DOMESTIC VIOLENCE SPECIALIST

INITIAL ENROLLMENT APPLICATION

NJ Association of Domestic Violence Professionals

c/o NJCBW
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541
PH: (609) 584-8107
Fax: (609) 584-9750
E-mail: njadvp@njcbw.org
ROADMAP TO COMPLETING YOUR DVS

You are here

Complete and mail your DVS Enrollment Application

Write your personal statement

Ask for your letters of reference

Receive your Applicant Portfolio packet

Call or email for assistance
609-584-8107 njadvp@njcbw.org

Get connected with a DV Agency to help you complete your requirements

Be sure to keep all your training certificates

Submit your completed Applicant Portfolio

You did it!

It typically takes an applicant two-three years to complete the portfolio, however you may finish in less time or it may take you more if you have fewer opportunities for formal trainings. Stay organized and connected, we want you to be successful.

Revised December 2012
Please disregard previously dated forms
ENROLLING IN THE DVS CERTIFICATION PROGRAM

- Review the Basic Guide to a DVS, page 3
- Complete the Applicant Information Form, page 4
- Send Applicant Information Form with your $50.00 enrollment fee to:
  NJ Association of Domestic Violence Professionals
  c/o NJCBW
  1670 Whitehorse Hamilton Square Rd,
  Trenton, NJ 08690-3541

You may find Frequently Asked Questions on the website:
www.njcbw.org/dvscertification

COMPLETING THE DVS CERTIFICATION PROGRAM

- Review the Basic Guide to Completing your Portfolio (you will receive this via email or mail according to your preference after your enrollment application is complete)
- Complete your Applicant Portfolio (you will receive a packet to help you complete the portfolio via email or mail according to your preference.)
- Send your completed Applicant Portfolio with your $200 certification fee to:
  NJ Association of Domestic Violence Professionals
  c/o NJCBW
  1670 Whitehorse Hamilton Square Rd,
  Trenton, NJ 08690-3541
- The New Jersey Association of Domestic Violence Professionals (NJADVP) Board will review your completed portfolio and make a recommendation.
- If you are approved for certification, you will receive notification via mail along with your certificate.
- If you are not approved for certification, you may reapply.

COMPLETING YOUR BI-ANNUAL RECERTIFICATION

- Review the Basic Guide to Recertification (you will receive this via email or mail according to your preference after your certification is finalized by the board)
- Complete the Recertification Continuing Education Form
- Send your completed Recertification Continuing Education Form along with attendance verification with your $50 renewal fee to:
  NJ Association of Domestic Violence Professionals
  c/o NJCBW
  1670 Whitehorse Hamilton Square Rd,
  Trenton, NJ 08690-3541

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Basic Guide to a DVS

To complete your DVS you must first apply or enroll in the program.

After your enrollment, you will:
- Receive notifications about upcoming trainings provided by the NJCBW Training Institute and other approved DVS trainings.
- Receive a user-friendly packet of material that will help you in organizing your Applicant Portfolio.

To enroll, simply fill out the Applicant Information Form, page 4, and mail with your $50.00 enrollment fee to:
NJ Association of Domestic Violence Professionals
c/o NJCBW
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After enrollment, you must complete your Applicant Portfolio:
- 170 hours of training: most of the training must be specific to domestic violence and must cover all six domains of knowledge specified by the NJADVP.
- Four separate site visits; DV Shelter, DV court, Al-Anon meeting, and AA or NA meeting.
- 1,000 hours of direct service experience in domestic violence, 200 of these hours must be specific to task areas.
- Reference letters, personal statements and ethics agreements.

Your completed portfolio, along with your $200 certification fee will be sent to:
NJ Association of Domestic Violence Professionals
c/o NJCBW
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541

You will receive a full packet will all the information you need to complete your Applicant Portfolio after your enrollment is complete.

Recertification is required every two years. You must verify 21 hours of continuing education in domestic violence and pay the $50 recertification fee.

*Please note fees for the DVS program are used to bring quality trainings at a minimum of cost to you and others in the field. If you need financial assistance to help you cover the cost, please email njadvp@njcbw.org or phone at 609-584-8107.
NEW JERSEY ASSOCIATION OF DOMESTIC VIOLENCE PROFESSIONALS
DOMESTIC VIOLENCE SPECIALIST CERTIFICATION

APPLICATION FOR ENROLLMENT FOR THE DOMESTIC VIOLENCE SPECIALIST CERTIFICATION

Applicant Information

Name as it should appear on Certificate:

<table>
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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Home Address: ____________________________________________________________
                                                              ____________________________
                                                              ____________________________

Home Phone:_________________  Cell Phone:________________________

E-mail: _______________________

Current Position/Job Title: _______________________________________________

Agency: _______________________

Agency Address: _________________________________________________________
                                                              ____________________________
                                                              ____________________________

Agency Phone:_________________  Agency e-mail:________________________

Agency FAX Number: _____________________________________________________

Do you prefer to be contacted via:

☐ EMAIL    or    ☐ MAIL

Send Applicant Information Form with your $50.00 enrollment fee to:

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