

Adoption, Search, Contact and Reunion Services Confidential Intermediary Qualifications and Requirements

The Maryland Department of Human Services is an equal opportunity organization and is committed to ensuring equality in personnel practices.

QUALIFICATIONS FOR CONFIDENTIAL INTERMEDIARIES

- A. The candidate must be employed by a Local Department of Social Services (LDSS) or a private child placement agency (CPA).
- B. An employee from a private child placement agency may apply on behalf of the agency to be a CI. If a candidate is considered for the position of CI on behalf of a private child placement agency, he/she must meet the same employment requirements as those that are expected of a State employee.
- C. If the candidate has not already had Federal Bureau of Investigation(FBI) and Maryland State Police criminal background checks completed as a condition of his/her current position, he/she must do so.
 - a. Candidates may attend certification training while the results of the background checks are pending, but certification will not be granted until the Administration receives the results.
 - b. Training fees will not be refunded if the criminal background checks result in the ineligibility of the candidate for CI certification.
- D. CI candidates must submit the following to the Administration:
 - a. A MS100 or a resume
 - b. An application for certification and
 - c. The current application fee
- E. The minimum educational requirements includes a bachelor's degree from an accredited college or university, and a major in one of the following disciplines:
 - a. Social Work, Psychology, Counseling, Human Services, Mental Health Services, Education, Juvenile Justice, Criminology, Nursing, Sociology, Child Development, Human Growth and Development or;

- b. Human Resources Management (a bachelor's degree in Human Resources Management must include at least 30 credit hours in Human Services or Human Development).
- F. State employees who have been grandfathered into a social work classification may also qualify.
- G. Each candidate must have a minimum of two years experience providing casework or adoption services. Possession of a Social Work Associate license may be substituted for one year of experience.
- H. If an application for certification is denied, the applicant will receive notification from the Administration.
- I. CIs must either be a Licensed Certified Social Worker (LCSW) or a Licensed Certified Social Worker - Clinical (LCSW-C) or supervised by a LCSW or a LCSW-C.

TRAINING AND CERTIFICATION REQUIREMENTS

- A. Only CIs may provide Adoption Search, Contact and Reunion Services in the State of Maryland. All CIs must:
 - a. Receive at least eight hours of Initial Training, provided by DHS or their designee, and;
 - b. Attend approved Refresher Training every two years in order to maintain their certification.
- B. Reasonable fees can be charged for the above required training.
- C. Continuing Education Units (CEUs) may be issued at the completion of the Initial Training and at each Refresher Training.
- D. Reasons to deny certification include, but are not limited to:
 - a. The applicant has not attended the Initial Training.
 - b. It is discovered that falsified information was presented on the application, and/or;
 - c. The Social Services Administrative staff determines that the applicant would be unable to perform the duties of a Confidential Intermediary based on previous work history.

- E. All CIs must adhere to ASCRS regulations, policies and procedural guidelines, including:
 - a. Submitting all documentation and status reports to the Administration within the specified time frames.
 - i. Performing duties in accordance with Maryland laws and regulations, and;
 - ii. Maintaining all rules of confidentiality as specified in the ASCRS regulations.
- F. Training requirements for CIs may cover an array of topics including:
 - a. Adoption Law
 - b. Search Techniques
 - c. Counseling Methods
 - d. DHS Policy and Procedures

DUTIES AND RESPONSIBILITIES

- A. CIs receive requests from the Administration to work on behalf of adult adoptees, adopted adult siblings and birth parent(s) who have applied for ASCRS.
- B. All services must be delivered in accordance with established Administration policy and procedural guidelines, the CI Code of Ethics and the CI Oath of Confidentiality.

*Submission of an application for certification does not obligate the Administration to certify the applicant. The application will be reviewed by the Administration to ensure that the required minimal qualifications are met.