

## Form 9

### Application for ICDVP CEU Status

(Non-Domestic Violence Program Applicants Only)

Name of Agency:

Address:

Contact Person:

Telephone

Fax

E-Mail

Conference Coordinator:

CDVP/CPAIP #:

#### Checklist of Items to include in application

1. Application form completely filled out and signed.
2. Past conference brochure/flyer that includes the following information:
  - a. learning objectives
  - b. content with timeframes for individual sessions
  - c. conference agenda
  - d. any ceu language provided
3. Copy of CEU workshop attendance monitoring document. (See form 12 for a tracking form sample.)
4. Copy of completion certificate/letter.
5. Sample of training evaluation form. (See form 13 for an evaluation form sample.)
6. Certified Check or money order payable to ICDVP, Inc. \$300 for first year, \$150 for every renewal year.

The signature below certifies that your agency:

- Agrees to a possible site visit prior to final approval of first year application.
- Agrees to submit all future conference brochures to ICDVP 6-8 weeks prior to conference date.
- Understands that the ICDVP Board reserves the right to deny any single conference that does not meet ICDVP guidelines.
- Will provide documentation to individuals that complete your trainings.
- Will store documentation of all training participants for a minimum of 5 years.
- To send all required materials as stated in the ICDVP manual to ICDVP at the end of each approved year.

Mail all requested items to ICDVP, P.O. Box 429, LaGrange, IL. 60525.

Any questions can be mailed or e-mail to [ilcdvp@ilcdvp.org](mailto:ilcdvp@ilcdvp.org)

Print Name of Conference Coordinator:

Signature:

Date:

~~~~~STAFF USE ONLY~~~~~

APPROVED

DENIED

DATE

Signature of Reviewer: