

Delaware Coalition Against Domestic Violence

Domestic Violence Specialist Certification

Initial Application Information Booklet



Delaware Coalition Against Domestic Violence
100 W. 10th Street, Suite 903
Wilmington, DE 19801
302-658-2958
training@dcadv.org
www.dcadv.org/DVS

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Acknowledgements

The Delaware Coalition Against Domestic Violence (DCADV) would like to thank the members of the Certification Committee and Certification Review Panel for their tremendous time and contributions in supporting and sustaining the certification process for the Delaware Domestic Violence Specialist.

The Coalition would also like to thank the New Jersey Coalition for Battered Women and the New Jersey Association of Domestic Violence Professionals for providing an excellent certification model that helped guide our efforts. DCADV borrowed extensively from New Jersey in creating the first Delaware Domestic Violence Specialist Certification in 2001.

DCADV would also like to thank the Department of Women and Gender Studies at the University of Delaware for their unyielding commitment to help build Delaware's future workforce of Domestic Violence advocates. In 2010, the Department launched the Domestic Violence Prevention and Services (DVPS) Concentration and Minor thanks to initial funding from Verizon Delaware. The DVPS program was developed in partnership with DCADV and is aligned with the training and field experience requirements for DCADV's DVS Certification. Additionally, DCADV teaches a Domestic Violence Policy and Prevention course as part of the course requirements that features guest presentations from practitioners across the state. The program also combines coursework with practical experience by partnering with local domestic violence intervention and prevention programs to offer concentration students a ten-week summer practicum. The only one of its kind available to undergraduates in the United States, the DVPS program prepares students for a range of careers focused on domestic violence advocacy and prevention.

Last but not least, we would also like to thank all of the survivors, advocates, service providers, and preventionists who work each day to make the world a safer place for victims of domestic violence and their children, and strive to promote community norms and conditions where healthy, respectful relationships thrive.

Introduction to the DVS Certification Process

The DCADV Domestic Violence Specialist Certification was developed to both recognize and enhance the skills of advocates and service providers working in the field of domestic violence intervention and prevention. The certification process will help to ensure that standards of training and service are consistently high for those providing individual advocacy, as well as those engaged in prevention and systems advocacy.

Individuals applying for Initial Certification must meet the requirements of:

- 2,000 Domestic Violence Service Hours;
- 70 clock hours of approved specific Education and Training as defined herein by the Certification Committee (110 clock hours for those seeking Dual Certification) and;
- participate in 12 hours of Mentoring Sessions with a Delaware Certified Domestic Violence Specialist in their area of focus (direct service/systems advocacy and/or prevention).
Applicants will be assigned to a DVS Mentor who will guide and assist applicants in applying core principles of domestic violence advocacy and prevention.

Upon completion of the application, it will be submitted to the Delaware Coalition Against Domestic Violence to be reviewed for completeness and verification of information. DCADV will then submit the application to the Certification Review Panel for consideration. The Panel has 60 days in which to review the application or to ask for further information and/or an interview. The Panel then will make its recommendations. Upon completion of this process, the applicant will be notified of the Panel's decision.

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.

DCADV's Domestic Violence Specialist Certification Program is guided by the following values and philosophical principles:

Anti-Oppression

Domestic violence, a pattern of power and control used by one partner over the other in an intimate relationship, stems from a larger context of inequality that is rooted in oppression. Oppression involves the systematic use of power to marginalize, exploit, silence, discriminate against, invalidate, deny, dismiss, and/or not recognize the complete humanness of members of a disadvantaged group. To respond to and prevent domestic violence, we must work to acknowledge, address and dismantle the oppressive systems that sustain it, including the reinforcement of these systems of oppression by various institutions.

Inclusivity

Domestic violence advocates, service providers and prevention programs should engage and hold themselves accountable to victims/survivors and the communities they serve. Services and programming should be accessible to and responsive to diverse groups, regardless of social identities or abilities. Planning, implementation, and evaluation of services and programs should prioritize the voices of victims/survivors and those most impacted by violence and other forms of oppression.

