



Qualifying Experience Form

Advanced Cystic Fibrosis Social Worker Certification

Candidates must have the equivalent of **three years** of paid full-time MSW social work experience post MSW degree (6,240 paid hours) within the most recent **five years**, specifically working with people with cystic fibrosis and their families. **Include ONLY your experience in cystic fibrosis. DO NOT send resumes.**

Name of applicant:

Length of Employment: From (MM/YY): To (MM/YY):

Est. hours of CF experience: (hours/week x # years)

Examples of cystic fibrosis social work experience include:

- Interaction with people with cystic fibrosis, their families and caregivers
- Attendance at cystic fibrosis team meetings (i.e. pre/post-clinic, quality, etc.)
- Participation in performance improvement projects
- Providing cystic fibrosis education to staff

Name of employer:

Employer city: State:

Cystic Fibrosis Center Director Attestation:

I attest that the applicant's claim of cystic fibrosis-related work experience detailed above is true.

Printed name:

Signature: _____

Cystic fibrosis program:

Daytime phone number: E-mail:



Eligibility Checklist

Please include documentation of the following:

Active Social Work license with the State Board in which you are practicing or a body determined to be equivalent if not located in the United States (include copy of license)

Additional Eligibility Requirements

(Minimum of two of the following categories in the past 5 years)

Served as a mentor on the CFF Social Work and/or CFF Mental Health Coordinator mentoring program for at least one year.

- Year(s) served:

Served as a workshop/lunch and learn/symposium moderator at NACFC:

- Year(s) served:

Published a cystic fibrosis social work-related chapter or article in a peer-reviewed journal

- An electronic copy of your manuscript is required upon application

Provided an oral presentation on a cystic fibrosis-social work-related topic at a state/regional/national conference (Conference criteria outlined in FAQs)

- Including case presentations and QI presentations
- An electronic copy of your presentation along with conference agenda is required upon application

Provided a state/regional/national webinar presentation on a cystic fibrosis social work-related topic

- An electronic copy of your webinar presentation is required upon application



Additional Eligibility Requirements (Continued)

Primary (first) author on a cystic fibrosis social work-related poster at a state/regional/national conference

- If you are an additional author (secondary, etc.) but feel your involvement should be considered, please include a summary of the work you contributed to the poster, signed by the primary author.
- An electronic copy of your poster and the name of the conference/year presented
- Name of the Conference:
- Conference year:

Published an article related to CF social work in a national publication or website (not peer-reviewed)

- An electronic copy of the article is required upon application
- Served on a national committee related to cystic fibrosis or cystic fibrosis social work for a minimum of one year
- Name of committee:
- Year(s) served:

Moderated or co-moderated a CF-specific clinician peer consultation group for a minimum of one year (e.g., CFF Peer Mental Health Consultation Group)

Supervising social work student(s)/intern(s), providing consistent, at least weekly, supervision.

- To be eligible:
 - SW student(s)/intern(s) must be a MSW (master's in social work) student(s)
 - MSW student/intern's time with CF practice must be at minimum three months and three days a week (minimum 288 hours in total) over the course of one calendar year



Additional Eligibility Requirements (Continued)

Complete a minimum of 60 cystic fibrosis specific CEUs (CEU criteria outlined in FAQs)

- Provide a list or spreadsheet of the CEU information upon submission that includes:
 - the title of the educational presentation,
 - date of completion,
 - CEU credits and type, AND,
 - copies of certificates;
 - **If providing a list or spreadsheet either include only CF specific CEUs or highlight them if part of a larger list (e.g., printed from CE Broker, etc.).**

Statement of Understanding

Include signed statement of understanding

Certification fee

\$200 (\$50 non-refundable): <https://buy.stripe.com/aEU15w8fFflp6Gl8wy>

The certification fee must be received by the application deadline for application to be considered.



Statement of Understanding

I hereby apply for the Certified Advanced Cystic Fibrosis Social Worker Certification.

