CHECKLIST

Certified Domestic Violence Professional (CDVP) Exam

IMPORTANT: All items must be included with your exam application.

An incomplete exam application can result in not being scheduled for examination.

□ Proof of 40-hour training

- 40-hour Domestic Violence training certificates obtained prior to 2004 will not be accepted.
- 40-hour Domestic Violence training must have been completed at an ICDVP certified 40-hour training site.

☐ Special Accommodations

- Indicate you are requesting special accommodations for ADA or Language Consideration.
- See Language Proficiency form in the exam application for language consideration.
- See Continental Testing Services (CTS) home page for State Exam ADA Forms and instructions.

☐Statement of Arrest or Conviction

- If you answer YES to any of the questions in this section, you must provide details. Refer to exam application for specifics.
- If you answer YES to any of the questions in this section, your application will be referred to ICDVP for review.

☐Supervisor Assessment Form

- This form is part of the exam application.
- Form must be the original, not a copy.
- Supervision includes completion of 150 of satisfactory and documented services supervised by a current CDVP supervisor employed by an ICDVP approved supervision site within 2 years of exam application to be a Certified Domestic Violence Professional.

• The supervisor must complete the form documenting the total number of hours the candidate has completed. The form must be placed within an envelope bearing the name of the supervisor's agency. The envelope must be sealed, taped shut, and the supervisor must sign their name diagonally across the flap an on the body of the envelope. The envelope must then be returned to the candidate so they can include it with their application.

☐ Exam Application Payment

- Payment must be written to "Continental Testing Services" (NOT to ICDVP).
- Payment must be certified check or money order. No personal checks.
- Payment is non-transferable from one individual to another.
- Payment must accompany the exam application.
- Exam application and fees must be mailed to the following address:

Illinois Certified Domestic Violence Professional Certification Exam Continental Testing Services, Inc.

P.O. Box 100

La Grange, IL 60525-0100

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