Intersectionality

Domestic violence advocates, service providers and prevention programs best serve the community by focusing on the unique and distinct experiences of every victim/survivor or community member. Individuals hold a number of intersecting identities and roles including ethnicity, gender, sexual orientation, socioeconomic status, etc. These intersections of multiple forms of oppression and privilege result in some individuals being more or less vulnerable to domestic violence and its impact.

Trauma-Informed Approach

Trauma, including but not limited to domestic and sexual violence, adverse childhood experiences, and chronic adversity, is pervasive. Therefore, domestic violence advocates, service providers and prevention programs best serve the community by employing a trauma-informed approach that realizes the prevalence of trauma; recognizes how trauma affects all individuals and communities involved with the program, organization, or system, including its own workforce; and responds by putting this knowledge into practice. Effective advocacy, services and prevention programming support individual healing, wellness and resiliency, along with community healing from the trauma of interpersonal, structural, historical and institutional violence.

Accountability

Effective advocacy, services and prevention programming must address the imbalance between those of unequal power, and must recognize that responsibility for violent behavior ultimately lies with the abuser and the oppressor. Accountability processes should prioritize survivor safety, self-determination, and empowerment, while simultaneously working to transform abusers/oppressors. As domestic violence is not just a personal problem, accountability processes should also focus on transforming organizations, communities, and systems from those perpetrating, tolerating or condoning oppression, abuse and violence, to those upholding equity and respect.

Prevention

Preventing domestic violence requires broad-based and comprehensive strategies that focus on stopping the violence in the first place. Strategies to prevent first-time victimization that focus on risk reduction and avoidance put the responsibility on the victim; these strategies are less sustainable and limited in reach. Communities are best served by primary prevention strategies designed to prevent perpetration and address the root causes of violence to impact the systems, attitudes, and norms that allow domestic violence to persist.

Health Equity

Domestic violence, as a community or societal health issue, is preventable and avoidable. Domestic violence advocates, service providers and prevention programs best serve the community by working toward health equity, including valuing all people equally and helping optimize the conditions in which people are born, grow, live, work, learn, play, pray and age so that everyone has a fair chance to lead a healthy life free from violence and abuse. To achieve health equity, we must eliminate health inequities (differences in health that are preventable, unfair, and unjust) and health disparities (differences in health outcomes among groups of people). Understanding and approaching domestic violence as a health disparity that falls disproportionately on marginalized groups strengthens our collective ability to achieve health equity for all.



Professional Code of Ethics

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.

Overview of Requirements for Initial Certification as a Domestic Violence Specialist

DCADV will award certification to those advocates, service providers, and preventionists who meet the requirements as defined herein. This booklet outlines in detail the requirements for Initial Certification as a Domestic Violence Specialist in one of three categories: Direct Service/Systems Advocacy; Prevention; or Dual Certification. In summary, the requirements are:

1. No history of violent behavior for five years; review of complete criminal and substance abuse history. **(Section I)**
2. Submit a Criminal Background Check from the State of Delaware, state of residence, and state of employment **or** verification of such background checks from the applicant's supervisor, agency, or organization. **(Section I)**
3. Abide by the Professional Code of Ethics of a Delaware Certified Specialist **(Section I)**
4. Complete 2,000 hours of service in their area of practice (direct services/systems advocacy and/or prevention). **(Section II)**
5. Complete 70 clock hours (110 clock hours for Dual Certification) of Training and Education with documentation. **(Section III)**
6. Complete 12 hours of mentoring sessions with a DCADV Certified Domestic Violence Specialist. **(Section IV)**
7. Ensure that three evaluations are submitted on the applicant's behalf; including one from a supervisor, a colleague, and a local community agency, as well as a self-evaluation to be completed by the applicant. **(Section V)**

***Please note:** The Certification Review Panel may, at its discretion, require an interview and/or additional references. **(Section VII)**

SECTION I: Criminal History/Background Check and Professional Ethics

Applicants shall have no history or evidence of violent behavior for a *minimum of five 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.

