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For more information about

Domestic Violence Advocate Certification contact:

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West Virginia Coalition
**AGAINST
DOMESTIC
VIOLENCE**
for a safer state of family

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Overview

Certification of domestic violence advocates helps to assure competent delivery of services throughout the state by increasing capacity to assess and respond to complex individual and family circumstances. Certification also strengthens credibility of and need for advocacy services in other systems: criminal justice, social services, law enforcement, health care, education, etc. WVCADV Domestic Violence Advocate Certification is recognized and honored throughout the state of West Virginia.

Obtaining certification requires that Domestic Violence Advocates complete minimum training and experience requirements, demonstrate competency in duties to their Program Director, and adhere to the Code of Ethics for Domestic Violence Advocates. Advocates may begin the process of fulfilling the requirements for certification at any time, becoming eligible for certification upon three-years of employment with a West Virginia licensed domestic violence program.

Program Directors are responsible for monitoring the ongoing competency and quality of services of Certified Advocates on staff. West Virginia Standards for Licensure of Domestic Violence Programs require that one third of staff at licensed domestic violence programs must be Certified Domestic Violence Advocates. Through the peer review process, individual programs are responsible to report adherence to the standards for licensure to the Family Protection Services Board.

WVCADV is a major trade association with the expertise to develop, approve, and administer this program. The Training Committee of the WVCADV Board of Directors reviews applications bi-annually in April and October.



Code of Ethics

1. Domestic Violence Advocates promote the safety and well-being of individuals who are victims of abusive relationships.
2. Advocates respect and affirm the right of victims to self-determination and assist in efforts to identify and clarify goals. With the victim's participation, these efforts include the development of a plan of action and coordination of services that serve the best interest of individuals.
3. Advocates engage in self-examination of their own values, prejudices and biases in order to enhance honest, effective and culturally competent advocacy.
4. Advocates provide professional and ethical services, encourage empowerment and act with integrity.
5. Advocates adhere to all professional rules of confidentiality as set forth in the Program's Policy statement.
6. Advocates identify, develop and examine broad-based issues and policies that pertain to domestic violence and utilize the analysis as a base for public education and awareness efforts.

Basic Truths

1. The safety of victims is always the primary goal of advocacy.
2. The voice of survivors of intimate partner violence is the major guide for service provision.
3. The Battered Women's Movement is national and global and touches all other forms of violence and oppression.
4. Working with diverse individuals means accepting and supporting the diversity that permeates all aspects of the work to end violence against women.
5. At core, the work of the Battered Women's Movement is an ongoing interplay of individual empowerment, systems advocacy and social change.
6. The philosophical base of our work is empowerment of battered women and their children.



Initial Requirements

1. Completed a minimum of three (3) years as full-time staff (which can be prorated for a part time staff position) of a **West Virginia** licensed domestic violence program. Anyone not currently working for a licensed domestic violence program in West Virginia must hold supporting membership in WVCADV.
2. Completed high school or earned a GED;
3. Documented compliance with minimum training requirements for certification;
4. Received recommendation from a director of a licensed WVCADV member program director or Board chair of such a program; and
5. Completed application and fee process.

Training Requirements for Certification

A minimum total of one hundred (100) hours of completed approved training is required to be recorded with appropriate documentation of approval and completion. At least eighty (80) hours of completed training must be approved by WVCADV for certification credit, there is a required minimum of fifty (50) hours of WVCADV sponsored training for initial applications for certification. Up to twenty (20) hours of completed training may be provided by the local licensed domestic violence program in the form of staff orientation, in-service training or self-study. No prior approval and/or certificates are required for staff orientation, in-service training or self-study.

Document in-service training by listing hours in the appropriate curriculum area.

All training submitted for certification must include documentation of approval and completion. Completed training is required in each of the following core curriculum areas according to minimum hours listed below. Hours include actual instruction time only.

Refer to curriculum learning objectives beginning in Tab 2 to determine applicable training content for each topic area.



