

## 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: