

New Jersey Association of Domestic Violence Professionals

c/o NJCBW, 1670 Whitehorse Hamilton Sq. Rd,

Trenton, NJ 08690-3541

(609) 584-8107

Initial Certification Application

Instructions

- A. Applicants must complete the Domestic Violence Specialist Initial Certification application in its entirety beginning with the general information requested. _____ 2. A
- B. The total cost of the Domestic Violence Certification is \$250.00. _____ 1. I
- C. Two checks, one for \$25.00, and one for \$100.00 must accompany the application _____ 1. I
- B. The entire application form must be typed. _____ 1. I
- D. Credentials & Experience:
1. List all education and degrees since high school. _____ 3. A
- a. List hours of domestic violence specific only education / training , in the core areas listed in the 180 hours of core curriculum in the information section within the last five years. This includes workshops, conferences, agency in-service trainings, and formal course work towards a degree. Include copies of certificates and /or CEU credits, if available. _____ 3. A
- b. List attendance at required visits to community sites. _____ 6. I
- c. Total hours of education in core curriculum at the bottom of the last education / traintraining form you use. _____ 4. A
- E. List places of verifiable direct service experience in any of the task areas. (do not list task hours). Note in what capacity you had that experience (Employee, Volunteer, Student Intern etc.). One verification form must be submitted for each work experience listed above. Additional copies of this page are included. Give the definition of tasks to the person who will verify your **domestic violence** experience. _____
- a. List your total hours in direct services with domestic violence clients. _____ 5. A
- b. List supervisors for above direct service experience. _____ 5. A
- c. Each supervisor must verify the domestic violence work and sign the form. Xerox as many copies as needed. _____ 6. A
- F. References: Give names and addresses of three qualified persons who are knowledgeable about your work, who are in a position to evaluate your current competence in domestic violence, and who are willing to write a letter of reference. (1) an immediate supervisor or prior supervisor; (2) a co-worker or colleague; (3) a representative from a community agency with whom you interact in your domestic violence work. At least one of these references must be from a domestic violence program. _____ 7. A
- G. Send the designated reference form to the individuals on the above list. Include the returned reference with your packet. _____ 8. A
- H. Submit a personal statement that addresses the nine issues listed. Clearly delineate each section. _____ 9. A
- I. Read the Philosophical Principals, _____ and the Code of Ethics, _____ Non Violence Affirmation _____ 7. A Sign and date the Affirmation. _____ 7. A
- J. Read the Fee Schedule _____ 10. A and fill out the Reduced Fee form if appropriate _____ 11. A
- K. Include the completed check off form as the top page of your submitted packet. _____ 12. A

New Jersey Association of Domestic Violence Professionals

APPLICATION FOR CERTIFICATION AS A DOMESTIC VIOLENCE SPECIALIST

I. General Information

Name as you would like it to appear on your certificate:

Last	First	Middle
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Last four numbers of your Social Security #: _____

Address _____

Number	Street
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City	State	Zip
------	-------	-----

Home Phone _____

Area Code	Phone Number
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Position/Job Title _____

Agency _____

Address _____

Number	Street
--------	--------

City	State	Zip
------	-------	-----

Business Phone _____

FAX # _____

E Mail # _____

II. Credentials & Experience

A. List all education and degrees since high school.

Year	Educational Institution	Field	Degrees/ Certificates Received

B. List hours of **domestic violence education /training only** (in the areas listed in the 180 hours of core curriculum on page 6. I of the information booklet), within the last 5 years. This includes workshops, conferences, agency in-service trainings, and formal course work towards a degree. Include copies of certificates and/or CEU credits, if available.

Training/Course	Instructor(s)	Date	Hours

C. Direct Service Experience

List your 1000 hours of verifiable direct service experience in any of the task areas listed on page 7. I of the Information Booklet, (do not list task hours). Note in what capacity you had that experience (Employee, Volunteer, Student Intern etc.). Please make additional copies of this page if necessary.