I understand that approval for certification is based on the completed application and meeting the eligibility requirements as listed on the Eligibility Checklist. I attest that the information contained in this application is true and correct to the best of my knowledge and is made with full disclosure and in good faith. I understand that if any information is later determined to be false, the Cystic Fibrosis Dietitian & Social Worker Consortium reserves the right to revoke any certification that has been granted.

I hereby release, discharge, and exonerate the Cystic Fibrosis Dietitian & Social Worker Consortium, its Executive Board, and its members, including members of the Advance Cystic Fibrosis Social Worker Certification Workgroup, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with any aspect of the application process including results or decisions on the part of the Cystic Fibrosis Dietitian & Social Worker Consortium and or its agents, which may include a decision to not issue me a certification.

Printed name:

Signature: _____

Date: _____



Re-Certification

Certification is valid for 3 years from the approval date. To be eligible for recertification, individuals must be an active Licensed Social Worker with the appropriate State Board of Social Work, or a body determined to be equivalent if not located in the United States. Individuals must also be **currently working at an accredited CF Center or affiliate CF Center** and have completed **two** of the following within the last three years:

Served as a mentor on the CFF Social Work and/or CFF Mental Health Coordinator mentoring program.

Served as a workshop/lunch and learn/symposium moderator at NACFC

Published a cystic fibrosis related chapter or article in a peer-reviewed journal - **please include copy of chapter or article**

Provided an oral presentation on a cystic fibrosis social work topic at a state/regional/national conference

- Develop and present your own PowerPoint, must include citations - please include copy of presentation
- Including case presentations and QI presentations

Provided a state/regional/national webinar **original** presentation on a cystic fibrosis social work-related topic

- Develop and present your own power point (must include citations) - Please include copy of presentation

Primary or secondary author on a cystic fibrosis social work-related poster at a state/regional/national conference - **please include copy of poster**

Written an article **related to CF social work** in a national publication or website (not peer-reviewed) - **Please include copy of article**

- **Excludes blogs, and letters to the editor, etc. If you are unsure whether your article meets these criteria, please reach out for clarification**

Served on a national committee related to cystic fibrosis or cystic fibrosis social work for a minimum of one year

- **Include: Name of committee/year(s) served as well as written proof from committee lead with time served should be provided**



Re-Certification (Continued)

Moderate or co-moderate CF specific clinician peer consultation group for a minimum of one year (Peer Mental Health Consultation Group)

- A written description of your role and term of service with the group from a representative of the coordinating body should be provided

Supervising social work student(s)/intern(s), providing consistent, at least weekly, supervision

To be eligible:

- SW student(s)/intern(s) must be a MSW (master's in social work) student(s)
- MSW student/intern's time with CF practice must be at minimum 3 months and 3 days a week (minimum 288 hours in total) over the course of 1 calendar year

Complete a minimum of 35 cystic fibrosis-specific CEUs

- Provide a list or spreadsheet of the CEU information upon submission that includes:
 - the title of the educational presentation,
 - date of completion,
 - CEU credits and type, AND,
 - copies of certificates;
 - **If providing a list or spreadsheet either include only CF specific CEUs or highlight them if part of a larger list (e.g., printed from CE Broker, etc.).**

Cystic fibrosis-specific education includes the following:

- Any offering from the Cystic Fibrosis Dietitian & Social Work Consortium or other cystic fibrosis organization such as:
 - Cystic Fibrosis Foundation (CFF)
 - European Cystic Fibrosis Society (ECFS)
 - Cystic Fibrosis Australia (CFA)
 - Mid-Atlantic Cystic Fibrosis Consortium

and/or
- Any CF-specific offering from a social work or medical organization, including, but not limited to:
 - The National Association of Social Workers
 - Society for Transplant Social Workers



Re-Certification Continued

The Cystic Fibrosis Dietitian and Social Work Consortium Nutrition Workgroup **will** accept any of these educational offerings regardless of whether they have been approved by bodies like the National Association of Social Workers, etc.

Participation/attendance certificates are required for all CF-specific CEUs.

