



ICDVP Change Reporting Form

Introduction

The **ICDVP Change Reporting Form** is to be used by all ICDVP certified sites that encounter any changes that may impact ICDVP certification at any time. Failure to report changes may affect site certification, including trainings, supervision, and CEUs completed during the lapse in compliance. For questions, please contact ICDVP at ilcdvp@ilcdvp.org.

Examples, non-exhaustive, of when this form needs to be submitted to ICDVP:

- Certified individual supervising direct service staff leaves or changes roles.
- Certified individual overseeing trainings leaves or changes roles.
- Newly hired supervisors of direct service staff who are not ICDVP certified.

ICDVP Change Reporting Form Instructions:



- Complete Contact Page
- Complete Update Pages for certification types that are affected
- Collect additional required documents per Update Page
- Email completed Contact Page, Update Page(s), and any required documents to ICDVP, Inc. at: ilcdvp@ilcdvp.org

Step 1

Contact Page

All ICDVP certification renewal information is sent to the below contact person on file unless ICDVP is notified of any changes. Please complete the contact information below:

Contact information for ICDVP certification and ICDVP website: This name will be listed as the contact on the ICDVP website (only one)

Name of Agency:

Contact person:

Telephone:

Email:

Additional ICDVP correspondence contact(s): please provide the names and emails of any other individuals who should receive ICDVP correspondence (certification is not required).

Name/email address:

Name/email address:

Name/email address:

Name/email address:

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

Name:

Signature:

Date:



Step 2

Update Pages

Each Update Page, per site certification type affected by changes, should be completed. Select the appropriate Update Page(s) using the provided link.

Site Certification Types:

- ☒ 40-hour Domestic Violence Training
- ☒ CDVP Supervision
- ☒ CEU Training
- ☒ PAIP Training

Step 2

Update Page: ICDVP Certified 40-Hour Domestic Violence Training Site

Certification Reminders (ICDVP Program Manual, Ch. Site Certification, Sec. 40-Hour Domestic Violence Training Site)

- ICDVP certified 40-Hour Domestic Violence Training sites must have a **current CDVP to oversee the training**.
- If no certified individual is employed at the agency, the **site does not meet ICDVP standards to offer certified trainings**.
- If the **certified individual overseeing the training leaves the agency**, updated information must be submitted to ICDVP.
- To maintain compliance, individuals responsible for oversight of trainings must maintain active certification by renewing certifications by renewal dates.
 - If **individuals do not renew their certifications by their renewal dates, they cannot**:
 - Advertise as a CDVP or CPAIP
 - Oversee 40-Hour or 20-Hour Trainings
 - Sign training certificates

Fill out below information

What change has occurred that impacts the site's certification for trainings:

Who will be responsible for overseeing the trainings:

Overseer's CDVP number:

Overseer's CDVP expiration date:

Effective date of changes:

Attach job description of overseer along with Change Reporting Form. 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.

Step 2

Update Page: ICDVP CDVP Supervision Site

Certification Reminders (ICDVP Program Manual, Ch. Site Certification, Sec. Supervision Site)

- ICDVP Certified CDVP Supervision Sites are required to ensure all **supervisors of staff/volunteers providing direct services to 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 use this form to provide a plan on how this individual will become CDVP certified.
- If your agency is an ICDVP Certified Supervision Site, whenever there are direct service supervisory personnel changes, you must **submit an updated organizational chart** that indicates all changes to ICDVP along with this form.
- 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.
 - If **individuals do not renew their certifications by their renewal dates, they cannot:**
 - Advertise as a CDVP or CPAIP
 - Provide supervision towards CDVP certification

Fill out below information

What change has occurred that impacts the site's certification for supervision:

What is the plan for ensuring a CDVP certified supervisor is supervising direct services:

Supervisor's CDVP number:

Supervisor's CDVP expiration date:

Effective date of changes:

Attach an updated organizational chart along with the Change Reporting Form. 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 who are certified.

Step 2

Update Page: ICDVP PAIP Training Site

Certification Reminders (ICDVP Program Manual, Ch. Site Certification, Sec. 20-Hour PAIP Training Site)

- ICDVP certified 20-hour 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 who oversees the ICDVP certified 20-hour PAIP 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.
 - If **individuals do not renew their certifications by their renewal dates, they cannot:**
 - Advertise as a CDVP or CPAIP
 - Oversee the 40-hour or 20-hour training or sign training certificates.

Fill out below information

What change has occurred that impacts the site's certification for PAIP trainings:

Who will be responsible for overseeing the trainings:

Overseer's CPAIP number:

Overseer's CPAIP expiration date:

Effective date of changes:

Attach job description for the certified professional along with the Change Reporting Form. 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.

Step 2

Update Page: ICDVP CEU Training Site (Including Non-DV Program)

Certification Reminders (ICDVP Program Manual, Ch. Site Certification, Sec. CEU Site)

- 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.
 - If **individuals do not renew their certifications by their renewal dates, they cannot:**
 - Advertise as a CDVP or CPAIP
 - Oversee the CEU trainings or sign training certificates.

Fill out below information

What change has occurred that impacts the site's certification for CEU trainings:

Who will be responsible for overseeing the trainings:

Overseer's CDVP/CPAIP number:

Overseer's CDVP/CPAIP expiration date:

Effective date of changes:

Attach job description for the certified professional along with the Change Reporting Form. 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.