1st. 2nd 3rd.

Agency & Address			
Position			
Dates Worked			
Hours per. week in Direct Service			

Combined Total Hours in Direct Services with Domestic Violence Clients: _____

The verification form (6. A) must be submitted for each work experience listed above. Please give the definition of tasks to the person who will verify your domestic violence experience. Xerox as many copies as needed.

D. Supervisors list for above direct service experience

1st. 2nd. 3rd.

Name			
Present Address			
Position During Supervision of Applicant			
Supervision Dates			

VERIFICATION OF DOMESTIC VIOLENCE EXPERIENCE

Name of Applicant _____	
Your Name _____	
Agency Name _____	
Dates of Employment _____	

Tasks	Hours
Hotline _____	
Intake _____	
Crisis Intervention _____	
Assessment _____	
Referral _____	
Legal Information _____	
Reporting and Record Keeping _____	
Education & Prevention _____	
Case Management/ Service Provision _____	
Individual Counseling _____	
Group Counseling _____	
Family Counseling _____	
Substance Abuse Assessment _____	
Advocacy/Networking/ Community Organizing _____	
Total Number of Hours Worked in Direct Service	

Date _____ Signature _____

Title _____

E. References

List three qualified individuals who are knowledgeable about your work, who are in a position to evaluate your current competence in domestic violence and who are willing to write a letter of reference. At least one reference must be from a domestic violence program.

	Immediate or Prior Supervisor	Colleague / Co-Worker	Representative from Community Agency
Name			
Address			
Position			

F. Affirmation

I certify that the information contained herein is true and accurate, and that my Domestic Violence work has conformed to the Code of Ethics and the Philosophical Principals of the New Jersey Association of Domestic Violence Professionals. I understand that the Board of Trustees reserves the right to delete or exclude from listing, or recertifying, any person who has been found to have violated the ethics and/or principals of the NJADVP.

I attest that I have no history nor is there any evidence of violent behavior for five years immediately prior to the date of this application.

Signature _____

Date _____

REQUEST FOR LETTER OF REFERENCE
From An Agency

Name of Applicant: _____

Please submit a letter of reference that addresses the following areas:

- The capacity in which you became familiar with applicant's work in domestic violence.

- The length of time that you have known the applicant.

- The applicant's ability to work with persons involved in domestic violence. Note applicant's ability to work with the:
victim
perpetrator
family members
courts
police
and social services as it relates to their specific job.

- If the applicant, in your experience of them, has not had the opportunity to work with all aspects of domestic violence, please comment on your perception about applicant's potential for being able to work in a constructive and empathic manner in those areas.

Please return your letter to the applicant as soon as possible to be included with their application for domestic violence certification.

**REQUEST FOR LETTER OF REFERENCE
From A Supervisor**

Name of Applicant: _____

Please submit a letter of reference that addresses the following areas:

- The capacity in which you became familiar with applicant's work in domestic violence.

- The length of time that you have known the applicant.

- The applicant's ability to work with persons involved in domestic violence. Note applicant's ability to work with the:
victim
perpetrator
family members
courts
police
and social services as it relates to their specific job.

- If the applicant, in your experience of them, has not had the opportunity to work with all aspects of domestic violence, please comment on your perception about applicant's potential for being able to work in a constructive and empathic manner in those areas.

Please return your letter to the applicant as soon as possible to be included with their application for domestic violence certification.

REQUEST FOR LETTER OF REFERENCE
From A Colleague / Co-Worker

Name of Applicant: _____

Please submit a letter of reference that addresses the following areas:

- The capacity in which you became familiar with applicant's work in domestic violence.
- The length of time that you have known the applicant.
- The applicant's ability to work with persons involved in domestic violence. Note applicant's ability to work with the:
victim
perpetrator
family members
courts
police
and social services as it relates to their specific job.
- If the applicant, in your experience of them, has not had the opportunity to work with all aspects of domestic violence, please comment on your perception about applicant's potential for being able to work in a constructive and empathic manner in those areas.

