

CHECKLIST

Certified Domestic Violence Professional (CDVP) Exam

IMPORTANT: All items must be included with your exam application.

An incomplete exam application can result in not being scheduled for examination.

Proof of 40-hour training

- 40-hour Domestic Violence training certificates obtained prior to 2004 will not be accepted.
- 40-hour Domestic Violence training must have been completed at an ICDVP certified 40-hour training site.

Special Accommodations

- Indicate you are requesting special accommodations for ADA or Language Consideration.
- See Language Proficiency form in the exam application for language consideration.
- See Continental Testing Services (CTS) home page for State Exam ADA Forms and instructions.

Statement of Arrest or Conviction

- If you answer YES to any of the questions in this section, you must provide details. Refer to exam application for specifics.
- If you answer YES to any of the questions in this section, your application will be referred to ICDVP for review.

Supervisor Assessment Form

- This form is part of the exam application.
- Form must be the original, not a copy.
- Supervision includes completion of 150 of satisfactory and documented services supervised by a current CDVP supervisor employed by an ICDVP approved supervision site within 2 years of exam application to be a Certified Domestic Violence Professional.

- The supervisor must complete the form documenting the total number of hours the candidate has completed. The form must be placed within an envelope bearing the name of the supervisor's agency. The envelope must be sealed, taped shut, and the supervisor must sign their name diagonally across the flap and on the body of the envelope. The envelope must then be returned to the candidate so they can include it with their application.

Exam Application Payment

- Payment must be written to "Continental Testing Services" (NOT to ICDVP).
- Payment must be certified check or money order. No personal checks.
- Payment is non-transferable from one individual to another.
- Payment must accompany the exam application.
- Exam application and fees must be mailed to the following address:

Illinois Certified Domestic Violence Professional Certification Exam
Continental Testing Services, Inc.
P.O. Box 100
La Grange, IL 60525-0100

**508 - ILLINOIS CERTIFIED DOMESTIC VIOLENCE PROFESSIONAL CERTIFICATION
EXAMINATION APPLICATION**

PLEASE USE BLACK INK WHEN COMPLETING THIS APPLICATION

1. Exam Date Applying For: CHOSE ONE.:	2. Exam Location: CHOSE ONE.:	3. Fee: \$200.00
February: _____	Chicago Area: _____	Payment made by certified check or money order only check payable to: <u>Continental Testing Services, Inc.</u>
September: _____	Springfield Area: _____	

APPLICANTS CONTACT INFORMATION:

4. NAME:		
5. HOME ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
EMAIL ADDRESS:		
HOME PHONE WITH AREA CODE	CELL PHONE WITH AREA CODE	
6. SOCIAL SECURITY NUMBER----- ____		

7. BUSINESS INFORMATION

NAME OF EMPLOYER:		
Street Number and Name or P.O. Box (Please indicate Room Number, if applicable)		
CITY	STATE	ZIPCODE
Work Phone with Area Code and extension.	FAX NUMBER with Area Code	

8. I prefer mail to go to: _____ Home Address _____ Work Address

9. Maiden or former surname(s) (If any) _____

10. Daytime telephone number where you may be reached: _____
Include Area Code

11. Date of Birth: _____ / _____ / _____
Month Day Year

12. **Modification:** Requesting special accommodations for ADA Candidates or language considerations.
(See guide for instructions) **Check if applicable:** _____ ADA _____ Language

13. I have completed 40 hours of domestic violence training at an ICDVP approved 40-hour training site.
NOTE: 40-hour domestic violence training certificates obtained prior to 2004 will not be accepted.
YES _____ NO _____ Proof of training completion enclosed.

14. I have completed 150 hours of satisfactory and documented services supervised by a current CDVP supervisor employed by an ICDVP approved supervision site within 2 years of application to become a Certified Domestic Violence Professional.
YES _____ NO _____ Supervisor Assessment form enclosed

15. I have completed 150 hours of satisfactory and documented services at an acceptable site with prior approval from ICDVP. This applies to individuals who have been approved to complete services at their domestic violence agency and received supervision from an approved site.
YES _____ NO _____ Supervisor Assessment form enclosed
External Supervision Form enclosed

16. Statement of Arrest of Conviction

A. Yes _____ No _____ Have you ever been convicted of a misdemeanor or a felony, or are criminal charges currently pending against you. *If yes, give details on an attached sheet.*

B. Yes _____ No _____ Has any licensing or credentialing agency ever taken any disciplinary action against you, including, but not limited to, any warning, reprimand, suspension, probation, limitation or revocation? *If yes, attach a sheet providing details about the action, including the names of the credentialing agency and date of action.*

C. Yes _____ No _____ Is disciplinary action pending against you? *If yes, attach a sheet providing details about pending action, including the name of the agency and status of this action.*

D. Yes _____ No _____ Have any suits or claims ever been filed against you as a result of professional services? *If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition.*

**IF YOU ANSWERED YES TO ANY OF THE ABOVE,
YOUR APPLICATION WILL BE REFERRED TO ICDVP FOR REVIEW.**

17. CANDIDATE CERTIFICATION AND WAIVER

I state that I am the person referred to on this application and that all the answers set forth are strictly true in each respect. I agree that if for any reason my examination papers or result are unavailable, an examination is not held, or my application is denied, any claim I may have shall be limited to the amount of the examination fee.

