**Section 401.311 Request for Approval of Applicants under Section 401.310(b) through (d)**

When a child welfare agency wants to hire a child welfare supervisor applicant with qualifications under Section 401.310(b) through (d), the Workforce and Educational Transcript Review Committee (WETRC) shall make a recommendation and the Associate Deputy of Agencies and Institutions Licensing (Associate Deputy) or designee shall approve the applicant before the offer of employment can be made.

a) The child welfare agency’s Administrator or Human Resources Director shall submit, using a State of Illinois email account if one exists, to the WETRC at DCFS.Licwrkforedu@illinois.gov the following documentation:

1) Official or certified copy of undergraduate and/or graduate level educational transcripts;

2) Resume and/or application submitted by the applicant that details employment history by identifying all past employers, positions, responsibilities and respective dates related to applicant’s experience in child welfare;

3) An action plan specific to the applicant being considered for employment as a child welfare supervisor. The plan shall include:

A) 90-day probationary period;

B) Measurable objectives to strengthen the person’s knowledge and skills in conducting the responsibilities as a child welfare supervisor;

C) Training, including but not limited to:

i) Virtual Training Center (VTC) Curriculum;

ii) Mentoring;

iii) Job shadowing; or

iv) Additional time in supervision with a child welfare supervisor who meets the criteria under Section 401.310(a);

D) Additional education through individual college course and/or pursuit of a degree in social work or an approved human services field; and

4) Current copy of the child welfare agency’s accreditation standards addressing educational credentials and experience requirements for human resources.

b) Child welfare agencies' recruitment shall focus on recruiting candidates for the child welfare supervisor position that meet the requirements of Section 401.310(a). The agency must provide to the WETRC as part of its request for approval the following documentation to show their recruitment efforts.

1) Child welfare supervisor job posting:

A) Posting shall state that a candidate with the qualifications listed in Section 401.310(a) is preferred; and

B) Posting may indicate that a candidate with the qualifications listed in Section 401.310 (b) through (d) is acceptable only if it is approved by the Associate Deputy or designee subsequent to a recommendation from the WETRC.

2) A summary of recruitment efforts other than a job posting;

3) An employee roster of all child welfare supervisors with the following information:

A) Current title;

B) Educational credentials;

C) Work experience; and

D) Hire date.

4) If an applicant with the qualifications listed in Section 401.310(a) applied for the child welfare supervisor position but was not selected, the agency must provide a written statement indicating the reasons for not selecting the candidate.

(Source: Added at 46 Ill. Reg. 15230, effective August 26, 2022)