



Approved Single-Source Training Verification Form

DIRECTIONS

This form allows for documenting FCB approved single-source training hours as required for the credential you are applying for. This form may not be completed for multi-source training hours. The applicant completes all required fields of data on the *Training Verification Form* and uploads the completed form and a copy of the single-source training certificate to their online application prior to submitting.

All information must be TYPED. Handwritten forms will be denied.

If submitting by hard copy, please attach a copy of the single-source training certificate to the completed *Training Verification Form* and send as instructed below. The single-source training certificate must be attached with the form.

Mail: Florida Certification Board
Attn: Certification Operations
1715 South Gadsden Street
Tallahassee FL 32301

Email: Certification Specialist's email or
admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: Training Verification (applicant name)

REQUIREMENT

Content Specific Training Requirement	<p>Training must meet the specified performance domains and hours as stated in the specific credential's <i>Standards and Requirements Table</i>. See www.flcertificationboard.org for specific requirements.</p> <p>Single-source training for any credential must be approved by FCB as a single-source provider for the complete number of hours required for certification.</p>
Supporting Documentation	<p>Training documentation must be a certificate from a FCB single-source provider and must contain the following information: Applicant Name; Title of Course/Training/Educational Event; Event Sponsor/Provider; Delivery Date(s); and Number of Contact Hours.</p> <p>Please note the <i>Approved Single-Source Training Verification Form</i> may not be used for multi-source training hours or college coursework.</p> <p>Eligible training must be taken from a FCB Single-Source Approved Education Provider within the last 10 years. Eligible Training Providers are listed on FCB's website at www.flcertificationboard.org under Education & Training.</p>



Approved Single-Source Training Verification Form

APPLICANT NAME: _____ EMAIL ADDRESS: _____

CREDENTIAL APPLYING FOR: _____

Training Requirement: Must meet specified credential's training hour requirement on one certificate and be from a FCB approved single-source provider.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Foundations of Case Management</i>	<i>ABC Case Management Academy</i>	<i>12/1/2018</i>	<i>50</i>	<i>Certificate of Completion</i>	