- a) Applicant must complete pages 1-5 of the Initial Application.
- b) If the applicant has had a Criminal History Background Check upon employment in their current agency/organization, they may have a supervisor (or their designee) complete the verification form on page 5 of the Initial Application.
- c) Applicants who have not completed a Criminal History Background Check through their employer must submit to the necessary background checks and are responsible for the costs incurred. **The applicant must submit a Criminal Background Check from the State of Delaware, from the state where the applicant resides, and from the state where the applicant works.** DCADV reserves the right to report any unreported crimes or criminal acts disclosed by the applicant during the application review process. All applicants with a past criminal history may have said history reviewed by a DCADV attorney.

Please follow instructions below for State of Delaware Criminal Background Check (*All information is current as of 11/02/18. Hours, costs, and procedures are subject to change.*):

- a. Applicants in **New Castle County** should call 302-739-2528 to schedule an appointment. The office is located at Delaware State Police Troop 2 on Route 40 in Bear just west of the Fox Run Shopping Center. Hours are Monday, Wednesday, Thursday, and Friday 8:30 a.m. to 3:15 p.m. and Tuesday 11:30 a.m. to 6:15 p.m.
- b. Applicants in **Kent County** do not require an appointment. The office is located at 655 South Bay Road, Suite 1B in Dover in the Blue Hen Corporate Center. Enter the road between Kent County Levy Court and Firestone, then follow the fingerprint signs. Hours are Monday 8:30 a.m. to 6:30 p.m. and Tuesday through Friday 8:30 a.m. to 3:30 p.m. Call 302-739-5871 for more information.
- c. Applicants in **Sussex County** should call 302-739-2528 to schedule an appointment. The office is located in the Thurman Adams State Service Center located at 546 S. Bedford St., Room 202 in Georgetown. Hours are Monday through Thursday 8:30 a.m. to 3:30 p.m. **Cash is not accepted at this location.**
- d. **The cost for a State of Delaware Criminal Background Check is \$52.00.** Payment options are cash (except Sussex County), credit or debit cards, certified checks, money orders, or company checks made out to *Delaware State Police*. American Express and personal checks are not accepted.
- e. At all sites, you must provide photo identification such as a valid driver's license or state ID (from any state). You do not need a social security card or birth certificate.
- f. The results will take 4-6 weeks and will be sent directly to you. Once you have the results, you will need to **make a copy for DCADV and include it with your application.**

g. Please call the above agencies to verify information, as numbers, hours, and prices are subject to change. For further information regarding a certified criminal history, please call 302-739-5884 or visit <https://dsp.delaware.gov/obtaining-a-certified-criminal-history>.

- d) Applicants who live or work in a state other than Delaware must also supply a Criminal Background Check from that state(s). The applicant must contact their Police Department or State Agencies for information on obtaining a Criminal Background Check.
- e) Applicants must also agree to abide by the **Professional Code of Ethics** as defined on pages 5-6 of this booklet. (Pages 7-8 of the application)

SECTION II: Service Hours

For all certification types, applicants should refer to pages 9-13 of the Initial Application to describe and verify direct service, systems advocacy, and/or prevention service hours. Please make additional copies of pages as necessary.

Service hours are not exclusive to Delaware employment, internship, or volunteer experiences. Applicants may include service hours from all applicable domestic violence service experiences with the proper verification.

A. Domestic Violence Specialists (Direct Service/Systems Advocacy Applicants)

Applicants are required to complete 2,000 hours of direct service/systems advocacy (employment, internship, or volunteer work). Direct service means responding to the needs of victims, perpetrators, children, and/or other family members **specific to their Domestic Violence experience** via the following:

- Clinical treatment
- Individual counseling
- Family counseling
- Group counseling and/or facilitation of support group(s)
- Hotline counseling
- Intake assessment
- Client needs assessment
- Risk assessment and safety planning
- Crisis intervention
- Case management (matches available services to client's identified needs; secures and coordinates a variety of services for the client)
- Individual advocacy in the criminal and/or civil justice systems
- Advocacy for services and other needs of the individual client (housing, employment, etc.)
- Justice system and court orientation and accompaniment
- Consultation, notification, explanation of procedures and events, education, and victim/witness rights information for victims and/or witnesses involved in the criminal justice system

Systems advocacy may also be part of an applicant's role in providing direct services to victims. Systems advocacy is a tool that advocates and other professionals use to ensure the rights and needs of victims of domestic/intimate partner violence as they negotiate systems on their journey toward healing and also to ensure that systems are working to address the prevention of domestic/intimate partner violence.¹ Examples of systems advocacy may include attending meetings of task forces/committees or advocating for policy or procedure changes to improve services to victims as a whole.

