



**State of Florida**  
**Department of Children and Families**

**Ron DeSantis**  
Governor

**Chad Poppell**  
Secretary

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**DATE:** May 28, 2020

**TO:** Regional Managing Directors  
Community-Based Care Lead Agency CEOs

**THROUGH:** Patricia Babcock, Deputy Secretary *Patricia Babcock*

**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *Patricia Medlock*  
Robert Anderson, Assistant Secretary for Operations *Robert K. Anderson*

**SUBJECT:** Continuing Education Training Requirements

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**PURPOSE:** The purpose of this memorandum is to provide guidance on the in-service training requirements for licensed foster parents.

**BACKGROUND:** Pursuant to section 409.175, Florida Statutes, all licensed caregivers are required to complete continuing education hours prior to their license being renewed. On April 26, 2020, Rule 65C-45.012, Florida Administrative Code (F.A.C.) became effective outlining relicensing requirements for all levels of licensure.

After further review of requirements identified in 65C-45.012, F.A.C.; the department will only require the following continuing hours for re-licensure:

- Level I-Child Specific Foster Homes (1 hour)
- Level II Non-Child Specific Foster Homes (8 hours)
- Level III-Safe Foster Homes for Victims of Human Trafficking (8 hours)
- Levels IV-Therapeutic Foster Homes will continue to adhere to continuing education requirements per The Agency for Health Care Administration and Florida Department of Health.
- Level V- Medical foster Homes will continue to adhere to continuing education requirements per The Agency for Health Care Administration and Florida Department of Health.

This guidance memo will remain in effect until updates are made to 65C-45.012, F.A.C.

**ACTION REQUIRED:** Please share this memorandum with all appropriate staff in the regions, circuits, Community-Based Care Lead Agencies, and case management organizations.

**CONTACT INFORMATION:** If you have questions or need clarification regarding this memorandum, please contact Teanna Houston, Statewide Foster Home Licensing Specialist, at [Teanna.Houston@myflfamilies.com](mailto:Teanna.Houston@myflfamilies.com) or 850-717-4203.

cc: Regional Family and Community Services Directors  
Sheriff Offices Conducting Child Protective Investigations  
Center for Child Welfare

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency