

*Delaware Coalition Against Domestic Violence*

# Domestic Violence Specialist Certification

*Recertification Application*



**Delaware Coalition Against Domestic Violence**  
100 W. 10<sup>th</sup> Street, Suite 903  
Wilmington, DE 19801  
302-658-2958  
[training@dcadv.org](mailto:training@dcadv.org)

## Requirements for Recertification as a Domestic Violence Specialist or Domestic Violence Prevention Specialist

Domestic Violence Specialists and Domestic Violence Prevention Specialists must apply for Recertification every two (2) years. DCADV will award certification to those advocates, service providers, and preventionists who meet the requirements as defined below. In summary, the requirements are:

- 1) Signed and completed Recertification application
- 2) Signed agreement to abide by the Professional Code of Ethics of a Delaware Certified Specialist (p. 4-5)
- 3) Complete a minimum of 24 hours of Training and Education, with signed Training Log and related documentation (p. 6-9)
- 4) Evaluation form completed by a supervisor, coworker/colleague, or community agency representative (p.11-13; to be sent separately by the Evaluator)
- 5) Signed Consent for Release of Information form (p. 15)
- 6) Payment (p. 16)

**\*Please note:** The Certification Review Panel may, at its discretion, require additional information regarding training hours submitted for Recertification.



RECERTIFICATION APPLICATION AS A  
DCADV DOMESTIC VIOLENCE SPECIALIST/  
DOMESTIC VIOLENCE PREVENTION SPECIALIST

Direct Service Certification      Prevention Certification      Dual Certification

General Information- Please print or type.

Applicant Name: \_\_\_\_\_  
Last First MI

Please list any previously used names (maiden, married, etc.): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Home

Email: \_\_\_\_\_

Employment Information

Agency: \_\_\_\_\_

Your position/ job title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Correspondence Preferences

Do you prefer that we contact you through:

- Home address      OR      Business address
- Personal phone      OR      Business phone
- Personal email      OR      Business email

**Education-** Please list all education, degrees, or certifications since high school.

Educational Institution	Years Attended	Field of Study	Degree Type

**Criminal Background Check**

Please mark the appropriate answer.

- |   |     |    |
|---|-----|----|
| Have you ever been charged with a felony as an adult?                       | Yes | No |
| Have you ever been convicted of a felony as an adult?                       | Yes | No |
| Have you ever had contact with the police due to domestic violence?         | Yes | No |
| Have you ever been charged with a misdemeanor related to domestic violence? | Yes | No |
| Have you ever been convicted of a misdemeanor related to domestic violence? | Yes | No |
| Have you ever had an Order of Protection From Abuse entered against you?    | Yes | No |

If you answered Yes to any of the above questions, please provide the date, type of violation, offense, or incident, the state or county where it occurred, and the outcome.

Date of Offense	Type of violation, offense or incident	State/County	Outcome

The Delaware Coalition Against Domestic Violence (DCADV) may at its discretion require an interview and/or additional references.

Applicants shall have no history or evidence of violent behavior for a minimum of five (5) years immediately prior to the date of application. In addition, DCADV will consider the complete criminal history of an applicant and any history of substance abuse. DCADV reserves the right to report any unreported crimes or criminal acts that are disclosed by the applicant during the application review process.

The Delaware Coalition Against Domestic Violence is an equal opportunity agency. DCADV does not discriminate based on race, creed, color, sex, gender, gender identity, religion, marital status, ethnic origin, disability, age, or sexual orientation.

The Certification Review Panel will review all applications for Domestic Violence Specialist Certification. The Certification Review Panel will make a recommendation to the DCADV Board of Directors regarding whether or not applicants meet the criteria for Domestic Violence Specialist. The Board of Directors will review the recommendation of the Certification Review Panel and will either approve or deny Certification. Applicants will be notified in writing regarding the decision of the Board of Directors.

**I AFFIRM THAT ALL OF THE INFORMATION SUBMITTED IN THIS APPLICATION IS TRUE AND ACCURATE.**

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**Print Name**

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**Signature**

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**Date**

## Professional Code of Ethics of the DCADV Certified Specialist

The principles of ethics are models of exemplary professional behavior and express professionals' recognition of responsibilities to the public, victims/survivors, program participants, and to colleagues within and outside the field of domestic violence services. They guide Certified Specialists in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. They are guided by core values and competencies that have emerged from domestic violence advocacy and the philosophical principles outlined in this document.

