

# NWF Health Network Policy & Procedure

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<b>Series:</b>	1200: Training and Supervision	
<b>Policy Name:</b>	Child Welfare Certification Program	
<b>Policy Number:</b>	1203	
<b>Origination Date:</b>	2/1/2009	<b>Revised:</b> Board Meeting of 02/26/2026
<b>Regulation:</b>	402.40, F.S. 65C-33.001-.016, F.A.C.	

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## Policy

It is the policy of NWF Health Network (NWFHN), to train and support child welfare professionals through the implementation of a comprehensive child welfare training programs approved by the Department of Children and Families, to enhance the knowledge, skills, and abilities of staff, prepare personnel to assume duties, and to promote awareness of and sensitivity to cultural backgrounds and needs.

## Procedure

### A. Child Welfare Certification Process.

1. Obtaining and maintaining *Child Welfare Certification* is established by the *Florida Certification Board (FCB)* and the *Candidate Guide for Employer-Sponsored Child Welfare Certification*, that can be accessed through the website: <http://flcertificationboard.org>
2. Certification is a requirement for individuals in the following positions:
  - a. Child Welfare Case Manager; Child Welfare Case Manager Supervisor (which includes any individual, regardless of position title, who is primarily responsible for providing direct supervision of Child Welfare Case Managers); Child Welfare Licensing Counselor (or any individual, regardless of position title, who conducts parent preparation Academy training for prospective caregivers, or any individual who conducts home visit assessments for the purpose of completing foster or adoptive home studies of prospective caregivers); Child Welfare Licensing Supervisor (which includes any individual, regardless of position title, who is primarily responsible for providing direct supervision of Child Welfare Licensing Counselors, or who conducts parent preparation Academy training for prospective caregivers, or who conducts home visit assessments for the purpose of completing foster or adoptive home studies of prospective caregivers, or who approves, by signature, foster or adoptive home studies of prospective caregivers); Child Welfare Trainer.
3. Preferred all child welfare applicants hold a minimum of a bachelor's degree from an approved accredited college or university in a designated field as outlined in the Florida Certification Board and the Candidate Guide for Employer-Sponsored Child Welfare Certification or meet the approved candidate requirements as outlined by the Enhancing the Workforce for Child Placing Agencies providing Child Welfare Services memo in accordance with s. 402.40(2)(b), F.S.,
  - a. Option 1: An associate degree from an accredited college or 60+ college credits from an accredited college or university AND one of the following: Two years of professional work experience or two years of full-time social work or human services experience in a professional job(s) that *require an assessment of factors that can contribute to trauma or protective capacities with children and families.*

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b. Option 2: A high school diploma or GED equivalent (official transcripts required) AND Four+ years of full-time social work or human services experience in a professional job(s) that *require an assessment of factors that can contribute to trauma or protective capacities with children and families.*

c. Option 3: A Bachelor's Degree for those without relevant professional experience, social work, or human services experience.