I give my permission to ICDVP, Inc., its volunteers and its staff to investigate my background as it relates to statements contained in this application for certification. I understand that false or misleading statements or intentional omissions shall result in the denial or revocation of certification.

I consent to the release of information contained in my application file and other related materials to ICDVP, Inc. staff and volunteer members and Continental Testing Services, Inc.

I give my permission to ICDVP, Inc. to use my contact information for future communication. I understand it is my responsibility to ensure that all contact information is correct.

I further agree to hold ICDVP, Inc., Continental Testing Services, Inc., its officers, members and employees free from any civil liability for damages and complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with the application and subsequent examinations, and/or failure of ICDVP, Inc. to issue certification.

I have read and agree to abide by the ICDVP, Inc. Code of Ethics which are a part of this application.

Signature

Date

Mail completed form with fee(s) to:

**Illinois Certified Domestic Violence
Professional Certification Examination
Continental Testing Services, Inc.
P.O. Box 100
La Grange, IL 60525-0100**

**ILLINOIS CERTIFIED DOMESTIC VIOLENCE PROFESSIONALS, INC.
SUPERVISOR ASSESSMENT, Part 1**

I am submitting a application to become a Certified Domestic Violence Professional. I have identified you as a current CDVP supervisor employed by a ICDVP approved supervision site. In submitting this form to you, I hereby waive any right I may have to view or inspect this form after it is completed, now or in the future. Note: No application will be accepted unless this form is processed as described below.

Applicant Name

Applicant Signature

Date

Instructions to supervisor: The above listed individual has named you as a current or former supervisor and has requested documentation of the number of hours of work supervised by you. Refer to the Eligible Services List in the ICDVP Manual for types of services that may be included. Document only those hours for which the applicant performed eligible services at an ICDVP approved supervision site within 2 years of examination. The applicant has waived the right to view or inspect this form.

Complete the form documenting the total number of service hours the candidate has completed. Place the form within an envelope bearing the name of your agency. Seal the envelope, tape the flap shut, and sign your name diagonally across the flap and onto the body of the envelope. Return the form to the applicant.

_____ I certify that the above listed individual has successfully completed the required 150 hours of eligible services and I certify that this individual is qualified to become a Certified Domestic Violence Professional. This certification is based on:

_____ personal supervision by me and/or

_____ evaluations from former supervisors working for this program

_____ I am unable to certify that this individual successfully completed the required hours of eligible services and do not believe that this individual is qualified to become a CDVP.

The 150 hours of supervised practice in question occurred over the course of the following dates:

_____/_____/_____ to ____/____/_____
Month Day Year Month Day Year

Printed Name of Supervisor

Title

Signature of Supervisor

Date

CDVP #

Expiration Date

Name of Agency

Street Address

City, State, Zip Code

--

Phone Number

Director's Name Printed

Director's Signature

**Illinois Certified Domestic Violence Professionals, Inc.
Supervisor Assessment Part 2**

The services listed below clarify the kinds of activities that qualify for the 150 hours of service requirement. CDVP Candidates must have at least 90 of the 150 hours of their experience in at least one of the first 5 categories. Please list the hours in the following work areas:

Activities	# of Hours
1: Counseling: A one-to-one interaction between a domestic violence worker and an adult or child for the purpose of benefiting the client. Examples of counseling include support, guidance, education, problem solving, and discussion options. Counseling should be provided with the service plan in mind.	
2: Advocacy: Any intervention by a domestic violence worker with a third party on behalf of an adult or child. A release of information must be completed and signed by the client or her/his representative and placed in the client's file. Intervention with a third party should have the purpose of benefiting the client with the service plan in mind.	
3: IDVA Advocacy: Illinois Domestic Violence Act Advocacy includes any assistance in pursuing criminal charges and/or orders of protection through problem solving, accompaniment, emotional support and encouragement. Court or IDVA advocacy also includes ongoing systems advocacy to improve policies and procedures which enhance the safety and court relief for victims.	
4: Hotline/Information and Referral: Assisting victims of domestic violence to identify and gather information about community resources for her/himself and their children. Only direct client contact can be counted in this category.	
5: Group Services: Any service provided by a domestic violence worker to more than one child and/or adult client at a time, with the purpose of giving support or education, providing necessary information, offering guidance, or facilitating social interaction, etc. for the purpose of benefiting the client and with the service plan in mind.	
6: Prevention: Activities by a domestic violence worker that promote awareness of the dynamics of domestic violence and provide information to reduce the likelihood of domestic violence.	
7: Training: Provision of domestic violence information by a domestic violence worker to other professionals who are in contact with victims or abusers in order to assist them in developing more appropriate responses to domestic violence.	
8: Outreach & Community Education: Direct contact by a domestic violence worker with people in a community setting for the purpose of providing education about identification and effects of domestic violence and services available to victims of domestic violence.	
9: Systems Advocacy: Actions by a domestic violence worker to change established systems to ensure a more effective and appropriate response to domestic violence victims and abusers.	
TOTAL HOURS	

