

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

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 application fee UNLESS you are applying to complete home studies for private placement agencies outside of your regular job duties.

Education

Degree received: _____ (attach photocopy of diploma)

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:

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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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.

Signature

Date