Please return your letter to the applicant as soon as possible to be included with their application for domestic violence certification.

PERSONAL STATEMENT

G. Submit a personal statement that addresses the following concerns.
Clearly delineate each section.

1. Discuss your personal philosophy on the causes of domestic violence.
2. Discuss your views on sexism and related power imbalances.
3. Describe your work with victims, perpetrators and other family members.
4. Describe the evolution of your techniques working to end violence.
5. Describe your ability to work with child protective services, the courts, police and other social service systems.
6. Describe your work with groups, committees, task forces and/or boards on domestic violence issues.
7. Describe the areas in your work on domestic violence where you struggle with your own shortcomings.
8. Discuss the impact of racism and oppression on domestic violence victims and perpetrators.
9. Describe the additional factors contributing to violence in same sex partnerships.

New Jersey Association of Domestic Violence Professionals

Fee Schedule

*Application Processing Fee	-----	\$25.00
*Review Fee	-----	\$100.00
**Final Certification Fee	-----	\$125.00
***Special Review Fee	-----	\$125.00

Total Cost of the Domestic Violence Certification, which does not include the Special Review Fee, is **\$250.00**

Checks should be made payable to:

New Jersey Association of Domestic Violence Professionals (NJADVP)
PO Box 9931, Trenton, NJ 08650-9931

Any questions concerning the application should be directed to the address above.

* The Application Processing Fee of \$25.00 and the Review Fee of \$100.00 **must** be submitted with the application packet in **two separate checks**.

**The Final Certification Fee is due when the packet is approved for certification. No certificates will be issued before the final fee is received.

*** The Special Review Fee is only applicable to those applicants whose certification has been denied by the board and who then wish to have a special review due to mitigating circumstances.

Reduced fee is available based on income level and individual circumstances. **You must return the reduced fee form with your application if you wish to apply for the reduction.**

New Jersey Association of Domestic Violence Professionals

PO Box 9931 Trenton, NJ 08650-9931 • 609-584-8107

Dear Colleague:

The following information and application is in response to your interest in the Domestic Violence Certification process of the New Jersey Association of Domestic Violence Professionals.

The total fee for the domestic violence credential is \$250.00.

Two checks must be enclosed with the application; a twenty five dollar non refundable administrative fee, and a one hundred dollar review fee. No applications will be reviewed before the one hundred and twenty five dollar fee is received. The remaining \$125.00 of the fee is due upon approval of the application for certification.

A fee reduction request is included on page 11. A. If a reduction is granted, the \$125.00 final certification fee will be waived. Certificates will be issued only after the full payment is received.

All submitted applications must be typed. Employment verifications and reference letters must be attached. One hundred and eighty hours of domestic violence education, and one thousand hours of direct service experience with domestic violence clients, which includes one hundred and eighty hours of supervised direct service, are required.

If your packet is incomplete it will be returned to you minus the \$25.00 administrative fee. To reapply, complete the packet and resubmit two checks, as explained above, for the review fee.

Thank you for your interest in the domestic violence certification process.

If you have any questions please call or write to us at our address above.

Sincerely,

Board Members

New Jersey Association of Domestic Violence Professionals

New Jersey Association of Domestic Violence Professionals

PHILOSOPHICAL PRINCIPLES

1. Any real or perceived imbalance of power creates a climate for physical, emotional, and / or psychological abuse.
2. This imbalance of power is culturally integrated into our social structures and is mirrored in relationships between women and men. It may also exist in relationships between two people of the same gender, and people of different races, where the power is unequal.
3. Although anyone can be a victim of domestic violence, historically and currently women are devalued in our society; consequently they are and have been primary targets of abuse in the larger society and in the home.
4. Therefore, effective advocacy, counseling and educational approaches to eliminate domestic violence in our society and in our relationships, must address the imbalance of power between those of unequal power, and must recognize that responsibility for violent behavior lies with the abuser.
5. Addressing the imbalance of power needs to be based on the individual empowerment of women and men to be responsible for their actions and life choices. This individual experience of personal power can ultimately lead to healthy relationships where power is shared.

