



Recertification Application for DCADV Domestic Violence Specialist Certification

Direct Service Certification	Prevention Certification	Dual Certification
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General Information- *Please print or type.*

Applicant name: _____
 Last First MI
 Please list any previously used names/name changes since your last certification that may appear on your application materials (i.e. training certificates, etc.) _____

Home address: _____
 City: _____ State: _____ ZIP: _____
 Phone number: _____
 Email: _____ Pronouns: _____

Employment Information

Agency: _____
 Your position/ job title: _____
 Business address: _____
 City: _____ State: _____ ZIP: _____
 Phone number: _____
 Email: _____

Correspondence Preferences

We will mail your approval letter and certificate via USPS. Where would you like us to send mail to?	Home address	OR	Work address
We may need to contact you with questions about your application materials during business hours. Where do you prefer that we call?	Personal phone	OR	Work phone
We primarily use email to connect with applicants: for certification reminders, training opportunities, and DVS program updates. Which email do you prefer we use?	Personal email	OR	Work email

Education- Please list any new education, degrees, or certifications since your last certification.

Educational Institution	Years Attended	Field of Study	Degree Type

Criminal Background Check

Please answer the following questions regarding your criminal history since your last certification.

- | | | |
|---|-----|----|
| 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

Evaluations

Recertification applicants must request one evaluation from one of the following: an immediate or prior supervisor; a coworker or colleague; or a representative from a community agency with whom you interact. This individual should be knowledgeable about your work and in a position to evaluate your current competence in the field of domestic violence services. Please provide the information requested below about the individual who will be providing an evaluation. The applicant is responsible for distributing the evaluation form (Form M- Recertification Evaluation), and the evaluator should return the completed form directly to DCADV.

Evaluator name: _____

Relationship to applicant:	Supervisor	Coworker/ colleague	Community agency
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Agency: _____

Title/position: _____

Address: _____

Phone number: _____

Email: _____

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 as it pertains to my application for Recertification as a Domestic Violence Specialist. I understand that all information shall remain confidential.

Print Name

Signature

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. **Please read and sign your agreement to abide by this code of ethics.***

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 status, 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 DOMESTIC VIOLENCE SPECIALIST.

Print Name

Date

Signature

Training and Education

Domestic Violence Specialists applying for a Recertification must meet the following Training and Education Requirements:

- a) All Recertification applicants, regardless of certification track, must complete **24 hours of continuing training and education**.
 - o **Single-track** Recertification applicants (Direct Service/Systems Advocacy OR Prevention) must include topics from **at least three** separate categories across Core Requirements and Certification Areas (Direct Service/Systems Advocacy or Prevention).
 - o **Dual** Recertification applicants must complete the following:
 - At least 8 hours across Direct Service/Systems Advocacy topics
 - At least 8 hours across Prevention topics
 - The remaining hours may be spread across any categories.
- b) Applicants for recertification may count any training or education received **after the submission date of their last DVS application**. Training hours listed on a training log from an earlier DVS application will not be considered.
- c) List **no more than three hours** for those topics in which the applicant was the trainer or facilitator for the training.
- d) List **no more than 6 hours of in-service training**. *In-service training* is defined as an internal training or staff development effort where professionals are trained and discuss their work with others in their peer group. In-service training is often facilitated by someone who is a colleague/coworker at the same agency.
- e) There is **no minimum number of live and/or in-person training hours** for Recertification applicants. Any relevant training with documentation (including in-person trainings, live webinars, recorded webinars, web conferences, or e-learning modules) will be accepted.
- f) Training information must be tracked on one of the two provided Training and Education Logs (**Form L- Training and Education Log (PDF)** OR **Form E- Training and Education Spreadsheet (Excel)**). Applicants may use their own tracking system in lieu of either of these logs, as long as the required fields are included:
 - Date of training event;
 - Topic/title of training;
 - Sponsoring agency;
 - Number of clock hours;
 - Training category/categories covered by the training;
 - Type of training (online, in-person, etc.)

- g) Documentation for **all** training and education events listed on the Training and Education Log must be included. **Each document should be 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), as well as the number of hours of training in each category.** The Review Panel may request additional information as needed to clarify the relevance of training. **Please see pages 19-22 of the Application Guide for more information about documentation.**
- h) The Certification Review Panel may request additional information as needed to clarify the relevance of any training and education event listed on the applicant's training log.

Core Training Requirements for All Certifications
I. Basic Domestic Violence Knowledge
II. Underserved/Culturally-Specific Populations
III. Emerging Issues and Practices in Domestic Violence
IV. Elective Topics

Training Requirements for Direct Service/Systems Advocacy Certification
V. Intervention Services
VI. Psychosocial Issues
VII. Legal Issues
VIII. Children
IX. Challenges in Victim Advocacy

Training Requirements for Prevention Certification
X. Foundations of Prevention
XI. Planning and Evaluation
XII. Privilege and Oppression
XIII. Evidence-Based Models And Prevention Strategies

Applicant Signature

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

The Delaware Coalition Against Domestic Violence is an equal opportunity agency. DCADV values a diverse workforce and an inclusive culture. DCADV encourages applications from all qualified individuals without regard to race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, being victims of domestic violence, sexual assault and/or stalking, family responsibility, or any other category protected by state and/or federal civil rights laws.

The Certification Review Panel will review and assess all applications for Domestic Violence Specialist Certification, and will either approve or deny Certification. Applicants will be notified in writing regarding the decision of the Certification Review Panel. The Certification Review Panel will present their decisions to the DCADV Executive Director, who will share the results at the next regularly scheduled meetings of the DCADV Board of Directors. Applicants who are denied certification by the Certification Review Panel may appeal that decision following the Appeal Process outlined on page 30 of the Application Guide.

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

Print Name

Signature

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 Review Panel. 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) (Initial Applicants only) are the responsibility of the applicant. Please refer to page 5 of the application for more information.

Application fees may be paid online at www.dcadv.org/dvs-payment; or by check (made payable to Delaware Coalition Against Domestic Violence).

Questions or Additional Information

For any questions or additional information about the application process, contact:

Delaware Coalition Against Domestic Violence

Attn: DVS Certification

100 W. 10th Street, Suite 903

Wilmington, DE 19801

Phone: 302-658-2958

Fax: 302-658-5049

training@dcadv.org

www.dcadv.org

Visit www.dcadv.org/DVS
for the most up-to-date
information about the
Domestic Violence
Specialist Certification
Program.