

## Public Notice

### Request to Become a Child Welfare Credentialing Entity

Effective October 1, 2011 Florida child welfare professionals must be credentialed by a third-party entity to ensure they have the knowledge, skills, and abilities necessary to competently provide child welfare services. If you are interested in becoming a child welfare credentialing entity, please submit the following information along with a memorandum requesting Department approval to the Florida Department of Children and Families, 1317 Winewood Blvd., Building 1 Room 303, Tallahassee, Florida 32399.

1. Proof of nonprofit status with one of the following:
  - a. A copy of a currently valid *IRS* tax-exemption certificate.
  - b. A copy of the organization's listing in the *IRS*'s most recent list of tax-exempt organizations described in the *IRS* Code.
  - c. A statement from a state taxing body, state attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
  - d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status.
  - e. Any of the items listed above for a state or national parent organization along with a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.
  - f. Documentation that the applicant is a governmental entity, for example a county sheriff's office.
2. Evidence that the credentialing entity is accredited by a national accrediting body that evaluates certification organizations for compliance with national standards for certification programs. In the absence of accreditation, the applicant must provide evidence that it is utilizing national standards and has a plan in place to obtain accreditation by a national accrediting body.
3. A plan to meet the Department's expectation that all entities seeking approval meet nationally recognized standards for developing and administering professional certification programs by obtaining accreditation.
4. Professional requirements and standards for each certification that applicants must achieve in order to obtain a child welfare certification and to maintain such certification. This includes how the applicant will be required to demonstrate competency through written and field based instruction using Department approved curricula.
5. Plan for the development and application of core competencies and examination instruments according to nationally recognized certification and psychometric standards.
6. Professional code of ethics and the disciplinary process that applies to all persons holding child welfare certification when a breach of the code of ethics occurs.

7. Description of how the organization's database will be constructed to include all persons holding child welfare certification, including those with any history of ethical violations and how the data will be made accessible to the public.
8. Requirements and standards for continuing education for persons holding child welfare certification.
9. Description of how the organization will administer a continuing education provider program to ensure that only qualified providers offer continuing education opportunities for certificate holders.