New Jersey Association of Domestic Violence Professionals

CODE OF ETHICS

1. The challenge for all certified Domestic Violence Specialists is to help create personal, professional, and spiritual environments where power is shared and not misused or abused, so that the empowerment process is more likely to occur.
2. The Domestic Violence Specialist will be committed to recognizing and working on their own values and biases in order to provide high quality service; without prejudice, to all clients.
3. The Domestic Violence Specialist shall adhere to all professional rules and limits of confidentiality.
4. The Domestic Violence Specialist supports self determination of the individual and continues to work in a collaborative relationship with those individuals. The Domestic Violence Specialist shall coordinate services in the best interest of their client through the use of inter and intra-agency resources and networking.
5. The Domestic Violence Specialist shall understand the limits of their skills and thereby refer to other professionals when necessary.
6. The Domestic Violence Specialist shall set reasonable fees that are fair and commensurate with the service performed and with consideration for the client's ability to pay.
7. The Domestic Violence Specialist shall have a commitment to a life-style that promotes alternatives to violence and abuse.
8. The Domestic Violence Specialist shall have a commitment to continuing education.
9. The Domestic Violence Specialist shall identify and develop issues crucial to the domestic violence field and share this information with other professionals, through participation with the professional and general community.

DOMESTIC VIOLENCE SPECIALIST

The function of a person who is a Domestic Violence Specialist is to provide *one or more of the following services in addition to direct service:*

1. *Advocacy*
2. *Counseling*
3. *Education*
4. *Information*

To one or more of the following groups:

1. *Victims*
2. *Children*
3. *Perpetrators*
4. *Community*

GUIDELINES FOR THE CORE CURRICULUM

The initial certification requires a total of 180 core curriculum classroom hours, 168 which are core curriculum specific and 12 of which are visits to listed programs. The courses required, and a brief description of their content, are listed below. Equivalent courses will be considered on a case by case basis.

- I. Basic Domestic Violence Knowledge
(Historical perspective, theoretical perspectives, dynamics of domestic violence, characteristics of family; impact on women, men, children)
- II. Legal
(Historical perspective, current laws, enforcement, police response, courts: judicial response, court preparation, advocacy)
- III. Intervention Skills
(Individual counseling, family counseling, crisis intervention, hotline, intake, evaluation, assessment, treatment planning, case management)
- IV. Issues of Race and Culture
(The impact of racism, ethnicity and culture on service delivery)

Core curriculum continued.

- V. Values & Attitudes Toward Violence
(Understanding personal beliefs and value systems regarding violence and prejudices)
- VI. Restructuring Towards a Non -Violent Family
(Reward, punishment, nurturance, limits, maintaining a proper balance)
- VII. Confidentiality & Counseling Ethics
(Reasons for, requirement, legalities and implications for record keeping)
- VIII. Community Resources & Networking
(Developing techniques for networking and accessing state/local resources on behalf of victims, batterers and families)
- IX. Prevention
(Primary, secondary, tertiary)
- X. Domestic Violence in Special Populations
(Elderly, Lesbian and gay couples, between siblings, child to parent)
- XI. Group Counseling Skills
(Group dynamics, process, techniques, intervention models)
- XII. Substance Abuse
(Recognition, assessment intervention; accessing treatment and coordination with Domestic Violence programs. Similarities and differences between domestic violence and substance abuse)
- XIII. Mental Health
(Normal response to trauma, psychiatric disorder, suicide, homicide, lethality)
- XIV. Sexual Abuse
(Rape, marital rape, date rape, acquaintance rape, incest, sexual abuse of adults and children)
- XV. Gender Issues & Empowerment
(Historical perspective, exploration of roles, expectations in relationships, changing families and imbalances of power; economic factors)
- XVI. Community Organizing
(Heightened awareness of violence, exploration of indigenous response systems, institutional intervention models, social welfare policies)

