



Certified Child Welfare Supervisor (CCWS)
ADDENDUM: DIRECTION for VIRTUAL OBSERVATIONS

Directions

1. This form provides direction to CCWS applicants and qualified supervisors conducting On-the-Job Rated Observations and Competency Verification in a virtual environment.
2. Certification-eligible virtual observations may only be conducted within the parameters of the applicant’s employing agency’s active policy regarding virtual supervision and activities.
3. A copy of the employer’s virtual supervision policy must be attached to this addendum and submitted with each On-the-Job Rated Observation and Competency verification Forms which occurred in a virtual environment.
4. Certification-eligible virtual observations must meet all of the requirements for face-to-face observations.
5. The qualified supervisor conducting the virtual observation/rating/follow up performance consultation completes Part 1, secures and attaches a copy of the applicant’s employing agency’s policy allowing virtual supervision (to include effective dates), secures signature of the applicant in Part 2, and submits the completed form, a copy of the agency policy regarding virtual supervision, and the form(s) that documents achievement of a three-point rating or higher to the attention of Auna Moore at amoore@flcertificationboard.org.

Part 1: Attestation of VIRTUAL Observation. To be completed by the qualified supervisor conducting the virtual rated observation.

I have read the ADDENDUM: DIRECTION for VIRTUAL OBSERVATION understand virtual visits may only be conducted within the parameters of the applicant’s employing agency. Yes No

I completed a virtual observation of the applicant, for a minimum of 30 minutes, and conducted a follow-up performance consultation for a minimum of 15 minutes as identified in Part 3 and described in Parts 4A-D of the attached On-the-Job Rated Observation and Competency Verification Form(s). Yes No

Identify each observation that was conducted in a virtual environment:

- Communication Competencies Leadership Competencies
 Managing Performance Competencies Professional Child Welfare Foundation Competencies

I attest that the virtual observation was conducted in keeping with the applicant’s employer’s current, virtual supervision policy; the policy was in effect at the time of the virtual observation; and a copy of the current policy is attached. Yes No

I consent to an audit of related agency records to verify my attestation, if requested by FCB. Yes No

By my signature, I attest that the above material is true.

 Qualified Supervisor/Observer Name (Printed)

 Qualified Supervisor/Observer Signature (FCB accepts both manual and electronic signatures)

 Date

Part 2: Verification of Virtual Observation and Performance Consult. To be completed by the applicant.

I participated in the rated observation and performance consultations indicated above in a virtual environment that was conducted according to my employer’s current, active virtual supervision policy. Yes No

 Applicant Name (Printed)

 Applicant Signature (FCB accepts both manual and electronic signatures)

 Date