Core Curriculum Area	Minimum Hours Required
1. History and Philosophy of the Battered Women's Movement	6
2. Domestic Violence and Other Forms of Violence and Oppression	6
3. Woman-Centered Intervention Strategies	6
4. Ethical Considerations	6
5. Health, Mental Health and Substance Abuse	6
6. Child Victimization	6
7. Civil Legal Remedies	6
8. Criminal Legal Remedies	6
9. Stalking and Domestic Violence	6
10. Batterers Intervention and Prevention Strategies	2
11. Cultural Competency and Awareness	6
12. Communication Skills	6
13. Community Organizing and Social Change	6
14. Collaboration and Systems Advocacy	6



Approved Training for Certification Credit

Approved Training is defined as:

- a) Training that is sponsored or co-sponsored by WVCADV;
- b) Trainings with content that directly relates to curriculum area;
- c) Training provided by licensed domestic violence programs, including staff orientation, in-service or self-study (limited to 20 hours of total number), for initial applications only;

Applications for Approval of Non-WVCADV Training

All applications for approval of non-WVCADV training need to be submitted to WVCADV within **thirty (30) days** from the date of said training. Late applications will not be accepted.

Allowable In-Service/Self-Study for Initial Certification Credit

- a) Up to twenty (20) hours of completed training may be provided by the local licensed domestic violence program in the form of staff orientation, in-service training or self-study.
- b) Individual self-directed learning such as:
 - i. Reading a book, article, watching an educational video, etc. from a credible source. See list of credible sources from each curriculum area.
 - ii. In-house staff orientation for new employees.
 - iii. Peer-to-Peer training.
 - iv. Guest or community speakers to train staff as part of ongoing in-house staff development.
- c) Note: Coursework from an institution of higher education does not generally apply toward certification credit, however, resources directly related to the outlined curriculum areas in the context of coursework studies can be applied toward self-study hours.



Certificates Required for Credit

If certificates are not issued by the sponsoring organization of the training, obtain signed approval and on accompanying documentation for approval of non-WVCADV training. These applications will be considered on a case-by-case basis.

WVCADV training certificates are available at the end of each training, training certificates will not be reissued.

Recommendation Requirement

The Program Director is responsible for reviewing and signing off on applications prior to submission to assure that the application is complete and accurate. The recommendation of a Program Director assures that the applicant meets the requirement for certification.

Fee for Certification

The initial certification fee is \$75 to be paid to WVCADV. This is a one-time, non-refundable application fee. The regular fee for renewal is \$25. An additional late fee of \$50 is applied to renewal applications that are submitted after the expiration deadline for a period of up to six months. Date of certification expiration appears at the bottom of the Certificate. All fees are deposited in a special revenue account residing at and administered by the Coalition Statewide Office. Collected fees are used for direct training purposes.

Fee Summary	
Initial Certification.....	\$75
Renewal Certification.....	\$25
Renewal Certification plus Late Fee.....	\$75



Renewal Certification Requirements:

Certification renewal is required every two years. To maintain full certification status, a renewal application (See Tab 4) must be submitted to WVCADV prior to the expiration of current certification. Renewal certification requirements include:

1. At least thirty (30) hours of completed training must be approved by WVCADV for renewal certification credit, there is a required minimum of fifteen (15) hours of WVCADV sponsored training for renewal applications for certification. In-service hours will not be allowed for renewal of certification, all training has to be approved training;
2. Completed renewal application and fee;
3. The renewal application of a certified advocate who is no longer employed by a licensed domestic violence program will need to have the signature of the prior and/or current program director, and confirmation from the director that the advocate was not terminated for violating the WVCADV Certified Advocates Code of Ethics;

Note: Renewal application or a written request for a time extension must be submitted to WVCADV prior to the expiration of certification. Time extensions may be granted by the Review Committee for up to six months. If the advocate fails to submit a renewal application after six months after the expiration, the advocate must apply as a new applicant in order to have certification reinstated.

*Note: If a certified advocate wishes to renew their certification but is no longer employed by a West Virginia licensed domestic violence program, applications for renewal will be considered on an individual basis;



Organization of Initial Application

Applications submitted for initial certification are to be organized as follows:

1. Application/Training Hours Summary;
2. Narrative Questions;
3. Signed Code of Ethics;
4. Recommendation Summary;
5. Individual Training Records and required documentation. (Certificates used for each curriculum area must immediately follow the training record they pertain to in chronological order. Please indicate on each certificate, the number of hours applied to each curriculum area. If you use a certificate in more than one curriculum topic please provide a copy of the certificate following each training record where it is referenced.)

