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<b>Series:</b>	<b>HR- Recruitment, Selection &amp; Deployment</b>	<b>COA: HR 3.06 3.07</b>
		<b>CFOP:</b>
<b>Procedure Name:</b>	Education, Licensing & Credentialing	
<b>Procedure Number:</b>	HR 2208	
<b>Reviewed Date:</b>	1/11/2013, 12/1/15	
<b>Revision #/Date:</b>	(1) 09/08 (2) 8/11/2014 (3) 8/24/2017, (4) 6/5/19	
<b>Effective Date:</b>	9/04	
<b>Applicable to:</b>	All Brevard Family Partnership Family of Agencies (BFP FOA) Staff, Applicants, Independent Contractors (direct staff), staff	

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**PURPOSE:** As a part of the background verification process, the BFP FOA conducts verification of education, required licensure and credentials of potential employees and independent contractors in direct service. The BFP FOA is committed to ensuring, to the best of its ability, that candidates selected to join the family of agencies and those who serve as independent contractors in direct service and network staff have acceptable clearance, meet applicable state registration, licensing and/or certification for their job and/or use of professional titles and possess the educational achievement required for the position, if any.

**References:** HR-2205 Recruitment and Selection, HR-2206 Interview Process, HR-2207 Employment References, HR-2209 Background Screenings, HR 2216 Personnel Records

### **Definitions**

### **PROCEDURE:**

1. Prior to an offer of employment or placement of an Independent Contractor for direct service work and within the network the educational, licensure and/or certification requirements, if applicable, will be verified by the Human Resources Manager or designee. Network agencies are responsible to complete this verification for their staff members. The verifications for educational, licensure and/or certifications required for direct service for Independent Contractors is addressed in the procurement process through Contract Management.
2. Pursuant to Administrative Code 65C-15.017
  - (1) The child-placing agency director shall be responsible for the general management and administration of the agency in accordance with the licensing requirements and the policies of the governing body. The director shall have:
    - (a) A master's degree in social work or a related area of study, as defined in subsection (2), of this rule, from an accredited college or university and at least two (2) years' experience in human services or child welfare programs, or
    - (b) A bachelor's degree in social work or a related area of study, as defined in subsection (2), of this rule, from an accredited college or university and four (4) years' of experience in human services or child welfare programs, or
    - (c) A doctorate degree in social work or a related area of study, as defined in subsection (2), of this rule, may be substituted for one (1) year of the required experience. Agency

directors continuously employed since October 27, 1993, will be considered to have met these educational requirements.

- (2) Agency staff responsible for supervision shall have a master's degree in social work or a related area of study from an accredited college or university and at least two (2) years' of experience in human services or child welfare programs, or a bachelor's degree in social work or related area of study from an accredited college or university and four (4) years' of experience in human services or child welfare programs. A doctorate in social work or a related area of study may be substituted for one year of the required experience. Related areas of study include bachelor's or master's degrees in human services, criminology, juvenile justice, psychology, sociology, counseling, special education, education, human development, child development, family development, marriage and family therapy, and nursing.
  - (3) Agency staff responsible for performing casework services shall have a bachelor's degree in social work or related area of study or a master's degree in social work or a related area of study from an accredited college or university. Related areas of study include those listed in subsection (2) above.
  - (4) A child-placing agency shall not hire any individual who does not meet the criteria set forth in subsections (2) and (3), above, without the approval of the Department's Regional Managing Director or designee. The Regional Managing Director or designee shall grant approval if the individual has a bachelor's degree and it is determined that the individual has sufficient relevant education, training, and experience in social services to substitute for the requirements set forth in subsections (2) and (3) above. The child-placing agency shall provide at least the following information in support of such approval:
    - (a) Documentation that the individual has a bachelor's degree, along with a copy of the transcript or unofficial transcript for any post-secondary education completed by the person, listing the person's completed coursework; and,
    - (b) Documentation of the individual's relevant experience in social services, or coursework, or training in social services.
3. The BFP FOA must ensure that these individuals are able to perform the essential functions of a job and/or use of a professional title. A copy of the applicant's and/or Independent Contractor's educational level, state registration, license or certification, shall be obtained, if required, and maintained in the individual's employment or Independent Contractor Agreement file.
  4. During the employment reference process, colleges or universities are contacted to verify the completion of stated degrees where these are a requirement of the position. This is included in the initial background screening for new hires. New employees may be requested to contact the college or university and request that the sealed transcripts are mailed directly to the Human Resources Manager.
  5. Where a state registration or licensure is required, the applicant and/or employee will provide the required documentation. The required documentation will be maintained in the personnel file. The employee is responsible for ensuring this certification or license is maintained and renewed as appropriate. The Human Resources Manager, or designee, will track the

expiration dates and send a reminder as needed, but it is the responsibility of the employee to ensure the required credentials are maintained and current documentation is provided to the Human Resources Manager prior to the expiration date.

6. BFP FOA staff with responsibilities regarding direct care for children and families may be required to complete specific trainings which are in accordance with the Training Plan. This Plan details which positions and certifications are required for these staff. All credential information obtained on employees will be maintained in the personnel file. Credential information obtained on Independent Contractors will be maintained in the provider contract file.
7. Failure to provide the necessary documentation in a timely manner to ensure that required licensure and/or certifications are current and valid may result in disciplinary action up to and including termination of employment or, if an Independent Contractor, termination of the contract.
8. BFP FOA sub-contractors and partner providers are required to ensure compliance with these requirements in accordance with applicable statutes and their own established policy and procedures.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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MR. PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of  
Agencies

APPROVAL DATE: 1/21/2020