CORE CURRICULUM HOURS

TITLE	HOURS
I. Basic Knowledge	6
II. Legal	12
III. Intervention Skills	24
IV. Issues of Race and Culture	12
V. Values	12
VI. Parenting	6
VII. Confidentiality/Ethics	9
VIII. Community Resources	3
IX. Prevention	6
X. Domestic Violence Population	6
XI. Group Counseling Skills	24
XII. Substance Abuse	12
XIII. Mental Health	6
XIV. Sexual Abuse	12
XV. Gender Issues & Empowerment	12
XVI. Community Organization	6
Required Visits to:	
Domestic Violence Shelter	3
Courthouse	3
Al- Anon Meeting	3
AA Meeting	3
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180

SUPERVISED PRACTICAL TRAINING

FOR INITIAL CERTIFICATION

A minimum of 180 supervised practical training hours shall be completed under qualified supervision in a facility which provides services and care for people (women, men, children) who are affected by domestic violence, where the applicant conducts the normal tasks of a domestic violence specialist.

The applicant is required to have a Domestic Violence Specialist verify the completion of the 14 tasks listed below.

The Supervised Practical Training requirements shall be completed within 48 months prior to the date of application for certification. The Supervised Practical Training hours can be paid work or volunteer experience.

<u>TASK</u>	<u>HOURS</u>
1. Hotline	10
2. Intake	10
3. Crisis Intervention	10
4. Assessment	10
5. Referral	5
6. Legal Information	10
7. Reporting & Record Keeping	5
8. Education & Prevention	5
9. Case Management/Service Provision	20
10. Individual Counseling	30
11. Group Counseling	30
12. Family Counseling	20
13. Substance Abuse Assessment	5
14. Advocacy/Networking/Community Organizing	10
	<hr/> 180

TASK DEFINITIONS

1. **HOTLINE:** Answering the crisis line in a supportive, empathetic manner and responding to the client* in a non-judgemental, helpful manner.
2. **INTAKE:** Gathering information to assess the situation properly and documenting appropriately.
3. **CRISIS INTERVENTION:** Handling immediate crisis and current dangerous situations.
4. **ASSESSMENT:** Working with the client to determine and prioritize needs, i.e.: shelter, mental health services, drug/alcohol program.
5. **REFERRAL:** Understanding and referring to existing services where clients needs would be more appropriately met.
6. **LEGAL INFORMATION:** Knowledge of the domestic violence law and other laws effecting clients impacted by domestic violence; and knowledge of the court system.
7. **REPORTING AND RECORD KEEPING:** Knowledge and compliance with the confidentiality statute, how to keep accurate, unbiased records.
8. **EDUCATION & PREVENTION**:** Giving clients and the public general information on domestic violence services available to end domestic violence.
9. **CASE MANAGEMENT/SERVICE PROVISION:** Safety planning. Assisting with concrete needs i.e.: financial, housing, medical, and assisting the client in accessing other services.
10. **INDIVIDUAL COUNSELING:** Counseling the domestic violence client.
11. **GROUP COUNSELING:** Facilitating groups for clients and/or their children.
12. **FAMILY COUNSELING:** With clients and their children.
13. **SUBSTANCE ABUSE ASSESSMENT:** Assessing a client for drug and alcohol problems and referral to the appropriate services.
14. **ADVOCACY/NETWORKING/COMMUNITY ORGANIZATION:** Developing an understanding of existing state and community services which impact domestic violence clients and developing a working relationship with such agencies and individuals to effect change.

* Domestic Violence Client can be the victim, batterer, child of, or any concerned person requesting services.

** These are not hours to train a worker to be a *trainer*, but rather to impart *general, basic* domestic violence information.