Grievance Process

Grievances are to be directed to the attention of the WVCADV Team Coordinators.

Grievances will be reviewed and responded to by an ad hoc grievance committee comprised of the WVCADV Team Coordinators and one member of the WVCADV Board of Directors.



1. History and Philosophy of the Battered Women's Movement

Goal: To gain an overview of the historical context underlying the vision, philosophy, principles and evolution of social change efforts to end violence against women.

Objectives:

1. **Review social, political, and economic movements that informed efforts to end violence against women: labor, suffrage, civil rights, technology, globalization, etc.**
2. **Understand the principles and values of the movement that inform provision of services, political analysis, and social change at all levels: the centrality of survivors of domestic violence and core values of empowerment, voice, and visibility.**
3. **Review the history of the West Virginia Coalition Against Domestic Violence: growth of services, impact of legislation, expansion of funding, establishment of Coalition Statewide Office.**

Resources:

1. National Resource Center on Domestic Violence: <http://www.nrcdv.org>
2. West Virginia Coalition Against Domestic Violence: <http://www.wvcadv.org>
3. National Network to End Domestic Violence: <http://www.nnedv.org>
4. National Coalition Against Domestic Violence: <http://www.ncadv.org>
5. Family Violence Prevention Fund: <http://www.endabuse.org>
6. National Council of Juvenile and Family Court Judges: <http://www.ncjfcj.org>
7. National Online Resource Center on Violence Against Women: <http://www.vawnet.org>



1. History and Philosophy of the Battered Women’s Movement

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “History and Philosophy of the Battered Women’s Movement” <i>(Minimum required total = 6 hrs.)</i>						

*Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.

2. Domestic Violence and Other Forms of Violence and Oppression

Goal: To understand the impact of oppressions and their connection to all forms of violence.

Objectives:

1. **Identify and review core elements of what constitutes and differentiates oppression, discrimination, and prejudice.**
2. **Compare and contrast various forms of violence. Identify some of the common areas that connect different forms of violence: institutional power, political and economic privilege, ability to act upon threats, horizontal violence, and internalized oppression.**
3. **Review elements and integration of cultural competency knowledge and practice into social change work and provision of services.**
4. **Identify the connection between violence against women in the United States and global violence against women (e.g. domestic violence, sexual victimization, dowry deaths, genital mutilation, rape in times of war, genocide, trafficking, poverty, etc.) Review women's response to global violence and oppression.**

Resources:

1. Asian and Pacific Islander Institute on Domestic Violence: <http://www.apiahf.org>
2. Family Violence Prevention Fund: <http://endabuse.org>
3. American Bar Association: <http://www.abanet.org>
4. University of Rhode Island: <http://www.uri.edu>
5. Institute on Domestic Violence in the African American Community: <http://www.dvinstitute.org>



2. Domestic Violence and Other Forms of Violence and Oppression

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Domestic Violence and Other Forms of Violence & Oppression” (Minimum required total = 6 hrs.)						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

3. Woman-Centered Intervention Strategies

Goal: To understand domestic violence advocacy and counseling services from an empowerment-based philosophy.

Objectives:

1. Review the batterer-generated and life-generated factors that make leaving an abusive relationship difficult and/or dangerous.
2. Identify types, dynamics and impact of abuse.
3. Understand the philosophy of empowerment as it applies to women's advocacy.
4. Understand how to assess levels of danger and lethality as well as how to formulate safety plans for multiple situations and environments.
5. Understand definition of advocacy and have working knowledge of legal, medical, mental health, law enforcement and social services agencies.
6. Understand how to develop and facilitate a domestic violence support group as well as provide information and resources on a multitude of topics such as: domestic violence, parenting skills, stress management, and financial planning.
7. Understand the benefits and challenges of shelter living and have a working knowledge of how to promote an empowering environment while minimizing chaos and crisis.
8. Understand how to work with women who have multiple challenges such as substance abuse, anger, physical, mental health concerns and/or emotional difficulties.

Resources:

1. Women's Web: <http://www.womensweb.ca>
2. Barbara J. Hart's Collected Writings: <http://www.mincava.umn.edu>
3. Safety Planning with Battered Women, by Jill Davies: <http://new.vawnet.org>



3. Woman-Centered Intervention Strategies Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Woman-Centered Intervention Strategies” <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

4. Ethical Considerations

Goal: To develop a working framework for understanding the ethics of advocacy and safety.

Objectives:

1. **Review the definition and concept of confidential and privileged information including agency policy, exceptions to confidentiality, and confidentiality considerations in relation to referrals.**
2. **Review safe and effective documentation of services.**
3. **Review elements of ethical communication and strategies that align with the mission, values, and principles of the Battered Women’s Movement.**

Resources:

1. Minnesota Center Against Violence and Abuse: <http://www.mincava.umn.edu/>
2. Character Ethics: <http://www.characterethics.com>
3. Institute for Global Ethics: <http://www.globalethics.org/>



4. Ethical Considerations

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Ethical Considerations” <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

5. Health, Mental Health and Substance Abuse

Goal: To develop an understanding of domestic violence as a critical health and mental health issue.

Objectives:

1. Understand the principles and guidelines of trauma-informed services.
2. Understand the role and impact of substance abuse and domestic violence in the lives of victims and perpetrators of domestic violence.
3. Develop an understanding of the intersection of trauma, mental health and domestic violence and the effects on survivors.
4. Learn strategies to work with women living in shelter with specific health and mental health needs.
5. Identify community and other resources in responding to mental health and substance abuse issues.
6. Learn strategies to develop positive community-based collaborations in addressing the needs of women with co-occurring trauma and/or multiple victimizations.

Resources:

1. Family Violence Prevention Fund: <http://endabuse.org>
2. Substance Abuse & Mental Health Service Administration: <http://modelprograms.samhsa.gov>
3. Domestic Violence and Mental Health Policy Initiative: <http://www.dvmhpi.org>
4. Minnesota Center Against Violence and Abuse: <http://www.mincava.umn.edu>



5. Health, Mental Health and Substance Abuse

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Health, Mental Health and Substance Abuse" <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires "Application for Domestic Violence Advocate Certification Credit" form attached to this record.*

6. Child Victimization

Goal: To develop a framework for understanding the co-occurrence of domestic violence and child victimization.

Objectives:

1. **Understand the effects of domestic violence on children.**
2. **Learn intervention and prevention strategies for effectively responding to children exposed to domestic violence.**
3. **Identify agencies and resources that are qualified to provide information and services covering issues of parenting and parenting skills.**
4. **Become knowledgeable and familiar with the law, policy and practices involved in the intersection of domestic violence and child maltreatment, including child abuse and neglect proceedings.**
5. **Analyze the social, legal and practical issues embedded in the co-occurrence of domestic violence and child victimization.**
6. **Understand the impact and dynamic of batterers as parents.**

Resources:

1. American Academy of Experts in Traumatic Stress: <http://www.aaets.org>
2. Stop Violence Against Women: <http://www.stopvaw.org>
3. Family Violence Prevention Fund: <http://endabuse.org>
4. Child Welfare Information Gateway: <http://www.childwelfare.gov>



6. Child Victimization Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for "Child Victimization" <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires "Application for Domestic Violence Advocate Certification Credit" form attached to this record.*

7. Civil Legal Remedies

Goal: To become knowledgeable about civil legal remedies available to victims of domestic violence.

Objectives:

- 1. Understand the role of advocacy in supporting victims of domestic violence accessing relief through the civil legal system.**
- 2. Review laws, procedures, forms and relief available through Domestic Violence Protective Orders (DVPOs).**
- 3. Understand state laws as they relate to domestic relations including divorce, custody, and mediation.**
- 4. Become familiar with the structure, process, rules and regulations of West Virginia's Family Court system.**

Resources:

1. National Council of Juvenile and Family Court Judges-Family Violence Department: <http://www.ncjfcj.org>
2. Legal Momentum: <http://www.legalmomentum.org>
3. Battered Women's Justice Project: <http://www.bwjp.org>
4. Women's Law: <http://www.womenslaw.org>



7. Civil Legal Remedies

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for "Civil Legal Remedies" <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires "Application for Domestic Violence Advocate Certification Credit" form attached to this record.*

8. Criminal Legal Remedies

Goal: To become knowledgeable with state and federal criminal laws, process and procedure in order to effectively advocate for victims of domestic violence in the criminal legal system.

