



Illinois Certified Domestic Violence Professionals, Inc. ICDVP Change Reporting Form

The ***ICDVP Change Reporting Form*** is to be used by all ICDVP certified sites that encounter any changes that may affect ICDVP certification. It is the responsibility of all certified sites to report changes to ICDVP when it may affect certification status. If your site experiences changes prior to the next expiration date, the Change Reporting Form must be completed and submitted to ICDVP. If changes are not made in a timely manner, it could affect the site certification.

All site renewal information is sent to the contact person on file unless ICDVP is notified of any changes. The completed form must be submitted to ICDVP at ilcdvp@ilcdvp.org.

Name of Agency:

Address:

Contact Person:

Telephone:

Email:

Check the site certification that is affected by changes:

40-hour Domestic Violence Training (all formats)

CDVP Supervision

CEU Training

PAIP Training (all formats)

For any boxes checked above please provide information only in the corresponding sections.

40-hour Domestic Violence Training site – provide the following information:

How is the training site impacted?

What is the plan to address the changes?

When do these changes start?

***Per the ICDVP Policy Manual, job descriptions of person(s) providing oversight for trainings are required for the certified professional that will be overseeing the training. The job description needs to specifically include oversight of training as job responsibility. If your site has had a change in the individual who oversees training, attach a job description.**

ICDVP certified 40-hour domestic violence training sites are required to have current CDVP to oversee the training. If the ICDVP certified site, no longer has any certified individuals employed at their agency they do not meet ICDVP standards to be certified.

If the certified individual who oversees the ICDVP certified 40-hour domestic violence training has left the agency, updated information must be included in the plan provided to ICDVP.

If the certified individual/s listed to oversee training are not currently certified, the site may not meet the ICDVP standards to be certified unless the site can identify the certified individual who will be overseeing the training. When ICDVP certified professionals do not renew their certification by the scheduled renewal

date, their certification becomes inactive. While a certification is on inactive status, individuals CANNOT do the following:

- Advertise as a CDVP or CPAIP
- Oversee the 40-hour or 20-hour trainings or sign training certificates.

CDVP Supervision site – provide the following information:

How is the supervision site impacted?

What is the plan to address the changes?

When do these changes start?

***Per the ICDVP Policy Manual, an updated organizational chart must be submitted if there are any changes that may affect site certification. The organizational chart must include the following: clear, defined lines of authority, names of supervisors and CDVP/CPAIP with certification numbers and expiration dates placed next to staff that are certified.**

ICDVP Approved CDVP Supervision sites are required to ensure all supervisors of staff/volunteers providing direct services to victim/survivors of domestic violence are current CDVPs. Newly hired supervisors must become CDVP certified within one year from time of hire. If your agency has a new supervisor, please provide a plan on how this individual will become CDVP certified.

If your agency is an ICDVP approved Supervision site, an updated organizational chart that indicates all changes to ICDVP must be submitted to ICDVP.

If the certified individual/s listed as CDVP supervisors are not currently certified, the site may not meet the ICDVP standards to be certified unless the site can identify the certified individual who will be providing the supervision. When ICDVP certified professionals do not renew their certification by the scheduled

renewal date, their certification becomes inactive. While a certification is on inactive status, individuals CANNOT do the following:

- Advertise as a CDVP or CPAIP
- Provide supervision towards CDVP certification.

PAIP Training site – provide the following information:

How is the training site impacted?

What is the plan to address the changes?

When do these changes start?

***Per the ICDVP Policy Manual, job descriptions of person(s) providing oversight for trainings are required for the certified professional that will be overseeing the training. The job description needs to specifically include oversight of training as job responsibility. If your site has had a change in the individual who oversees training, attach a job description.**

If the ICDVP certified site, no longer has any certified individuals employed at their agency they do not meet ICDVP standards to be certified.

ICDVP certified PAIP training sites are required to have current CPAIP to oversee the training. If the ICDVP certified site, no longer has any certified individuals employed at their agency they do not meet ICDVP standards to be certified.

If the certified individual/s listed to oversee training are not currently certified, the site may not meet the ICDVP standards to be certified unless the site can identify the certified individual who will be overseeing the training. When ICDVP

certified professionals do not renew their certification by the scheduled renewal date, their certification becomes inactive. While a certification is on inactive status, individuals CANNOT do the following:

- Advertise as a CDVP or CPAIP
- Oversee the PAIP trainings or sign training certificates.

CEU Training site (including non-DV sites) – provide the following information:

How is the training site impacted?

What is the plan to address the changes?

When do these changes start?

***Per the ICDVP Policy Manual, job descriptions of person(s) providing oversight for trainings are required for the certified professional that will be overseeing the training. The job description needs to specifically include oversight of training as job responsibility. If your site has had a change in the individual who oversees training, attach a job description.**

ICDVP certified CEU training sites are required to have current CDVP/CPAIP to oversee the training. If the ICDVP certified site, no longer has any certified individuals employed at their agency they do not meet ICDVP standards to be certified. If the site has offered trainings to individuals during the time, they were not ICDVP certified, those CEUs will not count as ICDVP CEUs, and all participants must be notified.

If the certified individual/s listed to oversee training are not currently certified, the site may not meet the ICDVP standards to be certified unless the site can

identify the certified individual who will be overseeing the training. When ICDVP certified professionals do not renew their certification by the scheduled renewal date, their certification becomes inactive. While a certification is on inactive status, individuals CANNOT do the following:

- Advertise as a CDVP or CPAIP
- Oversee the CEU trainings or sign training certificates.

I certify that all changes provided on this form are true and accurate to the best of my knowledge.

Name:

Date:

Certified Site: