

SUPERVISOR TRAINING PROJECT 2013

Topic: Supervisor Requirements

Pre-service and ongoing requirements to become a Child Welfare Supervisor within the agency

About the Supervisor Training Project

In response to an increasing interest in child welfare supervision, the National Child Welfare Resource Center for Organizational Improvement (NRCOI) collected information on what States are doing to train and support Child Welfare Supervisors. Information on the current approaches that States are taking has been compiled, along with any available curricula and materials. This project was made possible by state child welfare training leads that participated in a telephone interview. Original interviews were conducted in 2011, with new states being added in subsequent years. The NRCOI attempts to reach out to participants and update all of the information on an annual basis; however, please note some information included in this document may not have been updated since the original interview in 2011. The main interview topics included: pre-service training, ongoing training, professional development, and supports for supervisors. To view individual state summaries, with complete information and updates, please visit the NRCOI Supervisor Training Project website at www.nrcoi.org/supervisionproject.htm!

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STATE	Pre-service and ongoing requirements to become a Child Welfare Supervisor within the agency
Alaska	In order to become a supervisor in Alaska, one must have a minimum of three years experience as a child welfare caseworker. There are currently no ongoing requirements.
Arizona	In order to become a supervisor in Arizona, one must hold a Bachelor's degree, preferably in child welfare or a related field. Supervisors must also have previous experience in child welfare; the required number of years varies. After assuming the new position, all supervisors must complete a minimum of 24 hours of continuing education/training per year.
Arkansas	In order to become a supervisor in Arkansas, one must hold a bachelor's level degree in social work, sociology, psychology or other related field (though social work is preferred), and have four years of experience in child welfare or human services. Supervisors are required to take 24 hours of training per year as defined in the Division's Training Plan.
California	<p>Requirements for education and experience are determined by the counties. State regulations require that 100% of supervisors in Emergency Response and Family Maintenance programs possess an MSW or equivalent degree, and that other staff in those program areas possess a BSW or equivalent degree. Supervisors' education level varies from region to region, with rural regions experiencing more difficulty in recruiting MSW-educated staff.</p> <p>There are no licensure requirements for child welfare supervisors. State training regulations require that all supervisors complete the Supervisor Core within the first 12 months of assuming their supervisory position, and 40 training hours every two years following that 12 month period.</p>
Colorado	To become a supervisor in Colorado, one must have a Bachelor's Degree in one of the human behavioral sciences and three years of previous experience in child welfare. Applicants with a Master's degree need only two years of prior experience. All supervisors must be certified by the Training Academy. Certification is awarded when all hiring requirements have been met and pre-service training has been completed.
Connecticut	In order to become a supervisor in Connecticut, one must pass a written exam which evaluates the candidate's experience. Connecticut prefers that all supervisors have two-three years of previous experience and hold a Master's degree in social work or a related field. After assuming the position, all supervisors must complete a minimum of 30 hours of in-service training each year.
DC	In order to become a supervisor in the District of Columbia (DC) one must have a Master's Degree in social work with two years of field experience and be a Licensed Independent Clinical Social Worker (LICSW). Supervisors have to complete both pre-service and in-service training. Twenty four (24) hours of in service training is required annually.
Delaware	<p>Delaware does not have state mandated requirements for child welfare supervisors. Delaware's Department of Services for Children, Youth and their Families (DSCYF) is comprised of three divisions and each department makes hiring decisions independently:</p> <ol style="list-style-type: none"> 1. Division of Family Services: child protection, adoption, foster care, child care licensing 2. Division of Youth Rehabilitative Services: juvenile justice 3. Division of Prevention and Behavioral Health Services: child mental health, substance abuse, prevention and early intervention services