Objectives:

1. **Become familiar with the criminal legal system structure and process in seeking safety and justice for victims of domestic violence.**
2. **Identify crimes related to domestic violence in state and federal law.**
3. **Become familiar with a framework for understanding women’s use of violence.**
4. **Understand the role of advocacy when battered women are charged with crimes.**
5. **Learn how to build successful partnerships between domestic violence advocates and professionals in the criminal justice system.**

Resources:

1. Title 149: Protocol for Law Enforcement Response to Domestic Violence. Available at: <http://www.wvdcjs.com/lawenforcement/training/149CSR3.pdf>
2. National Center on Domestic and Sexual Violence (NCDSV): <http://www.ncdsv.org>
3. Battered Women’s Justice Project- <http://www.bwjp.org>
4. National Clearinghouse for the Defense of Battered Women: <http://www.ncdbw.org>
5. National Center on Full Faith & Credit: <http://www.fullfaithandcredit.org>
6. WV Code, Chapter 61, Article 2:
<http://www.legis.state.wv.us/WVCODE/code.cfm?chap=61&art=2#02>
7. Federal Domestic Violence Laws online summary: <http://www.ovw.usdoj.gov/regulations.htm>
8. “Towards an Understanding of Women's Use of Non-lethal Violence in Intimate Heterosexual Relationships, Shamita Das Dasgupta, Ph.D., DVS, Manavi, Inc.,
<http://new.vawnet.org/category/documents.php?docid=410>



8. Criminal Legal Remedies

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Criminal Legal Remedies” <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

9. Stalking and Domestic Violence

Goal: To provide an overview and understanding of stalking and its relationship to domestic violence.

Objectives:

1. Review federal and state stalking statutes.
2. Identify stalking behavior patterns and cycles to include the dynamics of stalking and domestic violence.
3. Understand effective strategies to advocate for stalking victims including assistance with evidence documentation and safety planning.

Resources:

1. National Criminal Justice Reference Service: <http://www.ncjrs.gov>
2. WV Foundation for Rape Information Services: <http://www.fris.org>
3. National Center for Victims of Crime Stalking Resource Center: <http://www.ncvc.org/src>
4. West Virginia State Code Stalking: WV 61-2-9a:
<http://www.legis.state.wv.us/WVCODE/61/code/WVC%2061%20-%20-%20202%20%20-%20%20%209%20A.htm>
5. Federal Stalking Statutes: 18 U.S.C. 2261A:
http://www.ncvc.org/SRC/main.aspx?dbID=DB_Federal_Interstate_Stalking_Institute163
6. National Center for Victims of Crime: <http://www.ncvc.org/src/main.aspx>



9. Stalking and Domestic Violence

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Stalking and Domestic Violence” <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

10. Batterers Intervention and Prevention Strategies

Goal: To become familiar with theories, principles and purpose of batterer intervention and prevention strategies.

Objectives:

1. **Understand the role of victim safety and perpetrator accountability in batterer intervention strategies.**
2. **Distinguish the difference between and use of anger management classes and batterer intervention and prevention programs.**
3. **Review licensed batterer intervention and prevention programs' (BIPPs) processes, procedures and relationship to the local licensed domestic violence program.**

Resources:

1. A Call to Men <http://www.acalltomen.com>
2. Family Violence Prevention Fund <http://www.endabuse.org>
3. Jackson Katz: Mentors in Violence Prevention (MVP) <http://www.jacksonkatz.com>
4. Lundy Bancroft: <http://www.lundybancroft.com/>
5. Men Stopping Violence: <http://www.menstoppingviolence.org>
6. Minnesota Program Development, Inc.: <http://www.duluth-model.org>
7. Emerge: <http://www.emergedv.com>



10. Batterers Intervention and Prevention Strategies Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Batterers Intervention and Prevention Strategies” <i>(Minimum required total = 2 hrs.)</i>						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

11. Cultural Competency and Awareness

Goal: To understand the importance and role of cultural awareness, competency and sensitivity in woman-centered advocacy.

