



Instructions for the CDVP (Certified Domestic Violence Professional) Exam Instructions

1. Complete the CDVP exam application. Click on APPLY ONLINE (green button) at the bottom of the page.
2. Submit payment online or mail in check to Continental Testing Services (CTS). Do NOT write check to ICDVP. Payment must be a check or money order. Payment is non-transferable from one individual to another. Exam fees must be mailed to the following address:

Illinois Certified Domestic Violence Professional Certification Exam
Continental Testing Services, Inc.
PO Box 100
La Grange, IL 60525-0100

3. Proof of 40-hour domestic violence training – must be mailed to CTS
 - 40-hour domestic violence training certificates obtained prior to 2004 will not be accepted.
 - 40-hour domestic violence training must be completed at an ICDVP certified 40-hour training site.
 - The 40-hour domestic violence training must be completed in an ICDVP approved format. Approved formats include 40-hour training (all in person); 20-hour module/20 hour in person training; and 20 hour virtual/20 hour in person training. Fully virtual 40-hour training will NOT be accepted.
4. Supervisor assessment – must be mailed to CTS
 - This is part of the CDVP exam application.
 - The form must be an original and cannot be a copy.
 - Supervision includes completion of 150 hours of satisfactory and documented services under the supervision of a current CDVP supervisor employed by an ICDVP approved supervision site. The supervision hours must be completed within 2 years of exam application to be a Certified Domestic Violence Professional (CDVP).

- The supervisor must complete the form documenting the total number of hours the candidate has successfully completed. The form must be placed within an envelope bearing the name of the supervisors' agency. The envelope must be sealed, taped shut, and the supervisor must sign their name diagonally across the flap and on the body of the envelope. The envelope must then be returned to the candidate so they can include it with their application.
5. Statement of Arrest or Conviction – must be mailed to CTS
 - If you answer YES to any of the questions in this section, you must provide details. Refer to the exam application for specifics.
 - If you answer YES to any of the questions in your section, your application will be referred to ICDVP for review.
 6. Special Accommodations
 - If you need special accommodations, indicate you are requesting special accommodations for ADA or Language Consideration.
 - See Continental Testing Services (CTS) at www.continentaltesting.net for the State Exam ADA Forms and Instructions.
 7. Language Form – must be mailed to CTS
 - If you are an exam candidate for whom English is not your first language, you can request additional time to take the exam.
 - If the form is approved, you can have an additional 30 minutes to take the exam and bring a dictionary that translates English into another language. This dictionary must translate word-for-word (do definition), and an electronic dictionary is NOT permitted.
 8. Study Guide
 - The Certified Domestic Violence Professional (CDVP) Study Guide can be found on the CTS website.
 9. Exam Date
 - This can be found on the CTS website at www.continentaltesting.net
 10. Deadline
 - This is a deadline for the exam application and can be found on the CTS website at www.continentaltesting.net and all exam materials must be submitted by the deadline.
 11. Contact Information
 - This is the individual you contact if you have questions regarding your exam application.
 - Carrie Penney

cpennney@continentaltesting.net

708-354-9911 ext. 124

12. What to bring to the CDVP Exam

- You must bring the admission notice and ID to be allowed into the exam.

13. After the CDVP Exam

- CTS will have exam results available 4 weeks after the exam.
- CTS provides exam results to Illinois Certified Domestic Violence Professionals approximately 4 weeks after the exam.
- ICDVP will issue new certificates to all new certified professionals.