

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 (m/y): _____ To (m/y): _____

Est. hours of CF experience: _____

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

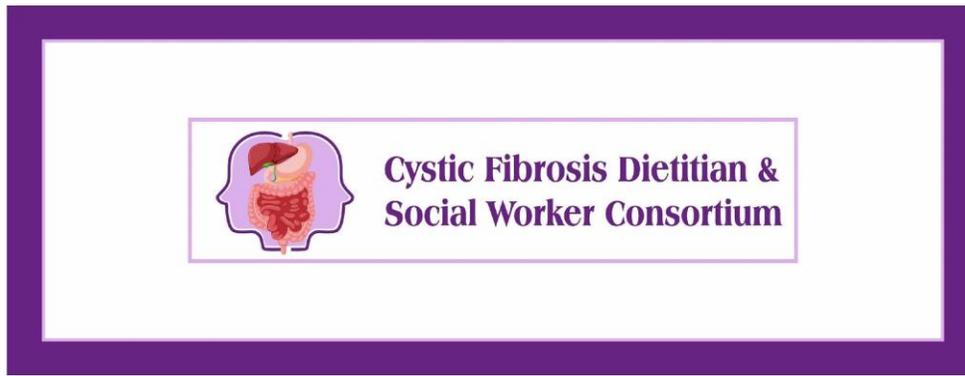
Please include documentation of the following:

- 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 in the past 5 years)

- Served as a mentor on the CFF Social Work and/or CFF Mental Health Coordinator mentoring program or through Mentor Connect for at least 1 year
- Served as a workshop/lunch and learn/symposium moderator at NACFC
 - Year: _____
- 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
- 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
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



Eligibility Checklist Continued

- Served on a national committee related to cystic fibrosis or cystic fibrosis social work for a minimum of 1 year
 - Name of committee/year(s) served: _____
 - Written proof from committee lead with time served should be provided upon application
- Moderate or co-moderate CF specific clinician peer consultation group for a minimum of 1 year (Peer Mental Health Consultation Group)
 - Written proof from representation of overseeing body explaining role and time served should be provided upon application
- 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 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 60 cystic fibrosis specific CEUs (CEU criteria outlined in FAQs)
 - An electronic spreadsheet of the CEU information upon submission should include: title of education presentation, date of completion, CEU credits and type, copy of certificate; Log for documentation provided
 - An electronic copy of your CEU log is acceptable IF the CF specific credits are highlighted
 - **The CEU log WILL NOT be accepted if the CF specific credits are not highlighted**

Statement of Understanding

- Include signed statement of understanding

Certification fee

- \$200 (\$50 non-refundable): <https://buy.stripe.com/aEU15w8fFflp6GI8wy>



Application for Certified Advanced Cystic Fibrosis Social Worker

Statement of Understanding

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

I understand that my certification depends on successful completion of the application and my ability to meet all requirements and qualifications. 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.

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. Must also be **currently working at an accredited CF Center or affiliate CF Center** and have completed **two** of the following within the last 3 years:

- Served as a mentor on the CFF Social Work and/or CFF Mental Health Coordinator mentoring program or through Mentor Connect
- 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 author** on a cystic fibrosis social work-related poster at a state/regional/national conference - **please include copy of poster**
 - 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.
- 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 1 year
 - **Include: Name of committee/year(s) served as well as written proof from committee lead with time served should be provided**
- Moderate or co-moderate CF specific clinician peer consultation group for a minimum of 1 year (Peer Mental Health Consultation Group)



Re-Certification Continued

- Written proof from representation of overseeing body explaining role and time served 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 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
 - An electronic spreadsheet of the CEU information upon submission should include: title of education presentation, date of completion, CEU credits and type (in-person, virtual/synchronous, virtual/asynchronous), as well as a copy of certificate (Log for documentation provided)
 - An electronic copy of your CEU log is acceptable **IF** the CF specific credits are highlighted.
 - **The log WILL NOT be accepted if the CF specific credits are not highlighted**