Objectives:

1. **Understand the social, economic and legal barriers that diverse populations face when trying to leave an abusive situation.**
2. **Understand the needs of diverse populations in accessing resources that maximize safety.**
3. **Become familiar with specific state and federal laws that may be used to assist diverse populations gain relief in domestic violence situations.**
4. **Understand the components of woman-centered, culturally appropriate safety planning with diverse populations.**
5. **Review specific outreach strategies to underserved populations.**
6. **Demonstrate and utilize the specific outreach strategies to underserved populations within your community.**

Resources:

1. Women of Color Network: <http://www.womenofcolornetwork.org>
2. National Latino Alliance for the Elimination of Domestic Violence: <http://www.dvalianza.org>
3. Asian & Pacific Islander Institute on Domestic Violence: <http://www.apiahf.org>
4. National Network to End Violence Against Immigrant Women: <http://www.endabuse.org>
5. National Women's Alliance: <http://www.nwaforchange.org>
6. Sacred Circle: <http://www.sacred-circle.com>
7. The Black Church & Domestic Violence Institute: <http://www.bcdvi.org>



11. Cultural Competency and Awareness Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Cultural Competency and Awareness” <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.*

12. Communication Skills

Goal: To develop skills for positive, effective communication in a variety of settings and interactions.

Objectives:

- 1. Enhance speaking, writing, interpersonal and facilitation skills and techniques required for effective individual advocacy group process.**
- 2. Review information on public speaking techniques, outreach strategies and public awareness activities that facilitate opportunities for skill development.**
- 3. Review components, tools and techniques involved in developing effective workshops and trainings.**

Resources:

1. National Association of Councils on Development Disabilities: <http://www.nacdd.org>
2. Free Management Library: <http://www.managementhelp.org>
3. Speak for Success: <http://www.speakforsuccess.net/>
4. About.Com: <http://eventplanning.about.com/>



12. Communication Skills

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for "Communication Skills" <i>(Minimum required total = 6 hrs.)</i>						

**Other approved training requires "Application for Domestic Violence Advocate Certification Credit" form attached to this record.*

13. Community Organizing & Social Change

Goal: To understand the role of advocates in mobilizing communities to end violence and affect social change.

Objectives:

1. Review the connections among direct services, community organizing, and social change in ending domestic violence.
2. Understand the role of the media in influencing public awareness, education and social change.
3. Explore strategies that assist in accessing and mobilizing community resources for persons in need of support.
4. Review tools and methods that assist in building relationships and collaborative partnerships with community members and groups.
5. Develop skills and employ strategies to increase public awareness of domestic violence and its impact in the interest of long-term violence prevention.
6. Understand the integration of basic elements of popular education and community organizing models into advocacy efforts.

Resources:

1. Rhode Island Coalition against Domestic Violence <http://www.ricadv.org>
2. West Virginia Prevention Resource Center: <http://www.prevnet.org/>
3. Asian and Pacific Islander Institute on Domestic Violence: <http://www.apiahf.org>
4. Paul Kivel: <http://www.paulkivel.com>
5. Praxis International: <http://www.praxisinternational.org>



13. Community Organizing and Social Change Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “Community Organizing and Social Change” <i>(Minimum required total = 6 hrs.)</i>						

*Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.

14. Collaboration and Systems Advocacy

Goal: To understand the importance of engagement in collaborative efforts with various government and public/private agencies in order to affect systemic change to benefit victims of domestic violence.

Objectives:

1. Understand the goals and distinctions of systems advocacy versus individual advocacy.
2. Understand the key elements and skills for building successful collaborations.
3. Develop a working knowledge of various systems' responsibilities, mission, organizational structure and role to responding to victims of domestic violence. These systems could include the education, health care, communities of faith, workplace, DHHR, court, and law enforcement systems.

Resources:

1. National Resource Center on Domestic Violence: <http://new.vawnet.org>
2. Minnesota Center Against Violence and Abuse: <http://www.mincava.umn.edu>
3. Coordinated Community Response Resource Listing: <http://new.vawnet.org>



14. Collaboration and Systems Advocacy

Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Date	Name	Location	WVCADV Training	Other Approved Training*	In- service/self study	Total
Total Hours for “Collaboration and Systems Advocacy” <i>(Minimum required total = 6 hrs.)</i>						

*Other approved training requires “Application for Domestic Violence Advocate Certification Credit” form attached to this record.