## B. Provisional Certification Training Requirements.

1. The Academy training component of Child Welfare Certification will be offered and delivered to all new hires within the NWFHN provider network who qualify for Academy training. A member of the NWF training team will provide calendars for dates of Academy training within three (3) weeks prior to the orientation of each class. A class must contain at a minimum four (4) trainees.
2. The Academy training is required to be in person. Virtual training classes are not permitted. Make up sessions can be virtual if deemed appropriate by the training manager.
3. The NWFHN Trainers will follow the design of the curriculum as outlined by the FL DCF Office of Child Welfare. A 3-day absence (total) can be excused and will be made up at the earliest convenience of the trainers. Any more than three (3) days will require the trainee being dropped from the class. The trainee will not receive training until the following scheduled Academy training.
4. On the first day of Academy (orientation), the trainers will provide direction on how the trainees are to access the training curriculum. It is the responsibility of the employer to ensure that the trainees have access and an opportunity to print the Academy participants guide and other training course materials needed for the Academy training.
5. It is the responsibility of the employer to ensure that the trainees have operational and functional laptops or tablets to access e-modules and learner guides prior to orientation.
6. It is the responsibility of the employer to ensure that all trainees have access to Wi-Fi in some capacity prior to orientation.
7. It is the responsibility of the employer to ensure that all trainees have access to FSFN/CCWIS prior to Foundations exam.
8. There is a one hundred percent (100%) mandatory attendance and participation requirement for all Academy classroom instruction, absent special circumstances documented **and approved by the hiring agency and the training entity.** Any missed training, modules or material must be completed by the trainee prior to the trainee being eligible to take the certification exam.
9. No new participants may start the Academy training class once they once the class has begun.
10. During Academy training, the employee's supervisor is responsible for ensuring the employee has an opportunity to complete all assigned experiences checklist, assessments, competencies, e-modules, and labs as designed in the curriculum. *Additionally, it is recommended that employers provide and begin the experiences checklist as soon as hired. It is further recommended that new employees be hired 2-3 weeks prior to orientation.*
11. The employer is responsible for the internal monitoring of all trainings, certification activities and certification status of every employee in positions requiring certification.
12. All persons in a position that requires certification must maintain current training documentation in order to meet the standard requirements for certification.

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13. Prior to obtaining Provisional Certification, the individual is considered to be a candidate, and, as such, under no circumstances shall he or she carry a caseload, 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 safety and risk, or otherwise have primary responsibility for any child, family or case.
    - a. A candidate, while bearing no responsibility for the case, may be assigned as a “secondary” worker (case manager or licensing counselor) in FSFN or other Department-approved system to no more than four (4) active cases during Academy training.
    - b. Every piece of casework completed by the candidate shall be reviewed and approved by either the primary worker on the case, the supervisor of the primary worker on the case or other designated certified staff member, prior to the casework being included and saved in FSFN.
    - c. The candidate will not conduct court or public appearances and will make no recommendations or reports without the written approval of their direct supervisor or CMO Program Director, this includes appearances at NWFHN System of Care and community hosted meetings.
    - d. The candidate will not be assigned on-call duties until obtaining Provisional Certification.
  14. Candidates are expected to display professionalism during training, which includes punctuality, courtesy, respect for others’ opinions and appropriate dress. Attendance and professional behavior are evaluated and reported to each candidate’s supervisor as part of the assessment of the candidate’s performance.
  15. In lieu of participating in all of the Academy training requirements, a service provider/CMO may request a Waiver Exam for individuals who may already meet certain educational and experiential criteria.
  16. If the individual fails the waiver test, the individual must complete the full Academy training program.
- C. Intern Participation in Academy Training.
1. The guidelines for intern participation in Academy training include the following:
    - a. Any intern who will conduct any casework or have client contact is required to attend Academy training, fulfill the same training requirements, and be expected to conduct him or herself according to the same professional behavior as other candidates.
    - b. Although efforts will be made to accommodate interns, their participation in training may be limited due to availability of space, priority of hired staff, and access to technology and materials.
    - c. The selection of interns to attend Academy training is decided by the Training Team, the college or university representative and the intern’s assigned agency.
- D. Certification Exam Procedures.
1. NWF Health Network and CMO’s will follow the procedures and requirements of the Florida Certification Board as identified on their website. <https://flcertificationboard.org/certifications/child-welfare/>
  2. NWF Health Network and CMO’s will follow the Florida Administrative code 65C-33.003 Child Welfare Academy Training requirements.
- E. Full Certification Procedures.

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## F. In-Service Training

1. NWF Training Team will offer in-service trainings to assist meeting the requirements of group supervision to support full certification.
2. NWF Training Team will mentor provisionally certified staff to assist with guidance, training, and meeting individual hours to support full certification.
3. It is the NWF Training Team's requirement to complete at least one field supervision with each provisionally certified staff prior to submission of their certification packet.
4. NWF Training Team will provide a monthly calendar of in-service training and learning circle offerings to all CMO's and system partners. It is the responsibility of the CMO's and system partners to encourage and/or require attendance and participation in any in-service training or learning circle for their agencies.