¹Sexual Violence: Policy & Systems Advocacy. (n.d.). http://www.vawnet.org/sexual-violence/policy.php?type=web_desc. Retrieved November 4, 2015.

Applicants may count up to 500 hours of systems advocacy toward the 2,000 direct service hours required for Initial Certification. A supervisor must verify all direct service/systems advocacy hours. Systems advocacy hours are not required, but simply an alternative to a portion of the required direct service hours.

If systems advocacy hours are completed as an intern or volunteer and *not* as part of the individual's job responsibilities, a log sheet must be completed for verification (p. 12-13 of Initial Application). Verification of participation and service must be provided from demonstrated leadership of a committee, task force, coalition, RSO, etc. **If you are employed by an agency or organization where systems advocacy is part of your job, you do not need to complete this verification log.**

B. Domestic Violence Specialists (Prevention Applicants)

Applicants are required to complete 2,000 hours of service in Prevention (employment, internship, or volunteer work). Prevention activities are intended to challenge and/or eliminate the root causes and occurrences of violence in our community. These activities can take place in a variety of settings, and may involve strategies that address issues at the individual, relationship, community, or societal levels.

Activities may include, but are not limited to:

- Presentations/program implementation
- Implementation planning
- Evaluation planning
- Building relationships/community partner collaboration
- Capacity building
- Data management
- Supervision of prevention activities/staff
- Prevention principles, policies and practices advocacy (organizational, regulatory, legislative, etc.)

DCADV recognizes that individuals working in the field of prevention often have experience providing direct service/systems advocacy services as well. Applicants seeking certification as a Domestic Violence Prevention Specialist may count up to 500 hours of direct service/systems advocacy toward the 2,000 service hours required for Initial Certification. A supervisor must verify all prevention/direct service hours. Direct service/systems advocacy hours are not required, but simply an alternative to a portion of the required service hours.

C. Dual Certification Applicants

Applicants seeking certification in Direct Service/Systems Advocacy and Prevention must complete 2,000 total hours of service. Service hours must be recorded in both areas of practice. Hours in either area (Direct Service/Systems Advocacy or Prevention) must not amount to less than 30% of the total; e.g. *an individual who has completed 1,400 direct service/systems advocacy hours must complete at least 600 prevention hours to qualify for Dual Certification.*

SECTION III: Training and Education

Individuals applying for a single certification (Direct Service/Systems Advocacy **or** Prevention) are required to complete a total of 70 clock hours of Training and Education. Those applying for Dual Certification (Direct Service/Systems Advocacy **and** Prevention) are required to complete a total of 110 clock hours of Training and Education. Training and Education hours should fit into the categories listed below. The examples listed within each training category are not exhaustive lists of acceptable training topics. If you have questions about categorizing your training and education, please contact DCADV.

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

I. BASIC DOMESTIC VIOLENCE KNOWLEDGE	Minimum of 11 hours
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	Minimum of 11 hours
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	Minimum of 5 hours
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	Minimum of 3 hours
Elective topic hours may consist of any combination of the training and education categories.	
TOTAL	30 hours

REQUIREMENTS FOR DIRECT SERVICE/SYSTEMS ADVOCACY CERTIFICATION

V. INTERVENTION SERVICES	Minimum of 10 hours
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	Minimum of 10 hours
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	Minimum of 10 hours
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	Minimum of 5 hours
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	Minimum of 5 hours
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.	
TOTAL	40 hours

REQUIREMENTS FOR PREVENTION CERTIFICATION

X. FOUNDATIONS OF PREVENTION	Minimum of 16 hours
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	Minimum of 8 hours
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	Minimum of 8 hours
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	Minimum of 8 hours
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.	
TOTAL	40 hours

- a) Applicants seeking Dual Certification must complete all three Training and Education areas listed above (Core Requirements, Direct Service/Systems Advocacy, Prevention) for a total of 110 clock hours.
- b) List **no more than 15 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 an expertise in one of the specified topic areas.
- c) List no more than **three hours** for those topics in which the applicant was the trainer or facilitator for the training.