<p>Florida</p>	<p>Pursuant to Florida’s administrative code 65c-33, all supervisors must hold a degree in one of the human services fields and be certified. The requirement for prior years of experience is variable. Case management in Florida is fully privatized. The requirements for privately contracted supervisors vary; however, all must meet the certification requirements rule. The rule is currently under significant revision due to a change in Florida law. Future degree requirements are not yet known.</p> <p>Effective October 1, 2011 Section 402.40 Florida Statutes was amended requiring all child welfare staff in Florida to be certified through third party Department approved credentialing entities. Previously, the Department maintained the credentialing program. At this time, the Department is working collaboratively with the Florida Certification Board to have all certifications for supervisors updated and renewed. As part of the certification renewal process, supervisors (as well as all child welfare professionals holding certification) must complete a minimum of 20 hours of ongoing training during each calendar year.</p>
<p>Georgia</p>	<p>Georgia has a certification process for all Social Services Case Managers and Supervisors. In order to become eligible for certification, one must hold a Bachelor’s Degree in social work or a related field. Program certification in the area(s) of responsibility (CPS, Foster Care and Adoption) is required before supervisory certification may be granted. Certification is mandatory for all new supervisors and strongly encouraged for veteran supervisors. In order to maintain certification, supervisors must complete a minimum of 20 hours of ongoing professional development training per year.</p> <p>Supervisor Certification Manual</p>
<p>Idaho</p>	<p>In order to become a supervisor in Idaho, one must have a Bachelor’s Degree and a minimum of three years prior experience in child welfare. Additionally, all supervisors must have a current license in social work.</p> <p>All supervisors are required to complete a minimum of 20 continuing education credits per year, with at least one of these continuing education credits being specific to ethics each year.</p>
<p>Indiana</p>	<p>In order to become a Family Case Manager (FCM) in Indiana, one must have a Bachelor’s Degree. It is no longer required that this degree be in a social work or related field; however, there is a minimum of 15 hours of related coursework experience required.</p> <p>All Supervisors, Local Office Directors, Division Managers, and Regional Managers must complete no less than 32 hours of In-Service Training. Up to 16 of these In-Service Training hours can be completed online. One DCS training day is equivalent to six In-Service Training hours. Supervisors who have completed the New Supervisor Training will exceed his or her yearly In-Service Training requirements.</p> <ul style="list-style-type: none"> • Indiana's Administrative Letter regarding training requirements • FCM Supervisor Job Description • FCM Work Profile and Performance Appraisal Report
<p>Iowa</p>	<p>In order to become a child welfare supervisor in Iowa, one must have a Bachelor’s degree in social work or a related field. All supervisors and child welfare workers are required to receive a minimum of 24 training hours per year.</p>

Kansas	There are no specific requirements to becoming a supervisor in Kansas. It is preferred that one hold a Master's degree in social work or a related field.
Louisiana	<p>In order to become a supervisor in Louisiana, a person must meet one of the following criteria: (1) Bachelor's degree in social work or related field and five years of professional social services experience (including four years in child welfare and two years at the journeyman level); (2) Bachelor's degree in non-related field and six years of professional social services experience (including four years in child welfare and two years at the journeyman level); (3) Master's degree in social work or related field and four years of professional child welfare social services experience (including two years at the journeyman level); (4) Master's degree in non-related field and five years of professional social services experience (including four years in child welfare and two years at the journeyman level). Additionally, those who have been licensed by the State must maintain their license.</p> <p>All supervisors must complete 20 hours of ongoing training each year. Training must be child welfare related but does not need to be supervisor specific.</p>
Maryland	In order to become a supervisor in Maryland, one must hold a Master's degree in social work and have a current social work advanced license (either Certified Social Worker or Certified Social Worker-Clinical). Maintenance of the social work license requires 40 hours of continuing education credits per year. Completion of the 40-hour requirement satisfies the state-mandated 20 hours of training per year for all child welfare workers.
Massachusetts	In order to become a supervisor in Massachusetts, one must hold a Master's Degree in a human services-related field. It is preferred that all supervisors have three-five years of prior experience in human services. Additionally, all social work staff must hold a valid social work license. The minimum available is an associate-level social work license (LSWA). There are currently no ongoing requirements.
Michigan	In order to become a child welfare supervisor in Michigan, an individual must meet one of the following qualifications: a.) A master's degree from an accredited college or university in a human behavioral science and three years of experience as a social service worker in a child welfare agency, and a child caring institution, or in an agency performing a child welfare function; or b.) A bachelor's degree from an accredited college or university in a human behavioral science and four years of experience as a social service worker, three of which shall have been in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.
Minnesota	There are no specific pre-service or ongoing State requirements for becoming a supervisor in Minnesota. Counties make hiring decisions at their own discretion.
Missouri	In order to be eligible for the Social Service Supervisor I position, one must have two years of prior experience as a Children's Service Worker. For those with Master's degrees, only one year of prior experience is necessary. After assuming the position, all supervisors must complete a minimum of 16 hours of in-service training each year.
New Hampshire	To become a supervisor in New Hampshire, one must hold a Bachelor's Degree. After assuming the position, a supervisor must complete a minimum of 30 hours of training each year. There is some flexibility with the type of courses that satisfy these training hours (i.e. if a worker is pursuing a degree, some coursework may be approved for satisfying these hours). Approximately 25% of annual training hours are fulfilled through mandatory trainings; the remaining hours are satisfied through trainings specific to each worker's needs.

