



**Series:** 1200 Human Resources  
**Policy Name:** Case Management Credentials  
**Policy Number:** 1241  
**Origination Date:** 11/01/2013  
**Revision Date:** July 1, 2018  
**Regulation:** F.S. 65C-15.017

**Policy:** Communities Connected for Kids will ensure employees working in Child Welfare Case Management have the appropriate credentials.

**Procedure:**

1. Per F.S. 65C-15.017 staff working as a Case Management Supervisor must have a Master's degree in social work or related field and two years experience in human services or child welfare. A bachelor's degree in social work or related field along with four years experience in human services or child welfare may be substituted. A Case Management Supervisor must be certified as a Child Protection Professional, and must obtain their Supervisor certification within one year of beginning their position, or as soon thereafter as the training is made available. A Case Manager must have a bachelor's degree in social work or related field.
2. A Case Manager must obtain their certification as a Child Protection Professional within one year of passing pre-service training.
3. All degrees must be from an accredited college or university.
4. Social Work or related field includes degrees in the following fields:
  - Psychology
  - Counseling
  - Sociology
  - Human Services
  - Criminology
  - Criminal Justice
  - Behavioral Sciences
  - Community Development
  - Education
  - Health Science
  - Human Development
  - Human Sciences
  - Law
  - Political Science
  - Public Administration



5. Communities Connected for Kids will not request an Educational Waiver for applicants with a degree outside of those listed above unless the candidate has five years of child welfare case management experience. Exceptions must be approved by the CEO before an offer can be made.
6. All staff will be allowed two attempts to pass the pre-service exam with a score of 80 or higher. Failure to do so will result in termination from employment.
7. All staff will be allowed one attempt to obtain full certification. Failure to do so will result in termination from employment.
8. All costs to obtain and maintain certification are the responsibility of the individual staff member unless otherwise approved by Executive Management.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018