- d) **Core Training Requirements for All Certifications:** List **no more than six 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 are not accepted toward fulfilling training and education requirements.** Documentation of content (i.e. agenda, handouts) and attendance (i.e. email notice of registration or certificate) is required.
- e) **Direct Service/Systems Advocacy Applicants:** List **no more than 15 hours** of e-learning modules, live webinars, web conference, or teleconference trainings. **Recorded or audio-archived presentations such as podcasts or DVDs of trainings are not 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.
- f) **Prevention Applicants:** List **at least 15 hours** of in-person training. The remaining hours may consist of e-learning modules, live webinars, web conference, or teleconference trainings. **Recorded or audio-archived presentations such as podcasts or DVDs of trainings are not 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) At least 50% of all Training and Education hours must have occurred within the **last five years**.
- 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 seek and document training from outside organizations.
- i) Training information must be tracked on the Training and Education Log on page 17 of the Initial Application or on the Training and Education Spreadsheet (available for download at www.dcadv.org/dvs). Applicants may use their own tracking system in lieu of this log as long as the required information is included. Documentation for all training and education events listed on the Training Log must be included. This can include copies of certificates, training agendas, workshop descriptions, etc. 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. (*For example, a three-hour training on the impact of domestic violence on children may fulfill 2 hours under category VIII- Children and 1 hour under category VI- Psychosocial Issues.*) The Review Panel may request additional information as needed to clarify the relevance of training.
- j) Applicants who have completed University of Delaware's Concentration in Domestic Violence Prevention and Services may include a copy of their transcripts in lieu of the Training Log. Please highlight or otherwise indicate the relevant courses. The DVPS Concentration meets all training requirements for all three types of certification.

SECTION IV: Mentoring

Applicants are required to participate in 12 hours of mentoring sessions with a Delaware Certified Domestic Violence Specialist. The main role of the mentor is not to directly or physically supervise the applicant. Instead, the mentor and the applicant meet for 12 one-hour sessions to discuss a minimum of seven core topics and a minimum of five elective topics as outlined below:

DIRECT SERVICE/SYSTEMS ADVOCACY APPLICANTS	
CORE DISCUSSION TOPICS Sessions must address each of the following topics (one hour each)	7 hours total
Dynamics of Domestic Violence	1 hour
Risk Assessment/Safety Planning	1 hour
Ethics/Confidentiality	1 hour
Crisis Intervention	1 hour
Documentation	1 hour
Legal Issues/Advocacy	1 hour
Referral/Resources	1 hour
ELECTIVES: Minimum of five (5) topics	5 hours (minimum)
Elective topics should enhance the applicant's skills and knowledge in areas related to domestic/intimate partner violence and be relevant to their work. Suggested topics include, but are not limited to: intake, treatment, substance abuse, case management, public outreach/training, immigration, teen dating violence, etc.	
TOTAL	12 hours

PREVENTION APPLICANTS	
CORE DISCUSSION TOPICS Sessions must address each of the following topics (one hour each)	7 hours total
Planning/Evaluation	1 hour
Privilege/Oppression	1 hour
Evidence-Based Models and Prevention Strategies	1 hour
Prevention Ethics	1 hour
Prevention Resources	1 hour
Emerging Issues/Challenges	1 hour
Intersectional Social Movements	1 hour
ELECTIVES: Minimum of five (5) topics	5 hours (minimum)
Elective topics should enhance the applicant's skills and knowledge in areas related to domestic/intimate partner violence and be relevant to their work. Suggested topics include, but are not limited to: community mobilization, facilitation skills, social norms framing/messaging, and social media/advocacy.	
TOTAL	12 hours

- a) Once applicants have completed at least half of their service hours (1,000 hours) and 30 hours of Training and Education, applicants can then be assigned to a Certified Specialist who will serve as the applicant's mentor. Applicants may identify a mentor on their own, or they may contact DCADV to be paired with a Certified Specialist. Applicants should contact DCADV to receive a match or to have their mentor approved.
- b) Dual applicants must complete 6 hours of Direct Service/Systems Advocacy topics and 6 hours of Prevention topics.
- c) The mentor and applicant must meet either in person or by phone for one hour for at least 12 sessions.
- d) A summary of each Mentoring Session must be recorded on the Mentoring Session Summary Log and submitted as part of the application. (Pages 20-21 of application)
- e) The mentor will sign the Mentoring Session Summary Log and assess the applicant's understanding and willingness to abide by the **Professional Code of Ethics of the Certified Specialist** (Pages 18-19 of application)

SECTION V: Evaluations

A total of four evaluations must be submitted according to the requirements listed below. **At least one evaluation must be from a local domestic violence program.** The evaluator should mail each evaluation directly to the Delaware Coalition Against Domestic Violence. The applicant should include their self-evaluation in their application materials.

- a) One self-evaluation
- b) One evaluation from an immediate supervisor
- c) One evaluation from a coworker or colleague
- d) One evaluation from a local community agency with which the applicant interacts.

SECTION VI: Recertification

Once certification is awarded, the applicant must meet all standards required for recertification every two years, including 24 hours of additional domestic violence training and education.

SECTION VII: Certification Review and Approval

The Certification Review Panel adheres to the following decision process for certification:

- a) Applications will be considered on a rolling basis. The Certification Review Panel will meet within 60 days of DCADV's receipt of a completed application for Domestic Violence Specialist Certification.

- b) The Certification Review Panel will review and assess all applications for Domestic Violence Specialist Certification. The Certification Review Panel may, at its discretion, require an interview and/or additional references.
- c) Once the Certification Review Panel has approved or denied certification, applicants will be notified of the decision in writing within ten business days.
- d) The Certification Review Panel will present their decisions to the DCADV Executive Director, who will share the results at the next regularly scheduled meeting of the DCADV Board of Directors.
- e) Applicants who are denied certification by the Certification Review Panel may appeal that decision following the Appeal Process as outlined in Section IX. This request must be made in writing within 30 business days following their notification of the decision of the Certification Review Panel. However, the DCADV Board reserves the right to deny certification for cause.
- f) The DCADV Board reserves the right to make modifications/changes to process at any time.

SECTION VIII: Appeal Process

If an applicant is denied certification by the Certification Review Panel:

- a) The applicant has the right to appeal the decision of the Certification Review Panel. This appeal must be made in writing within 30 business days from the receipt of the denial letter, and accompanied by a non-refundable Appeal Processing Fee of \$125.
- b) A Hearing Officer of the DCADV Board and the Executive Director will review the appeal.
- c) The decision of the Hearing Officer and the Executive Director will be based on the original application and documents previously submitted to the Certification Review Panel. The appeal will be reviewed within ten business days of receipt.
- d) The recommendation of the Hearing Officer and the Executive Director will be presented to the DCADV Board for the final decision.
- e) The DCADV Board reserves the right to make modifications/changes to this process at any time.

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.

Extension/Late Fee **\$20.00**

*If requesting an extension or submitting an application after the deadline, applicants must include the extension/late fee.

Appeal Processing Fee **\$125.00**

*The Appeal Processing Fee is only applicable to those applicants whose certification has been denied by the Certification Review Panel 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 pages 8-9 of this booklet for more information.

Please make checks payable to **Delaware Coalition Against Domestic Violence**. Payment may also be made online at www.dcadv.org/DVS.

Questions or Additional Information

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

Delaware Coalition Against Domestic Violence
Training & Prevention Department
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.