National Resource List

- A Call to Men: www.acalltomen.com
- ALIANZA: National Latino Alliance for the Elimination of Domestic Violence: <http://www.dvalianza.org>
- American Bar Association: <http://www.abanet.org>
- Asian & Pacific Islander Institute on Domestic Violence: <http://www.apiahf.org>
- Barbara J. Hart's Collected Writings: <http://www.mincava.umn.edu/documents/hart/hart.html>
- Battered Women's Justice Project: <http://www.bwjp.org>
- Family Violence Prevention Fund: <http://www.endabuse.org>
- Institute on Domestic Violence in the African American Community: <http://www.dvinstitute.org>
- Legal Momentum: <http://www.legalmomentum.org>
- Men Stopping Violence: <http://www.menstoppingviolence.org>
- National Center for Victims of Crime: <http://www.ncvc.org>
- National Center on Domestic and Sexual Violence: <http://www.ncdsv.org>
- National Center on Full Faith & Credit: <http://www.fullfaithandcredit.org>
- National Clearinghouse for the Defense of Battered Women: <http://www.ncdbw.org>
- National Clearinghouse on Abuse in Later Life: <http://www.ncall.us>
- National Coalition Against Domestic Violence: <http://www.ncadv.org>
- National Council on Juvenile and Family Court Judges: <http://www.ncjfcj.org>
- National Criminal Justice Reference Service: <http://www.ncjrs.gov>
- National Network to End Domestic Violence: <http://www.nnedv.org>
- National Network to End Violence Against Immigrant Women: <http://www.endabuse.org>
- National Online Resource Center on Violence Against Women: <http://www.vawnet.org>
- National Resource Center on Domestic Violence: <http://www.nrcdv.org>
- National Women's Alliance: <http://www.nwaforchange.org>
- Praxis International: <http://www.praxisinternational.org>
- Sacred Circle: <http://www.sacred-circle.com>
- Stop Violence Against Women: <http://www.stopvaw.org>
- The Black Church & Domestic Violence Institute: <http://www.bcdvi.org>
- Women of Color Network: <http://www.womenofcolornetwork.org>
- Women's Law: <http://www.womenslaw.org>





Domestic Violence Advocate Certification Application

Last Name	First Name	Middle Name
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Program _____

Position/Job Title	Work Phone
--------------------	------------

Work Street Address	Fax Number
---------------------	------------

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

E-mail Address _____

It is the applicant's responsibility to notify WVCADV of any change of contact information and/or employment status.

I. Education and Employment History

Educational Background

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Some College |
| <input type="checkbox"/> Undergraduate Degree | <input type="checkbox"/> Graduate Degree |
| <input type="checkbox"/> Other _____ | |

Employment with Licensed Domestic Violence Program(s)

Program Name _____

Number of Years Employed _____

Program Name _____

Number of Years Employed _____

II. Training Hours Summary

Curriculum Area	Min. required hrs.	Number of Completed Training Hours*			
		WVCADV Training	Other Approved Training	In-service Training	Total in this area
1. History and Philosophy of the Battered Women's Movement	6				
2. Domestic Violence and Other Forms of Violence and Oppression	6				
3. Woman-Centered Intervention Strategies	6				
4. Ethical Considerations	6				
5. Health, Mental Health and Substance Abuse	6				
6. Child Victimization	6				
7. Civil Legal Remedies	6				
8. Criminal Legal Remedies	6				
9. Stalking and Domestic Violence	6				
10. Batterers Intervention and Prevention Strategies	2				
11. Cultural Competency and Awareness	6				
12. Communication Skills	6				
13. Community Organizing and Social Change	6				
14. Collaboration and Systems Advocacy	6				
TOTAL HOURS	80				

***Attach individual training records and required documentation for each curriculum area.**

III. Personal Statement

Submit responses to the following:

1. Describe your reasons for pursuing Advocate Certification.
2. Describe those areas of your work that are most challenging for you.

