



Series: 500 Training & Supervision

Policy Name: Child Welfare Pre-Service Training

Policy Number: 504

Origination Date: 2/20/15

Revision Date: 3/29/19

Regulation: F.A.C. 65C-33

Policy: It is the policy of Communities Connected for Kids (CCKids), to adequately respond to the needs of children and families and to meet the training requirements of the Department of Children and Families. This requires sufficient training to initially equip staff with the knowledge and skills to undertake their role as a Child Welfare Professional.

Procedure:

1. CCKids Training Department will facilitate the delivery of the Department approved, mandatory child welfare curriculum by CCK Child Welfare Trainers.
2. Case Managers, Licensing Specialists and Protective Investigators must successfully complete the approved curriculum.
3. The employing agency must complete and forward the training registration form and the completion certificates for HIPAA and Security Awareness to the Training Department five days prior to the first day of training.
4. There is 100% mandatory attendance requirement for all classroom instruction and field activities. Any missed classroom instructions must be completed prior to the trainee being eligible to take the post-test.
5. Agency approved, non-employed individuals may participate in the pre-service classroom training.
6. CCKids Training Department staff will administer the post-test at employer-based, FCB approved testing sites. Any special accommodations required for testing will be discussed with the trainee and their supervisor prior to the date of the test and a written request for special accommodations will be submitted to the FCB.
7. Trainees must complete registration with the FCB during the first week of training.
8. The FCB will invoice the applicant directly for all fees. All required forms and fees for testing and provisional certification must be paid prior to the post test. Staff may request that CCKids deduct registration and test fees from newly hired staff's first several paychecks to cover the cost. Monies taken from a staff's pay who terminates prior to taking the exam will be refunded. Staff will be responsible for paying the cost directly to the FCB for any additional testing needed.
9. CCKids Training Department staff will submit the training verification form a minimum of 10 days prior to the date of the written test.
10. Trainee must achieve the minimum established score or higher to be awarded provisional certification.



11. Individuals who do not pass the exam may re-test after a 48 hour waiting period from the date of taking the failed exam. CCKids will allow two attempts to pass the pre-service exam. Failure to do so will result in termination unless an exception is granted by the CEO.
12. Waiver process: The waiver process is the procedure by which individuals who already meet criteria established by the Third Party Credentialing Agency are eligible to take a waiver test and enter into an individualized waiver plan in lieu of participating in the training requirements to achieve provisional certification. There must be no waiver test preparation classes conducted or pre-service curriculum study materials provided to any individual in order to help prepare him or her for the waiver test.

Any individual who does not pass the waiver test on his or her first attempt, shall participate in the entire pre-service curriculum, and shall successfully complete all pre-service training requirements. The waiver test must be administered within 10 business days of the individual's start date in the position into which he or she was hired. If the individual fails the waiver test, no waiver plan is developed, and the individual must participate in the pre-service training in trainee status, regardless of any prior education or previous experience. The employing agency shall maintain written documentation of the individual's applicable educational and employment experience as verification of the employee's eligibility to take the waiver test.

The employing agency shall ensure that, upon successful completion of the waiver test Child Welfare Professional enters into an agency-designed waiver plan. Within five (5) business days of having passed the waiver test, the Child Welfare Professional shall meet with his or her supervisor and a child welfare trainer in order to enter into and sign an individualized waiver plan, which shall address: The requirement that the individual participate in pre-service classes and activities in the track of the new position classification that he or she had not previously attended or completed, and participate in any other identified classroom, field and online training and activities needed to bring the individual up to the current standard of a Florida Child Welfare Professional in the same position classification. As part of any waiver plan, the employing agency may require that an individual participate in additional trainings and activities, regardless of certification status, education or experience. These additional requirements depend upon such factors as the type, length and degree of the individual's previous child welfare or other applicable experience; the individual's prior job performance history; duration of the individual's break in service (if applicable); and changes in Florida law, policy and practice which may have occurred since the individual last attended pre-service training.

Regardless of certification status or any prior education or previous experience, until such time as the waiver plan has been reviewed, completed and signed by all parties, the Child Welfare Professional who has passed the waiver test shall not carry a caseload, assign or be assigned responsibility for any cases, conduct any unaccompanied or unsupervised home visits, perform any unsupervised home studies or interviews of children or adults, be ultimately responsible for any assessment of risk, be tasked with any oversight or approval of the work of others, or otherwise have primary responsibility for or provide oversight of any investigation, child, family or case. Each professional who passes the waiver test shall be given provisional certification

Approved: Carol A. Deloach

Carol A. Deloach, CEO

3/29/19