Certification Quick Reference Guide

Minimum Requirements:

- 30 Hours of Individual Supervision
- 20 Hours of Group Supervision
- 6 Field Observations
  - 1 Court
  - 1 Staffing
  - 3 Family Interactions
  - 1 Supervisor’s Choice

FAQ’s:

What is Individual Supervision?

Individual Supervision is face-to-face supervision provided by a qualified supervisor to the candidate that promotes development of responsibility, skills and knowledge. The supervisor provides the candidate with oversight and guidance regarding case work and dealing with clients, the supervisor evaluates the applicant’s performance. Supervision is measured in hours and should be in 30 minute increments.

Who is considered a Qualified Supervisor?

This may be the applicant’s immediate supervisor, other agency supervisors, trainers, quality assurance staff, field supervisor, and other agency management who has been directed to provide supervision to applicants seeking certification.

What can I use a Group Supervision hours?

Candidates are encouraged to utilize unit meetings and agency all-staffs to obtain Group Supervision hours. Case Management candidates should also be utilizing staffings to earn group hours; these typically include permanency and reunification staffings.

What is not Group Supervision?

Trainings, i.e. substance abuse trainings, car seat trainings, etc. are not considered Group Supervision; candidates should utilize the above mentioned opportunities to earn group hours.

What is a Field Observation?

A Field Observation is an observation of the candidate by a qualified supervisor that should measure the candidate’s ability to interact with clients and other child welfare professionals in a professional setting. The majority of observations should take place outside of an office setting, i.e. client’s homes or court. An observation is not measured in hours, it is a single instance, it may take 30 minutes or it may take 4
hours, as long as the observer has adequate opportunity to properly assess the interactions. The qualified supervisor must assess both the candidate’s interpersonal skills and interactions AND review the documentation that would be expected to accompany an interaction.

**When is my certification binder due?**

At a minimum certification binders are expected to be completed and submitted to CNSWFL one month before the candidate’s provisional certification is set to expire. For example, if your provisional certification expires July 15, 2016, your binder should be completed by and submitted by June 15, 2016. Time is needed to review the binder prior to submission to Florida Certification Board.

**When is the earliest I can submit my binder for certification?**

Florida Certification Board requires 1,060 hours (Approx. 6 months) of experience as part of the requirements for certification, these hours are earned after the candidates pass the post-test. Therefore, the earliest a candidate could submit for certification is 6 months after passing the post-test.

**Tips from those who have successfully completed the process:**

- If you have questions regarding the process ask and ask early! Don’t wait until month 10.

- Document as you go! Take some time weekly or bi-weekly to document your hours on the required forms. The most successful candidates have documented their hours as they are earned.

- Complete the Supervision Documentation form when you receive supervision and have your supervisor sign off on it.

- Utilize your FSFN documentation to support what is documented on your supervision forms.

- Use the tracking form, it makes it easier to know where you are in the process and what you have left to complete.

- Start documenting the supervision you receive right out of class.

- Carry supervision and observation sheets around with you. You never know when you will have the opportunity to gain hours!

- Take ownership of your certification, it belongs to you!