New Jersey	<p>In order to become a supervisor in New Jersey one must have 2-3 years of experience as a caseworker. All caseworkers are required to have a college level degree in social work or other related field. There are approximately five caseworkers assigned to every supervisor, with three supervisors being overseen by a casework supervisor.</p> <p>All caseload carrying workers and supervisors who supervise them are mandated under the state's settlement agreement to complete 40 hours of training per year. This training is completed through the Training Academy in the Office of Training and Professional Development.</p>
New Mexico	<p>Job qualifications are set externally through the State's Personnel Office. All supervisors are required to have Social Work licensure (In-Home Services supervisors may hold a related license) and to complete all training and other requirements to keep their license current.</p>
New York	<p>New York is a state supervised, locally administered state. Each of the 58 Local Departments of Social Services (LDSS) provides Child Protective Services (CPS). It is at the discretion of each LDSS to determine whether to provide Prevention, Foster Care and Adoption services directly or through a contract with a private, not for profit child welfare agency. The contracted agencies have the discretion to establish their own standards for the education and preparation of those in supervision and management positions. Many agencies require Master's degrees.</p> <p>To become a supervisor in one of New York's public child welfare social service agencies, the minimum qualification is a Bachelor's Degree. Each of New York's 58 districts hires child welfare staff at its own discretion, within the confines of State and county Civil Service rules, and therefore may institute requirements for Master's degrees and/or specialized training. New York does not have an annual training hour requirement for all child welfare staff. The annual statewide training requirement for experienced CPS staff and supervisors is six hours.</p>
North Carolina	<p>Child welfare services supervisors must complete a minimum of 72 hours of pre-service training before assuming supervisory responsibilities and a minimum of 54 hours of additional training that the Division of Social Services determines is necessary to adequately meet each supervisor's training needs. Subsequent to completion of these requirements, supervisors must complete 24 hours of continuing education credits annually. Additionally, when a supervisor assumes a new job function, he/she must complete a 200 Series, Tier 2 Training (applicable to their new job function) within three months. North Carolina does not have any specific hiring requirements regarding years of experience or educational background.</p>
North Dakota	<p>In order to become a supervisor in North Dakota, one must hold a Bachelor's degree in social work and be currently licensed as a social worker. The required years of prior experience in child welfare depends on the educational background of the candidate, as well as the county in which the candidate is applying. Additionally, all supervisors must be Child Welfare Certified. Certification can be obtained through completion of a 17-day course designed to be trained within 12 months of assuming a position in child welfare. All licensed social workers must complete a minimum of 30 training hours every two years.</p>
Ohio	<p>In order to become a supervisor in Ohio, one must meet the requirements of the county Children's Services agency in which one is applying. Many counties now require a Master's Degree, preferably in social work or a related subject; some counties require social work licensure. Currently, there is no statewide mandate requiring a minimum number of years of experience.</p>

