

## FREQUENTLY ASKED QUESTIONS

To help answer common questions more quickly and effectively, ICDVP has compiled a list of frequently asked questions. If there are additional questions or concerns, please contact ICDVP at [ilcdvp@ilcdvp.org](mailto:ilcdvp@ilcdvp.org).

### **General Information:**

**1. What is the difference between CDVP and CPAIP?**

- Certified Domestic Violence Professionals (CDVP) work with victims.
- Certified Partner Abuse Intervention Professionals (CPAIP) work with people who abuse.
- Each certification has a different set of eligibility requirements. Please refer to the ICDVP website at [www.ilcdvp.org](http://www.ilcdvp.org) for more details.

**2. Is there a waiver or “Grandfather clause” available for individuals who have years of experience in the field or advanced degrees?**

- No. Waivers for past work experience and/or advanced degrees are not available.

**3. I don’t have time to complete the 40-hour DV training all in person. Can I take the 40-hour DV training online?**

No. Illinois Coalition Against Domestic Violence (ICADV) offers 20 of the 40 hours online, and may be able to direct you to organizations that provide the subsequent 20-hour in person training. Please contact ICADV at [www.ilcadv.org](http://www.ilcadv.org) for more details.

**4. I moved out of state. Can I keep my certification?**

- Yes. If you are submitting CEU’s that are not issued by an ICDVP-approved training site, then you must submit a petition (ICDVP Form 6), petition fee, and supporting documentation of completion for consideration of approval. Trainings must be related to the ICDVP 40-hour DV training topics or 20-hour PAIP training topics

**5. Is my ICDVP certification reciprocal to other states?**

- The CDVP/CPAIP certification is an Illinois specific certification and there is no reciprocity to other states.

**6. If I have continuously maintained one certification, do I need to repeat all eligibility requirements to obtain the other certification?**

- You do not need to re-take the 40-hour training but must meet all other certification criteria found on the ICDVP website and pass the exam.

#### **7. How do I get a duplicate certification and what is the cost?**

- You can receive a copy of your certificate by completing a Certificate Replacement Form found on the website [www.ilcdvp.org](http://www.ilcdvp.org) home page. Submit it, along with a \$10 fee to ICDVP. Once received, ICDVP will issue a replacement certificate for you.

#### **8. Our agency would like to apply to be a new ICDVP approved site, how and when can we apply?**

- All forms can be found on the ICDVP website at [www.ilcdvp.org](http://www.ilcdvp.org). For details regarding site applications, please contact ICDVP at [ilcdvp@ilcdvp.org](mailto:ilcdvp@ilcdvp.org). New site and renewal applications are accepted twice a year postmarked by September 30<sup>th</sup> or March 31<sup>st</sup>.

### **Certification for CDVP and CPAIP**

#### **9. How do I become ICDVP certified?**

- Certification Criteria can be found on the ICDVP website at [www.ilcdvp.org](http://www.ilcdvp.org). Criteria to become certified as a Certified Domestic Violence Professional (CDVP) can be found under the Certified Domestic Violence Professionals tab. Criteria to become certified as a Certified Partner Abuse Intervention Professional (CPAIP) can be found under the Certified Partner Abuse Intervention Professionals tab.

#### **10. How often is the exam offered? Where is it offered?**

- The exams are offered twice a year. Please refer to the Continental Testing Services website at [www.continentaltestinginc.com](http://www.continentaltestinginc.com) for more details on dates and locations.

#### **11. Where do I send my initial exam application and fee?**

- Exam applications and fees are mailed to Continental Testing Services. Please refer to [www.continentaltesting.net](http://www.continentaltesting.net) for more details.

#### **12. Where do I find the exam application?**

- The exam application can be found on the Continental Testing Services website at [www.continentaltestinginc.com](http://www.continentaltestinginc.com) under State of Illinois exams; Illinois Certified Domestic Violence Professionals.

**13. Where do I find the Supervisor Assessment form?**

- The Supervisor Assessment Form can be found in the Exam Application on the Continental Testing Services website at [www.continentaltesting.net](http://www.continentaltesting.net) .

