

## **CPAIP Supervision Guidelines**

The following guidelines apply to CPAIP exam applicants. It is the sole responsibility of all individuals seeking supervision to ensure the individual providing the supervision is a current CPAIP and is currently employed at an IDHS approved PAIP program for the duration of supervision. Please note a fee may be charged to external applicants. IDHS approved programs can be found at [www.dhs.state.il.us/page.aspx](http://www.dhs.state.il.us/page.aspx). (Use the DHS Office Locator with "Partner Abuse Intervention Services" selected under "Type".)

### **Definition of Supervision:**

Supervision includes a teacher/counselor/mentor role, providing helpful and constructive feedback, developing a good relationship with the supervisee, and working with him/her to continually improve his/her understanding of and competence in his/her job.

### **Where to find a supervisor:**

You can find a list of individuals willing to provide supervision on the ICDVP website under the CPAIP tab titled **CPAIP Supervisor List**. All individuals listed have agreed to provide supervision to CPAIP candidates, but they will need to be contacted directly to make arrangements. ICDVP bears no responsibility for the quality, cost, and scheduling of the supervision.

### **How Supervision is performed:**

A minimum of 15 hours of supervision are required for every 150 hours of direct services (not clock hours worked, but service hours provided) as defined in the above section. Those 15 hours may consist of any combination of the following:

- Face to face
- Phone consultation
- Video conferencing communication
- Review and discussion of documentation and client records
- Review and discussion of the IDVA, including confidentiality limitations for services not provided through a domestic violence agency.
- Direct observation of services provided.

**Eligible Services:**

The services listed below clarify the kinds of activities that qualify for the 150 hours of service requirement. Candidates are required to fulfill all the Group Service and Victim Service Contact hours as part of the 150 hours. For example, candidates may choose to complete 142 Group Service hours and 8 Victim Services hours.

**Group Services:**

Services provided by a partner abuse intervention professional to more than one adult at a time, with the purpose of educating, challenging belief systems, providing necessary information, promoting responsibility, and holding clients accountable for their abusive behavior. The groups must be co-facilitated, preferably by a male/female co-facilitation team. This must account for at least 120 hours of supervision.

**Victim Service Contact:**

Involvement would include direct service with a victim/survivor through employment or volunteer work at a victim services agency, partner safety checks, or communication in a professional capacity with victims/survivors. Victim service contact should account for no fewer than 8 hours and no more than 20 hours of service. This requirement may also include involvement on a committee that advocates for victims/survivors of domestic violence. Involvement on a committee may account for no more than 8 hours of supervision.

**Intake Assessments:**

A one-to-one interaction between a partner abuse intervention professional and an adult client. Examples of intake assessments include collecting information pertaining to the abuser. This may account for no more than 15 hours of supervision.

**Counseling:**

A one-to-one interaction between a partner abuse intervention professional and an adult client. Examples of counseling include education, problem solving, promoting responsibility, working with clients who are not appropriate for group intervention, addressing co-occurring conditions, making referrals to appropriate services, and holding clients accountable for their abusive behavior. This may account for no more than 7.5 hours of supervision.

- An individual seeking CPAIP certification must complete 150 hours of satisfactory and documented services supervised by a current CPAIP employed by an IDHS approved PAIP program – within 3 years of application to be a Certified Partner Abuse Intervention Professional.
- An individual seeking CPAIP certification who works at an IDHS approved program must provide services under the supervision of an individual who is a current CPAIP who also works at an IDHS approved PAIP program.
- An individual seeking CPAIP certification who does not work at an IDHS approved PAIP program may provide services at that non-approved program if the supervisor is a current CPAIP who works at an IDHS approved PAIP program.
- Group supervision for all sites is limited to 5 supervisees in the group.

#### **Supervisor assessment documentation:**

- The supervisor assessment portion of the exam application must be completed by the CPAIP providing the supervision when all hours are completed, and the applicant is ready to apply to take the CPAIP exam.
- The supervisor assessment portion of the exam application can be found on the Continental Testing Services (CTS) website at [www.continentaltestinginc.com](http://www.continentaltestinginc.com). It is part of the Exam Application.
  - ✓ Click on **State of Illinois Examinations**
  - ✓ Click on **509 – Partner Abuse**
  - ✓ Click on **Apply for Exam (bottom of page)**
- The supervisor for the CPAIP hours must complete the supervisor assessment portion of the application in full.
- The Executive Director of the agency must also sign the form.
- The form must be placed in an envelope bearing the name of the agency providing the supervision.
- The supervisor must seal the envelope, tape the flap shut, and sign their name diagonally across the flap and onto the body of the envelope.
- The form is then returned to the applicant who must submit, by mail, the sealed envelope along with the ICDVP application to Continental Testing Services.

***Please contact ICDVP at [ilcdvp@ilcdvp.org](mailto:ilcdvp@ilcdvp.org) with any questions***