	The Ohio Administrative Code states that all Public Children Services Agency (PCSA) Supervisors must receive 60 hours of Supervisory CORE training during their first year of employment and 12 hours of domestic violence training within the first two years of assuming the position. Following completion of the CORE training, all PCSA supervisors must complete a minimum of 30 hours of in-service training annually.
Oklahoma	To become a supervisor in Oklahoma, one must have two years of previous experience in child welfare. Preference is given to those with a Bachelor's or Master's degree in social work. All supervisors must complete a minimum of 40 hours of training per year; 24 of the required hours must be supervision-specific.
Oregon	To become a supervisor in Oregon, one must hold a Bachelor's degree. Previous experience in child welfare is highly valued and is considered in the hiring process. Currently, there is no requirement for annual training hours or continuing education units.
Pennsylvania	<p>Pennsylvania does not have any state-mandated requirements for child welfare supervisors. Pennsylvania has a state-supervised and county-administered system; accordingly, each county establishes its own hiring requirements.</p> <p>All supervisors must complete a minimum of 20 hours of training per year. For those supervisors with licenses (e.g. Licensed Social Workers), there are additional annual training hour requirements.</p>
Rhode Island	<p>In order to become a supervisor in Rhode Island, one must have a Bachelor's Degree in social work, child development, psychology or sociology and three years of experience as a social worker in public child welfare. Any caseworker who is interested in becoming a supervisor must take an exam. Once the prospective supervisor has completed all of the necessary requirements and passed the exam, his/her name is placed on a waiting list. When the Department of Children, Youth and Families (DCYF) needs to fill a vacancy in a supervisory position, a committee meets to conduct oral interviews with the candidates who have been placed on the waiting list. Supervisors can be hired from outside of DCYF, but most often caseworkers are promoted from within.</p> <p>State legislation requires that all agency staff receive a minimum of 20 hours of training per year. There is no requirement that supervisors maintain a social work license.</p>
South Dakota	To become a supervisor in South Dakota one must have a certain set of skills and abilities; there are no specific licensure or degree requirements. The Family Services Specialist Supervisor Class Specification document outlines the specific functions, duties and abilities needed of supervisors.
Vermont	<p>Vermont strongly prefers that supervisors hold a Master's degree. For those with a Bachelor's degree, Vermont prefers that one has 18 months of previous experience in child welfare.</p> <p>All supervisors and child welfare staff must complete a minimum of 30 training hours per year. Training does not need to be supervisory specific.</p>
Virginia	To become a child welfare supervisor in Virginia, one must have a Bachelor's degree in a human services related field or two years of relevant experience. This requirement is the same for child welfare caseworkers. Currently, there are no on-going requirements, but Virginia's Program Improvement Plan includes the development of minimum standards and training hour requirements for supervisors.



Washington	In order to become a supervisor in Washington, one must hold a Bachelor’s degree. All supervisors must attend the Supervisor Academy. If a supervisor is hired from outside of the agency, he/she must also attend the Social Worker Academy (pre-requisite to the Supervisor Academy). Following completion of the Academy, supervisors must complete 8.5 days of training within two years of assuming their new position. For each year thereafter, all supervisors must complete 20 hours of ongoing training.
Wisconsin	Currently, Wisconsin does not have any state-mandated hiring requirements for child welfare supervisors. Each county agency hires staff at its own discretion. Once hired, all supervisors must complete a minimum of 30 hours of in-service training every two years (and must complete the worker foundation within one year if they have not previously done so).
Wyoming	In order to become a supervisor in Wyoming, one must have a Bachelor’s Degree in social work or a related field. Wyoming requires that all child welfare staff be certified. Certification is awarded once the worker (1) has completed the State’s pre-service training and (2) has completed 12 months in the position. All child welfare workers must complete a minimum of 20 hours of in-service training each year.

