



Policy: Pre-Service Training Certification Waiver

ChildNet Number: CN 016.009

Original Approved Date: June 10, 2004

Policy Revised Date(s): August 1, 2007; December 14, 2009, April 25, 2018

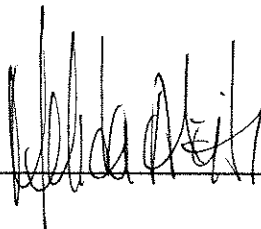
Policy Sunset Date:

COA Standard(s): TS 1.01, 1.02

Statement of Policy:

It is the policy of ChildNet to provide newly hired staff members who have significant previous experience in the field of child welfare the opportunity to participate in an abridged, individualized training program. The customized program is to enable the employee to earn certification as a Child Welfare Case Manager as quickly as possible.

Board Chair's Signature:



Date:





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Definitions:

Statement of Procedure:

A. Eligibility Requirements

This policy applies to any newly hired ChildNet staff member who is not certified currently. ChildNet reserves the right to waive selected parts of the Child Protection Pre-service Training Program and offer an abridged, individualized training for individuals based on prior relevant child protection experience, education, and training (Waiver Program).

This would include, but is not limited to:

1. Employees who have completed a BSW or MSW program.
2. Employees who have a bachelor's degree, and at least two years of experience in a child welfare setting, and their experience relates directly to the job for which they are applying.
3. Employees who have participated in pre-service classroom training elsewhere in the State of Florida and are not certified.

Upon receipt of an application and appropriate documents, the Talent Management Department informs the Career Development Department of candidates who may be eligible for the waiver program.

B. Waiver Program Requirements

To participate in the waiver program, a representative of the Career Development is to document the rationale for requesting a waiver test for the employee. The documentation is to reflect the previous experience, education, and training requirements established by ChildNet.



The documentation and waiver request are to be approved by the employee's Director, and returned to the representative of the Career Development. Once approved, the Career Development Department schedules the person to take the written test. The employee is required to pass the exam on the first attempt to qualify for the waiver program.

C. Waiver Training Plan Requirement

If the employee passes the waiver test, the supervisor, the director, and a representative of the Career Development are to develop a training plan that meets the specific needs of the new employee. The plan is to include areas to develop based on the Pre-Service statewide competencies that the employee has demonstrated and those that may need to be improved.

The training plan is to include the rationale for requesting the waiver and how the employee will participate in strengthening areas that have been identified as objectives for completion. These activities may include, but are not limited to:

1. Classroom Training – including pre-service classes, in-service classes, or other types of instruction on topics pertinent to child welfare. ChildNet-specific classes and instruction are required, and may change based on the individual's and organization's need.
2. Coaching by the employee's supervisor, and other company individuals, based on the needs of the employee and the company's objectives.

The employee is to complete all other requirements of Child Welfare Certification indicated by the DCF approved, third party credentialing entity.

D. Caseload

The new employee is to be assigned a protected caseload under close supervision while he or she completes the training plan and completes all other requirements of Child Welfare Certification indicated by the DCF approved, third party credentialing entity to apply for full certification.

E. Waiver Training Plan Approval Requirements

Final ChildNet approval for the waiver training plan is to be received from the Case Management Director or approved representative. The approved plan is to be filed in the employee's Career Development file and in the employee's Talent Management file.



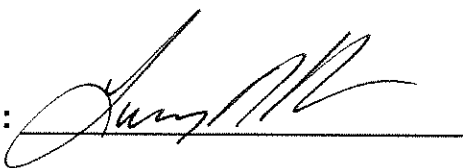
F. Time Frame

The employee is expected to complete all training requirements within six months of the plan approval, with an extension to nine months if necessary. If the employee does not apply for certification within six months of the start date of the waiver training plan, Case Management Director or approved representative and a representative of Career Development are to revise the plan with appropriate individuals for certification by an agreed upon date.

G. Waiver Test Failure Requirements

If the employee does not pass the exam on the first attempt, at the company's discretion, the employee may start the required training process and complete the entire certification process just as a new trainee (classroom training, field activities, in-service, and all other requirements of Child Welfare Certification indicated by the DCF approved, third party credentialing entity).

The decision is made in collaboration with a representative from Career Development and the Case Management Director or approved representative.

President's Signature:  Date: 4/27/18