### I. Non-Discrimination

Domestic Violence Specialists shall not discriminate against service recipients or colleagues based on race, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, age, sexual orientation, education level, socioeconomic or medical condition, or physical, cognitive or intellectual ability. Domestic Violence Specialists should broaden their understanding and acceptance of cultural and individual differences and, in doing so, render services, deliver programming, and provide information sensitive to those differences.

### II. Competence

Domestic Violence Specialists shall master their specialty's body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the context within which the application of service occurs. The maintenance of competence requires continual learning and professional improvement throughout one's career.

- A. Domestic Violence Specialists should recognize limitations and boundaries of their own competence and not use technique or offer services outside those boundaries. Domestic Violence Specialists are responsible for assessing the adequacy of their own competence for the responsibility to be assumed.
- B. Domestic Violence Specialists should seek supervision from their supervisors on competency and ethical issues. Additional supervision or guidance can be/should be sought from peers, other domestic violence service providers, and other Domestic Violence Specialists.
- C. When Domestic Violence Specialists have knowledge of unethical conduct or practice on the part of another professional, they have an ethical responsibility to report the conduct or practice to funding, regulatory, or other appropriate bodies.

### III. Integrity

To maintain and broaden public confidence, Domestic Violence Specialists should perform all responsibilities with the highest sense of integrity. Personal gain and advantage should not subordinate service and the public trust. Due to the nature of domestic violence, Certified Specialists should pay particular attention to power and control dynamics in all professional capacities.

- A. All information should be presented fairly and accurately. Certified Specialists should document and assign credit to all contributing sources used in published material or public statements.
- B. Certified Specialists should not misrepresent either directly or by implication professional qualifications or affiliations.
- C. Certified Specialists should not be associated directly or indirectly with any service, product, individual, or organization in a way that is misleading.

**IV. Nature of Services**

Practices or programming shall do no harm to clients or the community in which they take place. Services provided by Certified Specialists shall be respectful and non-exploitive. Planning, implementation, and evaluation of services or programming should be evidence-informed or guided by best practices.

- A. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
- B. Domestic Violence Specialists should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention and intervention services.
- C. Services and programming should facilitate shared power between the service provider and the service recipient.

**V. Confidentiality**

Domestic Violence Specialists are responsible for knowing and adhering to the Federal, State, and individual agency/employer confidentiality regulations and policies relevant to their specialty or role.

**VI. Ethical Obligations for Community and Society**

Certified Specialists are expected to respect the laws of the United States and the State of Delaware while working to change those that may be unjust or discriminatory. Certified Specialists are expected to seek opportunities to champion processes that aim to transform organizations, communities and systems from those perpetrating, tolerating or condoning oppression, abuse and violence to those upholding equity and respect. Individually, Certified Specialists should adopt a personal and professional stance that promotes health and safety of all individuals and alternatives to violence and abuse.

**I HAVE READ AND AGREE TO ABIDE BY THE PROFESSIONAL CODE OF ETHICS OF THE CERTIFIED SPECIALIST.**

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**Print Name**

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**Signature**

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**Date**

## Training and Education

Domestic Violence Specialists/Domestic Violence Prevention Specialists applying for Recertification must meet the following Training and Education requirements:

- a) Complete a minimum of 24 training hours.
- b) All training and education events (i.e. workshops, conferences, trainings, or formal coursework) must be documented on the Training Log on page 9. Documentation for each training and education event (i.e. copies of certificates, agendas, workshop descriptions, slides, etc.) must be included and labeled in the upper right hand corner with the applicable training category/categories (I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII).
- c) Training hours must include topics from at least three (3) separate categories across Core Requirements and Certification Areas (Direct Service/Systems Advocacy or Prevention) as listed on page 7. Individuals applying for Recertification with Dual Certification must complete at least eight (8) hours in **both** Direct Service/Systems Advocacy **and** Prevention. The remaining hours may be spread across categories. The Certification Review Panel may request additional information as needed to clarify the relevance of training.
- d) List no more than **3 hours** for those topics in which the applicant was the trainer or facilitator for the training.
- e) List no more than **6 hours** of in-service training. In-service training is defined as professional training or staff development effort where professionals are trained and discuss their work with others in their peer group. All in-service training must be presented by an individual with expertise in one of the specified topic areas.
- f) List **no more than 10 hours** of e-learning modules, live webinars, web conference, or teleconference trainings. E-learning modules are often more engaging than live or recorded webinars, and require participants to complete quizzes and answer questions about content to finish the module. Most offer certificates of completion that indicate the number of hours and content. Participants are encouraged to seek engaging and in-person training opportunities wherever possible. Recorded or audio-archived presentations such as podcasts or DVDs of trainings will **not** be accepted towards fulfilling training and education requirements. Documentation of content (i.e. agenda, handouts) and attendance (i.e. email notice of registration or certificate) is required.
- g) Training and education hours must have occurred after the *submission* date of the applicant's last DVS application. Training hours listed on a training log from an earlier DVS application will not be considered.
- h) Training does not have to be presented by DCADV. DCADV strives to present training that meets certification training requirements, however, applicants are allowed and expected to document training from outside organizations.

## CORE REQUIREMENTS FOR ALL CERTIFICATIONS (DIRECT SERVICE/SYSTEMS ADVOCACY, PREVENTION, OR DUAL)

### I. BASIC DOMESTIC VIOLENCE KNOWLEDGE

Training in this category should address the fundamental and foundational knowledge of domestic violence. Topics may include, but are not limited to, the history of domestic violence, gender issues and empowerment, family dynamics, risk assessment and safety planning, community resources, confidentiality/counseling ethics, and power and control. DCADV's signature training Domestic Violence 101 (held twice yearly) meets the requirements of this category.

### II. UNDERSERVED/CULTURALLY-SPECIFIC POPULATIONS

Training in this category should increase the cultural competency of the applicant rather than increase knowledge about demographics of a particular population or culture. Underserved populations include older adults, adolescents, people with disabilities, immigrants, or individuals identifying as gay/lesbian/bisexual or transgender.

### III. EMERGING ISSUES AND PRACTICES IN DOMESTIC VIOLENCE

Topics may include current trends in policy and practice, prevention/social change, DV and economic issues, grant writing for DV programs, DV in the workplace, medical response to DV, etc.

### IV. ELECTIVE TOPICS

Elective topic hours may consist of any combination of the training and education categories.

## REQUIREMENTS FOR DIRECT SERVICE/SYSTEMS ADVOCACY CERTIFICATION

### V. INTERVENTION SERVICES

Training in this category may address interventions for both victims and batterers. Topics may include, but are not limited to, hotline operation, shelter services, crisis intervention skills, batterer's intervention programming, or services for women who are victims and/or charged with DV offenses.

### VI. PSYCHOSOCIAL ISSUES

Training in this category may address the impact of trauma on the victim. Other topics may include mental health/illness and substance abuse.

### VII. LEGAL ISSUES

Training in this category should address both the civil and criminal justice system. Topics may include Protection from Abuse Orders (PFAs) or civil orders related to custody, support, divorce, or visitation.

### VIII. CHILDREN

Training in this category should address the effects of domestic violence/trauma on children. Other topics may include child abuse, parenting/discipline, and supportive services for children.

### IX. CHALLENGES IN VICTIM ADVOCACY

Training in this category should address some of the barriers/challenges faced by individuals working with victims. Topics may include strategies for self-care, boundaries, values clarification, or liability issues for service providers.

## REQUIREMENTS FOR PREVENTION CERTIFICATION

### X. FOUNDATIONS OF PREVENTION

Training in this category should include the key concepts in the prevention of intimate partner/domestic violence. Topics may include the public health model/theory, risk and protective factors for intimate partner violence, the Social-Ecological Model, principles of prevention, levels of prevention, prevention education/facilitation skills, the spectrum of prevention, and trauma-informed prevention.

### XI. PLANNING AND EVALUATION

Training in this category should enhance the applicant's skills in the planning and evaluation of prevention programming. Topics may include logic models, strategic planning, needs assessments, process and outcome evaluation, continuous quality improvement (CQI), data analysis, program/model fidelity and adaptation, and the continuum of evidence of effectiveness.

### XII. PRIVILEGE AND OPPRESSION

Training in this area should examine the social equalities and the root causes of health inequities that contribute to intimate partner violence. Topics may include anti-oppression, intersectionality, privilege, health equity, health disparities, determinants of health, and health indicators.

### XIII. EVIDENCE-BASED MODELS AND PREVENTION STRATEGIES

Training in this category should increase the applicant's skills in the implementation of evidence-based prevention programming. Other topics may include training on evidence-based intimate partner/sexual violence prevention programs, framing/narratives, community mobilization and coalition building, and social norms theory/marketing.

