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	Contact: Leslie-Marie Montgomery; MontgomeryL2@Michigan.gov; (517) 241-8884	
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Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> SACWIS <input type="checkbox"/> Data Management <input type="checkbox"/> Other:		

With the goal to recruit, develop and retain a highly competent, ethical, and responsive professional child welfare workforce, the Department of Human Services (DHS) has partnered with Michigan Universities that offer a Bachelor of Social Work (BSW) program to create the Michigan Social Work Child Welfare Certificate program, referred to as the "Child Welfare Certificate."

This certificate program is embedded in the Michigan Schools of Social Work curriculum and is targeted to prepare social work students to provide effective child welfare services. The curriculum is aligned with DHS Pre-Service Institute (PSI) training competencies. Included in the Child Welfare Certificate program is a 400-hour field placement in a DHS office, private agency or tribal child welfare agency. This structured field placement will expose these students to child welfare programs and they will be expected to develop many of the same competencies that students in the PSI develop during their on the job training weeks. Graduates from this program will have received a foundation of experience and knowledge that will enable them to enter training at a later phase than new hires that do not possess a Child Welfare Certificate.

It is anticipated that all twenty-four Michigan schools of social work will offer a Child Welfare Certificate program over the next several years. The Child Welfare Certificate program is expected to assist local offices and agencies fill vacancies with qualified individuals as efficiently as possible.

This program includes four-phases:

1. Endorsement

- The University School of Social Work program liaison submits the application to DHS to have their BSW Child Welfare Certificate program endorsed by a committee comprised of university and DHS staff. If the university also offers an MSW program they wish to seek endorsement for, they can do so at the same time.
- The committee evaluates the application for compliance with Child Welfare Certificate program requirements.
- Once approved, students in these programs will be considered part of the Child Welfare Certificate program for one year from their graduation date.
- A list of endorsed universities, and other information about this program will be maintained on the Child Welfare Training Institute (CWTI) website at www.michiganchildwelfaretraining.com.

2. Social Work Curriculum

Students in an endorsed Child Welfare Certificate program will:

- Complete a core course in child welfare.
- Complete course(s) that include information on child development.
- Complete an elective course that directly supports the theory, knowledge, skills and values required to work with families and children.
- Complete a supervised, structured 400-hour field placement with DHS, a private agency, or tribal child welfare program.
- Achieve a 3.0 grade point average for the last 60 credits of their studies.

During the field placement, students must apply for an OmniTrack Plus/JJOLT user ID and password. They must be identified as a Child Welfare Certificate Intern (CWCI). They will then be able to receive credit for completing eLearning trainings and classroom training with the approval of the local office/agency. Any travel costs associated with attending training while in an intern status are the responsibility of the local office/agency.

“Lisa’s Law” requires DHS to provide training for all caseworkers making home calls. Child Welfare Certificate Interns must complete the online *Working Safe/Working Smart* training on OmniTrack Plus/JJOLT prior to going into the field to shadow caseworkers.

3. Hiring Child Welfare Certificate Holders

- The endorsed university will provide the BSW or MSW graduate a DHS Child Welfare Certificate Verification Form that is good for one year from the graduation date.
- Hiring managers must review the DHS Child Welfare Certificate Verification Form to identify the curriculum and field experiences the prospective employee has completed. The field placement may not have included exposure to the job tasks required for the vacancy being filled; hiring managers should be fully aware of prior experiences and ensure necessary training and mentoring.
- Those applying for a position with DHS via Neo-Gov will be asked to upload their DHS Child Welfare Certificate Verification Form with their application packet.

4. Training Requirements

- Upon hire, the employee’s supervisor may elect to send them through only the appropriate phases of training for *Children’s Protective Services, Foster Care, or Adoption* offered by OWDT due to the fact that the Child Welfare Certificate meets foundational training requirements.
- New DHS employees will register for this training through the Office of Human Resources while private agency employees will register directly in OmniTrack Plus/JJOLT.
- The DHS Child Welfare Certificate Verification Form must be provided to OWDT in order for the student’s enrollment to be confirmed in the appropriate Pre-Service Training. DHS employees will upload the Verification Form into Neo-Gov. Private agency employees will send their Child Welfare Certificate Verification Form to OWDT upon enrollment in Pre-Service Training.
- Like the traditional PSI, this training must be completed within 16 weeks of hire.
- After passing (70% or higher) the competency based examination and following the final day of training, the trainee can be assigned a full caseload.

Visit the Child Welfare Training Institute (CWTI) website at www.michiganchildwelfaretraining.com and log onto OmniTrack Plus/JJOLT for full training schedules as they become available.