



**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES  
APPLICATION FOR RECERTIFICATION AS A CERTIFIED INVESTIGATOR**

Do you plan to complete Adoption Investigations for private placement agencies outside of your regular job duties?

- Yes
- No

\*Please note: DSS employees can only complete *private home studies* for pay outside of your regular job duties

\*DSS employees will not need to pay the \$15 recertification application fee UNLESS you are applying to complete home studies for private placement agencies outside of your regular job duties.

**Experience**

- Adoption Investigations*
  - Proof of Experience:

two years conducting adoptive home studies, investigations or similar family/child-oriented reports for a court, school, or social health agency;

**or**

currently employed by DSS, a licensed child placing agency, or by a professional association and supervised by a person within the agency or association who is a certified adoption investigator.

If you have 2 years of experience, please describe below the types of reports that you have prepared and provide the following information.

Number of years' experience: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Please describe reports prepared:

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- Relinquishments and Consents*
  - Proof of Experience

two years counseling with parents about relinquishing their rights and placing their children for adoption;

**or**

is currently employed by DSS or a licensed child placing agency or by a professional association and is supervised by a person within the agency or association who is certified to accept relinquishments and consent for the purpose of adoption

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If you have 2 years of experience, please describe below the types of reports that you have prepared and provide the following information.

Number of years' experience: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Please describe reports prepared:

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\*If you do not meet the 2-year experience requirement, please provide the contact information of the person who will supervise your work.

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City) (State) (Zip)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

CI Certificate #: \_\_\_\_\_

**Fees for Services**

*(Outline the fee you propose to charge for services rendered as a certified Investigator. Specify whether it is an hourly and/or flat fee. Specify clearly any additional charges to clients).*

*\*Note, Certified Investigators completing initial homes studies for DSS families cannot charge more than \$15 per hour, 40 hours maximum for total of \$600.00. Investigators completing home study updates cannot charge more than 20 hours maximum for a total \$300.00. Investigators conducting DSS training cannot charge more than 8 hours maximum for a total \$300.00 (training under 8 hours will be pro-rated accordingly).*

Adoption Investigations  
Per Hour \_\_\_\_\_ and/or Flat Fee \_\_\_\_\_

Relinquishments and Consents  
Per Hour \_\_\_\_\_ and/or Flat Fee \_\_\_\_\_

Specify additional charges: \_\_\_\_\_  
\_\_\_\_\_

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*I attest that the information provided in this application is true and accurate. By requesting this certification, I agree to perform my duties within the generally accepted standards of conduct outlined in the Code of Ethics contained in the Regulations.*

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Signature

Date