**SPECIAL EXAMINATION ARRANGEMENTS
LANGUAGE PROFIECIENCY**

For the
Illinois Certified Domestic Violence Professional and the
Certified Partner Abuse Intervention Professional Examinations

The Illinois Certified Domestic Violence Professionals, Inc. values diversity in the domestic violence field. Some test candidates for whom English is not their first language may experience difficulty taking a test in English and may benefit from special examination arrangements. Such candidates may, upon approved request:

- Have an additional 30 minutes to take the exam;
- Bring with them to the exam a dictionary that translates English into another language. This dictionary must translate word-for-word (no definitions). An electronic dictionary is **NOT** permitted.

To request special examination arrangements related to language proficiency, the applicant must complete the form below and have it signed by their supervisor. This form must be submitted with the candidate's exam application, or **faxed to Continental Testing Services, Inc. at least 8 days before the actual exam date.** Fax number is: 708-354-9922.

**REQUEST FOR SPECIAL EXAMINATION ARRANGEMENTS
LANGUAGE PROFICIENCY**

I am requesting special examination arrangements related to proficiency with the English language. I am a person for whom English is not my first language and have sufficient difficulty with written English that I would benefit from having additional time to take the exam and/or the use of a word to word dictionary, no definitions included, that translates English into my first language. This request must also be signed by my supervisor.

Signature

Printed Name

Supervisor's Signature

Supervisor's Printed Name



Illinois Certified Domestic Violence Professionals, Inc.

Code of Ethics

The following Code of Ethics is intended to govern Certified Domestic Violence Professionals (CDVP) and Certified Partner Abuse Intervention Professionals (CPAIP) and ICDVP certified sites in their various roles and relationships and at the various levels of responsibility at which they function. These principles also serve as a basis for adjudication by the Board of Illinois Certified Domestic Violence, Inc. when allegations of misconduct are reported.

The Code of Ethics sets forth general principles of conduct and the judicious appraisal of conduct in our matters which have ethical implications. The Code of Ethics is not intended to be all inclusive or exhaustive. ICDVP certified professionals and certified sites are expected to adhere to the spirit as well as the letter of this Code of Ethics.

ICDVP Certified professionals and ICDVP certified sites are required to abide by any disciplinary rulings based on the Code of Ethics which will be determined by an unbiased panel of professional peers. ICDVP certified professionals and certified sites shall also take adequate measures to discourage, prevent, and correct the ethical misconduct of colleagues.

ICDVP certified professionals and certified sites shall abide by the following:

1. Protect the safety of domestic violence victims/survivors at all times.
2. Have a primary commitment to provide the highest quality professional support for those who seek services.
3. Maintain confidentiality of the working relationship and information resulting from it consistent with all legal obligations.
4. Do not exploit any relationship, including but not limited to clients, staff or funders for personal advantage.
5. Do not solicit clients of one's agency for private practice.
6. Do not have sexual or romantic relationships with clients.
7. Avoid any action that will violate or diminish the legal and civil rights of clients.
8. Do not condone or engage in sexual or other harassment as defined by law.
9. Do not discriminate against clients or professionals based on age, gender, gender identity, spiritual beliefs, race, ethnicity, sexual orientation, marital status, socio-economic status, national origin, legal status or ability.

10. Develop knowledge, personal awareness, and sensitivity pertinent to the client populations served and incorporate culturally relevant techniques into their practice.
11. Be willing to release or refer a client to another program or individual when it is the best interest of the client.
12. Do not perpetuate or condone domestic violence as defined in the Illinois Domestic Violence Act (IDVA) and its amendments.
13. Respect the rights and the views of other professionals, agencies, and organizations serving people who cause harm and victims/survivors of domestic violence.
14. Take personal responsibility for professional growth.
15. Do not knowingly misrepresent their credentials or those of their employer.
16. Abide by all ICDVP requirements for professional certification standards.
17. All certified professionals and sites must remain in compliance with state, local and federal law.
18. Work in the best interest of clients so long as it is consistent with safety for victims/survivors and children and ethical standards.
19. Do not practice outside the scope of their competence and credentials.
20. Acknowledge that they are mandated reporters under the Illinois Abused and Neglected Child Reporting Act and the Adult Protective Services Act.
21. Acknowledge their responsibility under the Illinois Mental Health Code to warn of any imminent threat of harm by notifying the threatened person and appropriate law enforcement agencies and/or personnel.

In addition to the above, due to the specific nature of work with people who cause harm, Certified Partner Abuse Intervention Professionals and certified sites will also abide by the following:

22. Challenge clients to develop the skills needed to be safe and accountable.
23. Work to protect the legal and civil rights of clients without colluding in client's oppression of their intimate partner.
24. Adhere to all the principles of the IDHS Administrative Code for approved PAIP programs.

Violations of this Code of Ethics may result in suspension or revocation of certification(s) at the sole discretion of ICDVP, Inc.