



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

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**DATE:** June 13, 2008

**TO:** Regional Directors

**THROUGH:** George Sheldon, Assistant Secretary for Operations  
David Fairbanks, Assistant Secretary for Programs

**FROM:** Patricia Badland, Director of Office of Family Safety

**SUBJECT:** Child Welfare Professional Certification Requirements Under Florida  
Administrative Code 65C-13

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**PURPOSE:** This memo provides information clarifying requirements for certification of staff providing foster parent training.

**BACKGROUND:** Per 65C-13.024(3), F. A. C. effective April 6, 2008, "each pre-service class shall be led by a certified child protection professional according to s. 402.40(7), F. S., who has a bachelor's degree or a master's degree from an accredited college or university". This means that the staff performing the critical function of training and assessing prospective foster parents must be certified as child welfare professionals.

In order to ensure community-based care agencies have sufficient time to accomplish this requirement, the following time frames are provided. These staff must become certified by April 6, 2009 (one year after the implementation of 65C-13, F. A. C.) Phase I of certification will need to be completed within 6 months or by October 6, 2008. If not already certified, the staff must attend the Phase 1 classes for services staff or must successfully pass the waiver test. For the Phase 2 portion of training, agencies will need to develop a Field Based Performance Assessment specific to licensing functions. A sample assessment for licensing staff may be obtained by visiting the Document Center at <http://skillnet.dcf.state.fl.us>.

**ACTION REQUIRED:** Please disseminate this information to all community-based care lead agency chief executive officers as well as all certified trainers conducting pre-service training classes.

**CONTACT INFORMATION:** If you have any questions, please contact Taffy Compain, at (850) 921-2765 or [Taffy\\_B\\_Compain@dcf.state.fl.us](mailto:Taffy_B_Compain@dcf.state.fl.us).

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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Advance Personal and Family Recovery and Resiliency

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