**14. Where do I find the test references?**

- Test references in the Candidate Study Guide can be found on the Continental Testing Services website at [www.continentaltestinginc.com](http://www.continentaltestinginc.com).

**15. Is the exam offered in other languages?**

- No. The exams are only offered in English. ICDVP values diversity in the domestic violence field. Some test candidates for whom English is not their first language may experience difficulty taking a test in English and may benefit from special exam arrangements. Such candidates may, upon approved request, have an additional 30 minutes to take the exam; bring with them to the exam a dictionary that translates English into another language. This dictionary must translate word-for-word (no definitions). An electronic dictionary is NOT permitted. The Special Examination Language Proficiency form can be found in the Exam Application.

**16. Are there any accommodations allowed for test anxiety?**

- Standards for Special Accommodations are set forth by the Illinois Department of Financial and Professional Regulation. Please refer to the Continental Testing Services website at [www.continentaltestinginc.com](http://www.continentaltestinginc.com) for details on how to request special accommodations via the ADA form as listed under “Downloadable forms.”

**17. Does ICDVP offer any test prep classes to prepare for the exam?**

- ICDVP does not offer test prep classes, but some ICDVP approved agencies have offered classes in the past. In addition to that, ICDVP is working on test taking tips in the form of two power points on the ICDVP website at [www.ilcdvp.org](http://www.ilcdvp.org). Once completed, they will be posted on the home page.

**18. When will I receive confirmation that I’m approved to take the examination?**

- Confirmation/Admission notices are mailed approximately 10 business days prior to the exam date. If you do not receive an admission notice 7 days prior to the exam date please call Continental Testing Services at 800-359-1313. Your admission notice will be facsimiled to you. A fax number is required to receive a notice from Continental Testing Services, Inc. at this

late date. You must bring your Admission notice in order to be admitted to the exam.

**19. How long does it take to get exam results?**

- It can take from approximately 5 to 10 business days to mail your letter with test results.

**20. How can I check on the status of my application and exam results?**

- The status of your application and exam results can be checked online at the Continental Testing Services website [www.continentaltesting.net](http://www.continentaltesting.net).
- Choose your Profession/Examination; Click “Get your Application Status and Grades.”; Type in the information requested; Click on SUBMIT.

**21. When do I receive my certificate from ICDVP?**

- Typically, certificates will be issued within a month of passing the exam.

**22. I missed the exam, and I don’t want to wait for the next exam. Can I take the exam on another date?**

- No. The exams are offered twice a year. Please refer to the Continental Testing Services website at [www.continentaltestinginc.com](http://www.continentaltestinginc.com) for exam details.

**23. Can I take the CDVP and CPAIP exam at the same time?**

- No. Both exams are offered at the exact same time on the same date.

**Certification Supervision Requirements**

**24. Can I complete my 150 hours of supervised direct service before attending a 40-hour domestic violence training?**

- No. The process for certification is taking the ICDVP-approved 40-hour Domestic Violence training; then supervised direct service; and then passing the certification exam.
- If you are applying for the CPAIP certification, you may begin the 150 hours of supervised direct service prior to taking the 20-hour PAIP training as long as the training is completed within 6 months of your supervision start date.

**25. What types of services are required for supervision?**

- Please refer to the eligible services list in the CDVP exam application for the 150 hours required to become a CDVP; refer to the eligible services list in the CPAIP exam application for the 150 hours required to become a

CPAIP. Both exam applications can be found on the Continental Testing Services website at [www.continentaltesting.net](http://www.continentaltesting.net).

**26. How do group hours count towards certification? Is it by the hours facilitating the group or by the number of participants?**

- Hours towards certification are based upon clock hours of actual direct service, and not the number of group participants per hour. Running an Infonet report may not provide accurate clock hours.

**27. What hotline activity counts towards certification hours?**

- Hours towards certification are based upon the actual number of direct service hours provided to Domestic Violence callers and not the number of hours available/on shift. Running an Infonet report may not provide accurate clock hours.

