

Series: 500 Training & Supervision

Policy Name: Child Welfare Certification

Policy Number: 505

Origination Date: 01/30/15

Revision Date: 3/29/19

Regulation: 65C-33

Policy: It is the policy of Communities Connected for Kids (CCKids), to ensure that eligible employees complete certification within the designated timeframe.

Procedure:

CCKids requires certification for the following positions: Child Welfare Case Manager, Child Welfare Licensing Counselor. Staff must be certified in the position they currently occupy.

- To be certified, each child welfare candidate must meet the training and certification requirements for his/her position classification.
- Applicants can access the required forms on the Florida Certification Board application portal.
- Individuals are expected to complete the full child welfare certification requirements within the twelve month provisional period.
 - Minimum 40 hours of individual supervision
 - Minimum 10 hours of agency group supervision
 - 10 hours of individual and/or group supervision
 - 6 hours case review practice.
 - 10 field observations (minimum of 5 with a training specialist). Each observation must include case consultation with the agency supervisor following the observation. A minimum of 3 of the 6 observations must be in the home.
 - Attend a minimum of 1 in-service training.
- Failure to submit all the required documents in a timely manner will result in the credential being placed on an inactive status. An inactive credential may not be reinstated. The individual must begin the process again, including passing the written test and paying all the required fees.
- Individuals eligible for a provisional certification extension must submit a child welfare provisional certification extension application and pay the required fee a minimum of 30 days prior to the expiration of the Child Welfare Provisional certification.
- Certification will be awarded after all the required forms have been submitted and approved by a Florida Certification Board specialist.
- Each credential will be awarded for a maximum of 24 months, depending on the quarter in which the credential was awarded. Each credential will renew on October 31st.
- The trainee's immediate supervisor, other supervisor, trainer, quality assurance staff and other qualified professionals approved by the Florida Certification Board may document the competencies required for certification.

Approved: Carol Deloach

Carol A. Deloach, CEO

3/29/19