

## Renewal Application for 40-hour Training/PAIP Training/CDVP Supervision/CEU Site

This form can only be used by agencies that have been previously approved by the ICDVP Board and are in good standing.

**Check this box if you are renewing as a Non-Domestic Violence Program. Complete sections A, D, H, and I.**

A. Name of Agency:

Address:

Contact Person:

Telephone:

Fax:

E-Mail:

**B. Training Coordinator(s) Name(s)**

**Title**

**CDVP/CPAIP  
Certification #**

**Expires**

**C. Supervisor(s) Name(s)**

**Title**

**CDVP/CPAIP  
Certification #**

**Expires**

**D. Name of person(s) overseeing CEU  
training**

**Title**

**CDVP/CPAIP  
Certification #**

**Expires**

### **E. Include the following for Training site renewal.**

- Sample copy of training certificate or letter of completion. Certificate must state the agency is an ICDVP certified 40-hour and/or 20/20 combination training site.
- Completed Form 11 and/or Form 11B from agency's most recent training with trainers' signatures/initials, dates, and time frames.
- List of materials/bibliography/resources used to design and/or implement the training program.
- ← Check box if renewing training site status.** Signature on form certifies that this agency agrees to participate in oversight and monitoring of training by ICDVP, Inc. and that the agency will store documentation of all 40-hour and 20-hour trained participants for at least 5 years.

### **F. Include the following for PAIP Training site renewal.**

- Sample copy of training certificate or letter of completion. Certificate must state the agency is an ICDVP certified PAIP training site.
- Completed copy from agency's most recent training with trainers' signatures/initials, dates, and time frames.
- List of materials/bibliography/resources used to design and/or implement the training program.
- ← Check box if renewing training site status.** Signature on form certifies that this agency agrees to participate in oversight and monitoring of training by ICDVP, Inc. and that the agency will store documentation of all PAIP trained participants for at least 5 years.

**Form 10 continued**

**G. Include the following for CDVP Supervision site renewal.**

- Organizational chart that includes the following: clear, defined lines of authority, names of supervisors and CDVPs/CPAIPs with certification numbers and expiration dates placed next to names of certified staff.
- ← Check box if renewing supervision site status.** Signature on form certifies that this agency agrees clients who are victims of Domestic Violence receive services from staff members who are supervised by CDVPs.
- Attached explanation of how agency supervision takes place and how trainees interface with victims of domestic violence.

**H. Include the following for CEU Training site renewal.**

- At least one example of proposed CEU workshop including day(s) and time frames.
- Sample copy of training certificate or letter of completion. Certificate must state the agency is an ICDVP certified CEU training site.
- ← Check box if renewing CEU site status.** Signature on form certifies that this agency will participate in oversight and monitoring of training by ICDVP, Inc. and that the agency will maintain and store documentation of all CEU training participants for at least 5 years.

**I. Include the following if you are renewing your 40-hour Training, PAIP Training, CDVP Supervision and/or CEU site status.**

- Completed application form.
- Agency check of \$200.00 for **each** certified site renewal, made payable to ICDVP, Inc. (example: provide a check for \$800.00 if renewing status for 40-hour training/ PAIP training / CDVP Supervision and CEU training) **\*No extra fee for 20/20 combination training site.**
- Non-DV agency CEU site only**--Certified Check or money order payable to ICDVP, Inc. for \$150.00 per year
- Mail all requested items to ICDVP, P.O. Box 429, LaGrange, IL. 60525 or e-mail to [ilcdvp@ilcdvp.org](mailto:ilcdvp@ilcdvp.org)
- ← Check box to confirm the following statement.** Signature on form indicates that the agency's Executive Director (or in the case of multi-program agencies the Domestic Violence Program Director) be 40 hour trained even if they do not have client contact and are not required to be certified.

Is your agency willing to train and/or supervise and/or provide ICDVP CEU's for **Internal certification applicants** (your own agency's staff / volunteers) and/or **External certification applicants**? (Not applicable to Non-DV CEU sites.)

**CIRCLE ALL THAT APPLY FOR THIS RENEWAL PERIOD:**

**40hr in-person Training**      **PAIP Training**      **CDVP Supervision**      **CEU Training**  
**\*20hr online / 20hr in-person training**

<i>Print Name of Person Completing Form:</i>	<i>Print Name of Executive Director or Domestic Violence Program Director:</i>
<i>Signature:</i>	<i>Signature:</i>
<i>Title:</i>	<i>Date:</i>

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

|          |        |         |       |
|----------|--------|---------|-------|
| Approved | Denied | Pending | Date: |
|----------|--------|---------|-------|

*Signature of reviewer:*