**28. How do I obtain supervision hours if I am not currently working at a domestic violence program?**

- You may complete your hours as a volunteer at an ICDVP-approved supervision Domestic Violence program. You can find the list of ICDVP approved sites on the ICDVP website at [www.ilcdvp.org](http://www.ilcdvp.org). You will need to contact them directly.

**29. If my agency is not an ICDVP approved Supervision site, can I do my supervision hours at my agency but get my supervision from an ICDVP approved supervision site?**

- Yes, but you must first contact a current CDVP supervisor who is employed at an ICDVP-approved supervision site, to make arrangements prior to beginning your eligible services. These services may be performed at your agency.

**30. Are there supervision sites for CPAIP?**

- No. CPAIP candidates must complete 150 hours of satisfactory and documented services supervised by a current CPAIP employed by an IDHS-approved PAIP program.

**Certification Renewal**

**31. What are the costs for my certification renewal?**

- The cost for renewal includes a \$75 renewal fee and any additional petition fees, which can be paid all in one check/money order to ICDVP, Inc.

**32. When I renew my certification, can I pay online?**

- No. At this time, ICDVP can only accept checks and money orders as payment.

**33. My agency has agreed to reimburse my renewal fees. Can I get a receipt from ICDVP?**

- Upon written request, ICDVP will provide a letter of receipt.

**34. All of my CEUs are completed, but my renewal date is not for another six months. Can I send my renewal materials in early?**

- No. ICDVP accepts renewal materials two months prior to your renewal date. If renewal materials are received earlier or incomplete, they will be returned.

**35. Can I get all of my CEUs through online courses?**

- No. ICDVP allows a maximum of 15 hours of CEUs online. The other 15 CEUs must be completed at in person trainings.

**36. Can I submit the ICADV 20-hour training online modules or re-take any portion of the 40-hour in person training as CEUs for my CDVP/CPAIP renewal?**

- No. The 40 hour DV training is a pre-requisite to becoming certified and cannot be used as CEUs.

**37. Can I take CEU trainings at a site that is not an ICDVP approved CEU site?**

- Yes as long as the content is related to a topic from the 40-hour DV training, or 20-hour PAIP training. You must submit a petition (ICDVP Form 6), petition fee, and supporting documentation of completion for consideration of approval.

**38. Does college credit count towards CEU credit?**

- ICDVP may allow an hour of CEU 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 DV training or 20-hour PAIP training. You must submit a petition (ICDVP Form 6), petition fee, and official transcript showing a passing grade for consideration of approval.

**39. Does committee participation count towards CEU credit?**

- ICDVP may allow a maximum of 6 hours of CEUs earned per renewal period for participation in committee work related to the field of Domestic Violence. You must submit a petition (ICDVP Form 5), a copy of meeting

minutes showing your name in attendance, start and end times of the meeting, and the petition fee for consideration of approval.

**40. Do I need to submit my CPAIP CEUs in three categories for my renewal?**

- No. As of 03/01/19, CPAIP's are no longer required to submit CEUs in three categories. All CEUs must be related to the 40 hour domestic violence or 20 hour PAIP training topics.

**41. Can I apply for an extension if I do not have enough CEUs?**

- Extensions have been discontinued as of 10/01/19 and are no longer allowed.

**42. What happens if I don't have enough CEU's to renew my certification?**

- If you have not obtained enough CEU's during your two-year renewal period, you will be placed on INACTIVE status. Your certification is no longer current and you may not:
  - i. Advertise as CDVP or CPAIP
  - ii. Oversee the 40-hour or 20-hour trainings or sign training or CEU certificates.
  - iii. Provide supervision towards CDVP/CPAIP certification
  - iv. until you have completed the required amount of CEU's, submitted the reinstatement form, and paid the applicable fees.
- You will have one year to complete this before your status becomes Lapsed.

**43. What happens if my certification status becomes Lapsed?**

- If your certification is lapsed, you will have to begin the certification process again as a new applicant.

**44. I have let my certification lapse. Can I pay a fee to get it reinstated?**

- No. Please refer to the above question regarding lapsed certification. Once certification has lapsed, you are required to begin the certification process again as a new applicant.