFIED CHILD ADVOCATE MANAGER (CCAM) GRANDPARENTING PERIOD APPLICATION PROCESS, STANDARDS & REQUIREMENTS

This document provides detailed Guardian ad Litem (GAL) Certified Child Advocate Manager (CCAM) credential specific information, including CCAM standards, requirements and application policies and procedures that apply during the grandparenting period of April 1 through June 30, 2020. Certification under grandparenting standards is limited to specified Child Advocate Manager I and Child Advocate Manager II personnel who meet the standards herein. All other applicants must meet the full certification standards and requirements, which are detailed under separate cover.

This document is to be read in conjunction with the FCB's overall administrative requirements that are detailed in the following FCB Candidate Guides:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process Credential Award](#)
- [Candidate Guide: Maintenance and Renewal Process](#)

Applicants are responsible to read, understand and follow the information in the FCB's Candidate Guides, this document, and the FCB's [Code of Ethical and Professional Conduct and Disciplinary Procedures](#). All documents are posted online. Please contact the FCB at 850-222-6314 if you have any questions.

## CERTIFIED CHILD ADVOCATE MANAGER (CCAM)

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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 Guardian ad Litem Advocacy Team, which also includes a volunteer child advocate and a GAL Best Interest Attorney.

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

## CCAM GRANDPARENTING APPLICATION AND AWARD PROCESS

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Application under grandparenting standards is a partnership between the Guardian ad Litem office, eligible employees and the Florida Certification Board. Each has their own responsibilities:

### APPLICANT RESPONSIBILITIES

Individuals seeking certification are required to create an online account in the FCB's online certification database, complete the GAL CCAM Application Form – May 2020, and submit the completed form to the GAL appointed regional point of contact.

The online account has three sections:

1. Applicant contact information
2. Current employer information
3. Applicant background screening and agreement to comply with FCB policies and procedures, specifically, the FCB Code of Ethical and Professional Conduct and Disciplinary Procedures

The FCB will not be able to perform any credential award activities until the account has been created by the applicant. To create or access an existing account, please go to the FCB's home page at [www.flcertificationboard.org](http://www.flcertificationboard.org) and click on the MY ACCOUNT tab.

The GAL CCMA Application Form – May 2020 is an editable PDF. Applicants must complete the three sections, provide a manual or electronic signature, and submit the completed form to the GAL appointed regional point of contact.

Applicants do not need to contact the FCB directly, as all other certification award activities, including verification of eligibility and fee payment will be coordinated between the Guardian ad Litem office, GAL appointed regional point of contact, and the Florida Certification Board.

### POINT OF CONTACT RESPONSIBILITIES

The GAL program office has designated each GAL Regional Certification Trainer as the FCB's single point of contact. Regional points of contact are responsible for the following tasks:

1. Receive GAL CCAM Application Form – May 2020 from eligible employees.
2. Verify achievement of GAL CCAM standards in coordination with the GAL program office.
3. Complete a GAL CCAM Grandparenting Period EMPLOYER ATTESTATION form.
4. Attach completed GAL CCAM Application Forms for each individual listed in Part 3 of the GAL CCAM Grandparenting Period EMPLOYER ATTESTATION form. Please note: applicant names in Part 3 MUST EXACTLY match their name as entered into their online FCB Account.

## FCB RESPONSIBILITIES

The FCB will receive the electronic files from the GAL points of contact, review each file to assure linkage between the applicant name as listed on the GAL CCAM Application, the GAL CCAM Employer Attestations, and the online FCB account and compliance with all program requirements. Within five business days of receipt, the FCB will issue the CCAM credential to each applicant who meets all requirements.

Should there be any discrepancies between requirements and received documentation, the FCB will contact the GAL point of contact for follow up and/or next steps.

When the credential is issued in the system, the applicant will receive an email notifying them the credential is awarded, their certification is active and they can print a wallet card from their account, verifying their certification status.

The FCB will mail hard copy wall certificates to the GAL regional points of contact for dissemination.

Fees will be handled between the FCB and the GAL office. Applicants are not responsible for certification related fees.

# CCAM GRANDPARENTING STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<b>Please review the <u>Candidate Guide: Application Process</u> and the following CCAM standards and eligibility requirements for application.</b>	
<b>DCF Level 2 Background Screening</b>	Pass a level 2 background check. 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.
<b>Formal Education</b>	Hold a Bachelor's Degree or higher.  <i>This requirement is waived during grandparenting. Applicants who earn the credential under grandparenting standards and lose certification status for any reason MUST meet the degree requirement as a condition of reinstatement or be granted an official waiver by the GAL executive director or designee.</i>
<b>Related Work Experience and On-the Job Supervision</b>	Have a current Guardian ad Litem Program Supervisor's Planning and Evaluation Form reflecting an annual performance rating of 3.0 or higher, AND  Has not been the subject of a disciplinary action in the past year, to include Reminder Memorandum, Decision Memorandum, Suspension or similar, AND  Has successfully completed a current two-tier case review, including a self-review and a final review by either a Regional Certification Trainer or designated Regional staff.
<b>Please review the <u>Candidate Guide: Examination and Credential Award</u> and the following CCAM exam requirements.</b>	
<b>Exam</b>	<i>This requirement is waived during grandparenting. Applicants who earn the credential under grandparenting standards and lose certification status for any reason MUST pass the current CCAM exam as a condition of reinstatement.</i>
<b>Please review the <u>Candidate Guide: Credential Maintenance and Renewal</u> and the following CCAM requirements.</b>	
<b>Continuing Education</b>	40 hours every 2 years except the first renewal period will require the 40 hours to be completed by October 31, 2021. Training content must be related to at least one of the CCAM performance domains. 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).
<b>Renewal</b>	CCAM credentials issued under grandparenting standards, regardless of issue date, will be valid until October 31, 2021. A renewed credential is valid for two years, expiring on October 31 <sup>st</sup> of alternate years.

Individuals who are not eligible to earn GAL CCAM credential under grandparenting standards are required to meet the full program standards, which follow. These standards are effective for all individuals applying for certification after July 1, 2020 and for anyone who initially earned the credential under grandparenting standards and, for whatever reason, allowed the CCAM credential to become inactive or suspended and now wants to reinstate.

# CCAM STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<i>Please review the <b>Candidate Guide: Application Process</b> and the following CCAM standards and eligibility requirements for application.</i>	
<b>DCF Level 2 Background Screening</b>	<p>Pass a level 2 background check. 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 Level 2 Background Screening Verification Form.</p>
<b>Formal Education</b>	<p>Hold a Bachelor's Degree or higher. Eligible degrees are issued by institutions holding Federal Department of Education recognized accreditation. 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 Formal Education Verification Form.</p>
<b>Content Specific Training</b>	<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 Content Specific Training Verification Form.</p>
<b>Related Work Experience</b>	<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 is documented by the GAL designee on an FCB provided CCAM Related Work Experience Verification Form.</p>
<b>On-the-Job Supervision and Competency Verification</b>	<p>3 field visits/observations and follow-up case consultation between a GAL approved supervisor and the CAM. At least one visit. Observation must be with a volunteer and at least one visit/observation must be with a child. The remaining visit can be in any professional setting. At a minimum, each visit/observation and follow-up case consultation should last 1.5 to 2 hours.</p> <p>20 hours of supervision. Eligible supervision refers to one-to-one contact between a qualified supervisor and a CAM during which time the CAM apprises the supervisor of the status of the case and discusses it with the supervisor. The supervisor must provide the CAM with oversight and guidance in working the case and evaluate the CAMs performance of competencies. No more than 10 hours of the supervision can be in a group setting (one supervisor with 2 or more CAMs).</p> <p>In addition to completing the field visits/observations and supervision activities described above, the supervisor must determine if he or she had concerns about the competency of the CAM during the time of supervision. Even if the supervision is complete, if the supervisor still has competency concerns, the visit/observation or the supervision hours will not be counted toward the total required for certification.</p>
<i>Please review the <b>Candidate Guide: Examination and Credential Award</b> and the following CCAM exam requirements.</i>	
<b>Exam</b>	Certified Child Advocate Manager Exam

TOPIC	MINIMUM REQUIREMENT
<i>Please review the <u>Candidate Guide: Credential Maintenance and Renewal</u> and the following CCAM requirements.</i>	
<b>Continuing Education</b>	<p>40 hours during each 2 year renewal period except during the first renewal period which will require the 40 hours to be completed by October 31<sup>st</sup> of the renewal year. 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>
<b>Renewal</b>	<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 October 31<sup>st</sup> of the renewal year.</p> <p>CCAM credentials issued for the first time in the months of November – August will renew for the first time the upcoming October 31<sup>st</sup>. CCAM credentials issued for the first time in the months of September, October will renew for the first time the following October 31<sup>st</sup>.</p> <p>After the first renewal, the credential will be issued for a two year period, ending on October 31<sup>st</sup> of the renewal year.</p>