

**URGENT!**  
**READ ALL INFORMATION LISTED BELOW**  
**REMINDER**

**Your CDVP/ CPAIP certification expires February 28, 2020**

To renew your certification, you will need to complete ICDVP Form 8, include documentation that you have completed the required 30 hours of continuing education (CEU) and a check for the application fee of \$75 by the expiration date listed on your certificate. ICDVP no longer mails out ICDVP Form 8, and it is the responsibility of the certified individual to access ICDVP Form 8 on the ICDVP website at [www.ilcdvp.org](http://www.ilcdvp.org). It can be found under the Quick Links section of the website.

Please note the following when sending in your application:

- The application must be completed with ALL CEU courses listed including those that you are petitioning. If the application is not filled out completely or if it is not signed it may be returned. If your agency pays your fee, remind them that the check must be for your renewal only.
- Effective 03/01/19, CPAIP's will no longer be required to submit CEU's that fit into the three distinct categories. Instead, criteria will be that all CEU's must be related to the 40-hour domestic violence and/or 20-hour PAIP training topics.
- CEU's must be completed during the period of 03/01/18 – 02/28/20. Courses completed prior to the certification date of March 1, 2018 will not be accepted toward the 30 hour continuing education requirement.
- Persons renewing their certification are allowed a minimum of 15 hours in person training; and a maximum of 15 hours non in-person training which consists of online or webinar with certificate from the provider. Important Note: The ICADV Domestic Violence Foundation Training 20-hour online modules CANNOT be used towards the 30 CEUs because they are part of the 40-hour domestic violence training.

- The maximum number of hours that can be requested for a single conference is 20 hours. Courses less than one hour in length will not receive credit.
- Continuing education units earned from ICDVP Certified CEU Training Sites do not require a petition and a fee of \$10. Make sure the CEU Provider is an ICDVP approved Site. You can get the list off the website at [www.ilcdvp.org](http://www.ilcdvp.org).
- All petitions must be signed and accompanied by the appropriate form and \$10 fee for each one.
  - Continuing education credit can be given for courses not from ICDVP approved CEU Training sites, but they will require a petition (ICDVP Form 6) and a fee of \$10, and must be an extension of topics covered in the 40-hour training and/or 20 hour PAIP training topics. Please check the website for specific information about what credits are allowed and any restrictions on the number of hours from a particular course.
  - When asking for CEU's for teaching a Domestic Violence course, you must send proof that you taught it and the number of hours must be listed. The maximum number of hours allowed by any individual is 10 hours per renewal period. Documentation can include a letter from the agency or college where the course was taught, provided it lists dates and hours of teaching. Agendas with the name of the instructor and time listed for the course are also accepted. Send a petition (ICDVP Form 7) and a \$10 fee.
  - If you are asking for CEU's for committee participation, send committee minutes with your name listed as being present and the time the meeting started and ended is included in the documents. A maximum of 6 hours of CEU's may be earned per renewal period. Send a petition (ICDVP Form 5) and a \$10 fee.
  - When asking for college credit, ICDVP will allow an hour of continuing education credit for each class credit hour up to a maximum of 20 hours. The

classes, however, must be in areas covered in the 40-hour domestic violence training topics. In order to get credit for the hours, a copy of an official transcript, ICDVP Form 6 and the appropriate fee must be submitted for each course.

- It is highly recommended that applications are submitted 30 days prior to the renewal date to allow for any corrections to be made. If an application for renewal is incomplete or inaccurate, the applicant will be given a short time period to submit the requested information before a \$25 late fee is added.
- Renewal applications will be accepted between the dates of 12/01/19 – 02/28/20. New certificates will be mailed to you the first week of March 2020.
- The ICDVP Policy for Extensions has been discontinued and they are no longer allowed.
- Applications must be postmarked by 02/28/20, or your certification will be changed to INACTIVE. This will mean your certification will no longer be current and it is your responsibility to change the status.
- The ICDVP Policy and Procedure Manual is continually updated and revised. Execution of all Policies and Procedures included in the manual are at the sole discretion of ICDVP, Inc. For additional information or clarification, refer to the website at [www.ilcdvp.org](http://www.ilcdvp.org) or contact us at [ilcdvp@ilcdvp.org](mailto:ilcdvp@ilcdvp.org).

Send renewal applications to:

ICDVP, Inc., P.O. Box 429, La Grange, IL 60525