Re-certification fee:

\$150 – can pay via Stripe: <https://buy.stripe.com/4gM7sLcTa8nXf8E59efjG0n>

Please send Checklist with proof of criteria met (with appropriate boxes checked) to:
CACFSW@gmail.com



Why obtain an Advanced Cystic Fibrosis Social Work Certification?

Many professional social work organizations offer advanced certifications for specialized practice. Certification as a CF social worker signifies a level of experience, commitment, and competence beyond a basic level. Certification as a CF Social Worker also reflects excellence in the provision of high-quality care for those impacted by cystic fibrosis. Advanced Certification is advantageous to CF Care Centers that are interested in demonstrating to patients, families and accrediting bodies their commitment to hiring, retaining and recognizing professionals with specialized training and experience

We encourage you to share this accomplishment with your leadership and employer. Health systems often acknowledge advanced certification when considering financial incentives or career advancement.

Most importantly, this certification represents your commitment to providing the highest level of care available to individuals living with CF and their families and caregivers.



Certified Advanced Cystic Fibrosis Social Work (CACFSW)

Frequently Asked Questions

1. What is the deadline to apply for the CACFSW certification?
 - a. Applications will be accepted every 6 months: March 1st-March 31st and October 1st - October 31st.
2. Is a written test required to obtain the CACFSW certification?
 - a. No, the CACFSW is an experience-based certification
3. When will I be notified of a decision regarding my CACFSW status?
 - a. The CACFSW workgroup will review and process all applications. You will receive a decision via email 4-6 weeks after the CACFSW committee processes your application. A congratulatory email and electronic certificate will also be emailed to each approved applicant
4. What if my application is found to be incomplete or requires additional clarification?
 - a. The CACFSW workgroup will email applicants with incomplete or non-conforming eligibility documentation to inform them that their application is denied, and they can reapply at the next application window. There is a \$50 non-refundable fee for denied applications
5. What does the CACFSW workgroup consider State/Regional/National Conference?
 - a. A state/regional/national conference is most often characterized by speakers from multiple institutions, is targeted to a professional audience and provides CEUs – including but not limited to CF Dietitian and Social Worker Consortium, Mid-Atlantic CF consortium, NACFC, and ATS. Applicants submitting under the eligibility requirement of a state/regional/national conference must submit documentation to this effect.
6. How do I know if my CEU is “CF specific?”
 - a. CF-specific education includes the following: Any offering from the CF Dietitian and Social Worker Consortium or other state/regional or national-CF related organization such as:
 - Cystic Fibrosis Foundation (CFF)
 - European Cystic Fibrosis Society (ECFS)
 - Cystic Fibrosis Australia (CFA)and/or Any offering from a state/regional/national nutrition or medical organization specific to CF social work and CF social work practices, National Association of Social Work (NASW).



Certified Advanced Cystic Fibrosis Social Work (CACFSW)

Frequently Asked Questions Continued

7. Can I use an acceptance letter as the qualifying experience requirement to apply, or must I wait until the poster, webinar or presentation is performed?
 - a. Being accepted at a conference is just part of the work. The skills of developing and performing the presentation are major components. Please wait until the presentation has been completed before applying for CACFSW certification.
8. What is the best way to provide the CACFSW workgroup with my 60 CEUs?
 - a. Please provide a detailed attachment with the following documentation for all 60 cystic fibrosis Specific CEUs: Title of education presentation Date of completion CEU credits and type (CDR or Category 1 CME) Copy of certificate
9. Can an international practitioner apply for CACFSW
 - a. Yes, international applicants are welcome to apply.
10. When do I need to recertify my CACFSW credential?
 - a. The CACFSW certification is valid for 3 years, at that time the practitioner can choose to reapply for certification. Details for re-certification are outlined on the CF Dietitian and Social Worker Consortium website.
11. What is the cost of CACFSW certification/recertification?
 - a. \$200 application fee - \$50 non-refundable for initial certification \$150 for recertification - \$50 non-refundable
12. Who processes the CACFSW applications?
 - a. The CACFSW Workgroup, composed of advanced clinical cystic fibrosis social workers, process all applications and make decisions regarding CACFSW candidacy.