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

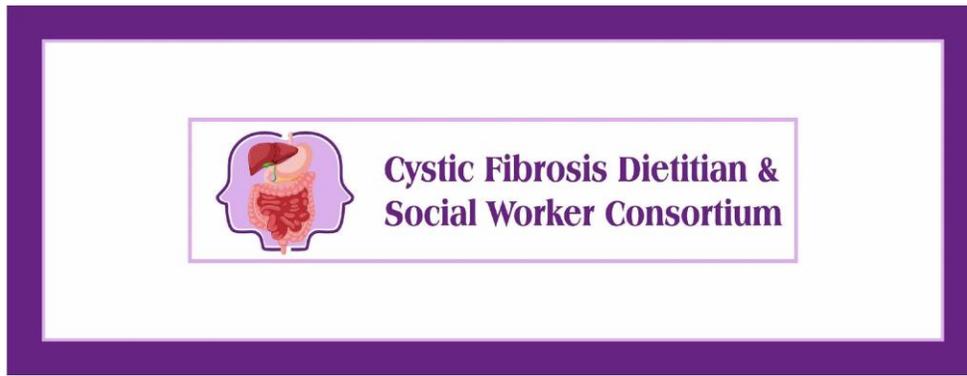
and/or

Any offering from a social work or medical organization specific to CF social work or CF social work practices, including, but not limited to:

The National Association of Social Workers

and/or

Any offering that provides Category 1 CME approved credits on a CF-specific topic



Re-Certification Continued

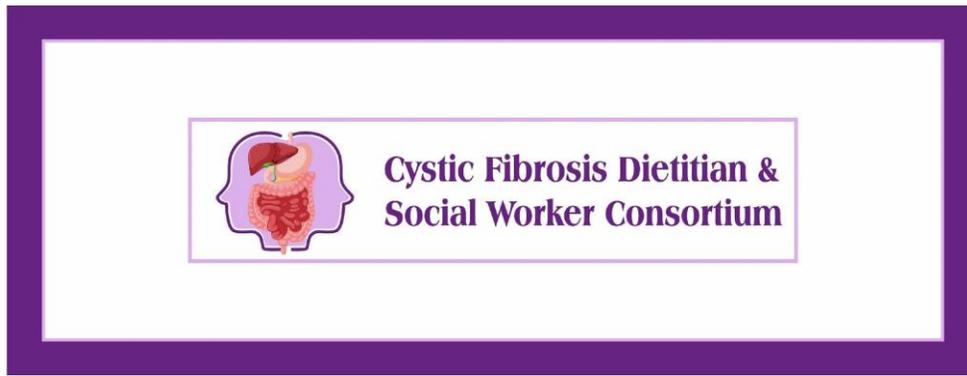
The Cystic Fibrosis Dietitian and Social Work Consortium Nutrition Workgroup **will** accept any of these educational offerings regardless of whether they have been approved by bodies like the National Association of Social Workers, etc.

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 box checked) to rdswwconsortium@gmail.com

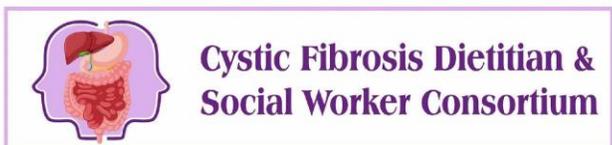


Why obtain an Advanced Cystic Fibrosis Social Work Certification?

Many prominent organizations in the social work field have certifications for advanced practice so, why not cystic fibrosis social workers? CF social workers continue to show commitment, competency and support to providing high quality care for those impacted by cystic fibrosis. CF social workers have a specialized skill set, this is reflected in the certification and can be further represented to co-workers and leadership.

This advanced certification can be used as a marketing tool with your leadership and employer. Health systems may acknowledge the advanced certification with financial incentives or career advancement. Hospitals can use this advanced certification to accrediting bodies that the social workers have obtained the highest level of certification in the CF social work field.

Most importantly, this certification allows for CF social worker's to be acknowledged for working at the peak of their licensure.



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 to 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.