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**TRAINING AND EDUCATION LOG FOR DOMESTIC VIOLENCE SPECIALIST/DOMESTIC VIOLENCE PREVENTION SPECIALIST  
RECERTIFICATION**

Please list hours of Domestic Violence Training and Education. Training and education hours must have occurred after the *submission* date of the applicant's last DVS application. This includes workshops, conferences, agency in-service training, and formal coursework towards a degree. Documentation (copies of certificates, training agendas, CEU credits, workshop descriptions, etc.) must be attached and labeled for each training and education event. Please make additional copies of this log as needed.

Name of Applicant: \_\_\_\_\_

Date	Topic/Title	Sponsor Agency	Presenter/Trainer	Clock Hours	Category (I through XIII)	Type of Training	Documentation Provided
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Webinar/teleconference <input type="checkbox"/> In-service <input type="checkbox"/> Other in-person event	<input type="checkbox"/> Yes <input type="checkbox"/> No

I CERTIFY THAT ALL INFORMATION PROVIDED IS ACCURATE AND THAT I HAVE ATTENDED THESE EVENTS FOR THE INDICATED HOURS.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Total Hours Submitted

TOTAL HOURS THIS PAGE \_\_\_\_\_  
PAGE \_\_\_\_ OF \_\_\_\_

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## Domestic Violence Specialist/Domestic Violence Prevention Specialist Recertification Evaluation

Name of Applicant: \_\_\_\_\_

Type of Certification:      Direct Service/Systems Advocacy      Prevention      Dual (Direct Service and Prevention)

The person named above is applying for recertification as a Domestic Violence Specialist or Domestic Violence Prevention Specialist. Please complete this form and return directly to the **Delaware Coalition Against Domestic Violence**. Please attach additional pages if necessary.

Your Name \_\_\_\_\_

Your Title \_\_\_\_\_

Name of Agency \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? Please check one or more of the following:

Supervisor

Coworker/Colleague

Community Agency Representative

Please describe the applicant's ability to either a) provide direct services to victims, perpetrators, and/or family members affected by domestic violence; or b) provide prevention services/programming to the community.

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**I HAVE READ THE ABOVE PROFESSIONAL CODE OF ETHICS AND, TO THE BEST OF MY KNOWLEDGE, BELIEVE THAT THE ABOVE APPLICANT FOR DOMESTIC VIOLENCE SPECIALIST/ DOMESTIC VIOLENCE PREVENTION SPECIALIST RECERTIFICATION FOLLOWS THE CODE OF ETHICS IN THEIR WORK AND TRAINING.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**MAIL/FAX DIRECTLY TO:**  
 Delaware Coalition Against Domestic Violence  
 Training & Prevention Department  
 100 W. 10<sup>th</sup> St., Suite 903  
 Wilmington, DE 19801

FAX: 302-658-5049

You may also scan/email the form to  
[training@dcadv.org](mailto:training@dcadv.org).

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## CONSENT FOR RELEASE OF INFORMATION

I hereby give permission to the Delaware Coalition Against Domestic Violence (DCADV) and/or the DCADV Certification Review Panel to obtain required information regarding my criminal background verification, training hours, and evaluation application for Recertification as a Domestic Violence Specialist/Domestic Violence Prevention Specialist. I understand that all information shall remain confidential.

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**Print Name**

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**Signature**

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**Date**

## Fee Schedule

**Initial Certification Fee** **\$75.00**

\*Fee must be submitted with the application.

**Recertification Fee** **\$25.00**

\*Fee must be submitted with the application.

**Approved Extension/Late Fee** **\$20.00**

\*This applies to Recertification applicants only. Any extension requests must be received in writing prior to certification expiration, and must be approved by the Certification Committee. If requesting an extension or submitting an application in after the deadline, you must include the extension/late fee with your Recertification fee.

**Appeal Processing Fee** **\$125.00**

\*The Appeal Processing Fee is only applicable to those applicants whose certification has been denied by the DCADV Board of Directors and who then wish to appeal that decision.

**Note: All fees are non-refundable.**

Cost of Criminal Background Check(s) are the responsibility of the applicant. Please refer to page 3 of the application for more information.

Please make checks payable to **Delaware Coalition Against Domestic Violence.**

## Questions or Additional Information

For any questions or concerns regarding the application process, contact:

Delaware Coalition Against Domestic Violence  
Training & Prevention Department  
100 W. 10<sup>th</sup> Street, Suite 903  
Wilmington, DE 19801

Phone: 302-658-2958

Fax: 302-658-5049

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[www.dcadv.org](http://www.dcadv.org)