

**ILLINOIS CERTIFIED DOMESTIC VIOLENCE PROFESSIONALS, INC.
SUPERVISOR ASSESSMENT, Part 1**

I am submitting a application to become a Certified Domestic Violence Professional. I have identified you as a current CDVP supervisor employed by a ICDVP approved supervision site. In submitting this form to you, I hereby waive any right I may have to view or inspect this form after it is completed, now or in the future. Note: No application will be accepted unless this form is processed as described below.

Applicant Name

Applicant Signature

Date

Instructions to supervisor: The above listed individual has named you as a current or former supervisor and has requested documentation of the number of hours of work supervised by you. Refer to the Eligible Services List in the ICDVP Manual for types of services that may be included. Document only those hours for which the applicant performed eligible services at an ICDVP approved supervision site within 2 years of examination. The applicant has waived the right to view or inspect this form.

Complete the form documenting the total number of service hours the candidate has completed. Place the form within an envelope bearing the name of your agency. Seal the envelope, tape the flap shut, and sign your name diagonally across the flap and onto the body of the envelope. Return the form to the applicant.

_____ I certify that the above listed individual has successfully completed the required 150 hours of eligible services and I certify that this individual is qualified to become a Certified Domestic Violence Professional. This certification is based on:

_____ personal supervision by me and/or

_____ evaluations from former supervisors working for this program

_____ I am unable to certify that this individual successfully completed the required hours of eligible services and do not believe that this individual is qualified to become a CDVP.

The 150 hours of supervised practice in question occurred over the course of the following dates:

_____/_____/_____ to _____/_____/_____
Month Day Year Month Day Year

Printed Name of Supervisor

Title

Signature of Supervisor

Date

CDVP #

Expiration Date

Name of Agency

Street Address

City, State, Zip Code

Phone Number

Director's Name Printed

Director's Signature

**Illinois Certified Domestic Violence Professionals, Inc.
Supervisor Assessment Part 2**

The services listed below clarify the kinds of activities that qualify for the 150 hours of service requirement. CDVP Candidates must have at least 90 of the 150 hours of their experience in at least one of the first 5 categories. Please list the hours in the following work areas:

Activities	# of Hours
1: Counseling: A one-to-one interaction between a domestic violence worker and an adult or child for the purpose of benefiting the client. Examples of counseling include support, guidance, education, problem solving, and discussion options. Counseling should be provided with the service plan in mind.	
2: Advocacy: Any intervention by a domestic violence worker with a third party on behalf of an adult or child. A release of information must be completed and signed by the client or her/his representative and placed in the client's file. Intervention with a third party should have the purpose of benefiting the client with the service plan in mind.	
3: IDVA Advocacy: Illinois Domestic Violence Act Advocacy includes any assistance in pursuing criminal charges and/or orders of protection through problem solving, accompaniment, emotional support and encouragement. Court or IDVA advocacy also includes ongoing systems advocacy to improve policies and procedures which enhance the safety and court relief for victims.	
4: Hotline/Information and Referral: Assisting victims of domestic violence to identify and gather information about community resources for her/himself and their children. Only direct client contact can be counted in this category.	
5: Group Services: Any service provided by a domestic violence worker to more than one child and/or adult client at a time, with the purpose of giving support or education, providing necessary information, offering guidance, or facilitating social interaction, etc. for the purpose of benefiting the client and with the service plan in mind.	
6: Prevention: Activities by a domestic violence worker that promote awareness of the dynamics of domestic violence and provide information to reduce the likelihood of domestic violence.	
7: Training: Provision of domestic violence information by a domestic violence worker to other professionals who are in contact with victims or abusers in order to assist them in developing more appropriate responses to domestic violence.	
8: Outreach & Community Education: Direct contact by a domestic violence worker with people in a community setting for the purpose of providing education about identification and effects of domestic violence and services available to victims of domestic violence.	
9: Systems Advocacy: Actions by a domestic violence worker to change established systems to ensure a more effective and appropriate response to domestic violence victims and abusers.	
TOTAL HOURS	