And, submit responses to three (3) of the following:

1. Describe your personal philosophy on the causes of domestic violence.
2. Describe 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 thinking and/or techniques in working to end violence.
5. Describe your efforts 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 your understanding of the impact of racism and oppression on domestic violence victims and perpetrator.
8. Describe your understanding of additional factors contributing to domestic violence in same sex partnerships, or in partnerships in which the victim has a disability or is in later life.



IV. Code of Ethics for Domestic Violence Advocates

1. Domestic Violence Advocates promote the safety and well-being of individuals who are victims of abusive relationships.
2. Advocates respect and affirm the right of victims to self-determination and assist in efforts to identify and clarify goals. With the victim's participation, these efforts include the development of a plan of action and coordination of services that serve the best interest of the individual.
3. Advocates engage in self-examination of their own values, prejudices and biases in order to enhance honest, effective and culturally competent advocacy.
4. Advocates provide professional and ethical services, encourage empowerment and act with integrity.
5. Advocates adhere to all professional rules of confidentiality as set forth in the Program's policy statement.
6. Advocates identify, develop and examine broad-based issues and policies that pertain to domestic violence and utilize the analysis as a base for public education and awareness efforts.

I, _____, hereby agree to adhere to the Code of Ethics for Domestic Violence Advocates at all times throughout my service as a Certified Domestic Violence Advocate.

Signature

Date



V. Recommendation Summary

To be completed by Program Director or Board Chair

Name of Applicant

Your Name and Title

Dates of Applicant's Employment with Program, Total Years of Service

I have reviewed the enclosed application and affirm that this applicant has completed the requirements for WVCADV Advocate Certification. The information included in this application is accurate to the best of my knowledge.

I have attached a letter of recommendation to document the applicant's competency in the field of domestic violence and eligibility for WVCADV Domestic Violence Advocate Certification.

Signature of Director

Date



Domestic Violence Advocate Initial Certification

Application Checklist

- Complete **contact information**, notify WVCADV of any changes in contact information and/or employment status.
- Record **education and employment history**: minimum of high school diploma or GED and three years employment with licensed domestic violence program required.
- Record total completed training hours in the **Training Hours Summary**.
 - Meet minimum required hours in each curriculum area.
 - Apply hours as either WVCADV Training, Other Approved Training, or In-service Training.
 - Limit In-service Training to a maximum of twenty (20) hours.
- Attach in sequential order **individual training records and required documentation**
 - For WVCADV trainings: certificates of completion
 - For non-WVCADV trainings: certificates of completion and approved Application for Approval of non-WVCADV Training form
- Submit **Personal Statement** in typed format.
- Review and sign **Code of Ethics** for Domestic Violence Advocates.
- Have your Program Director complete the **Recommendation Summary** and submit a letter of recommendation.
- Include the \$75.00 one-time, non-refundable initial **application fee**. Make check or money order payable to WVCADV.
- Keep a **copy** of the complete application for your records.
- Mail completed application to:

WVCADV
5004 Elk River Road, South
Elkview, WV 25071

Contact WVCADV (965-3552) with any questions regarding the application process.

Applications are reviewed bi-annually in April and October.





West Virginia Coalition
**AGAINST
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 VIOLENCE**
for a safer state of family

DOMESTIC VIOLENCE ADVOCATE

CERTIFICATION

Renewal Application

Last Name

First Name

Middle Initial

Business Address

Business Phone

City, State, Zip

Fax Number

Program

Email Address

Position / Job Title

Current Certification Expiration Date: _____

Attached is documentation showing completion of the ongoing training requirements (at least 30 approved training hours every two years) for Domestic Violence Advocate Certification renewal.

Signed _____ Date _____

II. Documentation of Completed Training*

Identify domestic violence education/training experiences within the last two years; include actual instructional hours.

Attach copies of certificates of completion. Attach additional pages if necessary.

Date	Training / Course	Location	Presenter(s)	Topics Covered	Hours
TOTAL					

***Any non-WVCADV sponsored trainings must be approved through the Application for Approval of Non-WVCADV Training process. Attach approved form(s) to this application.**

VI. Recommendation Summary

To be completed by Program Director or Board Chair

Name of Advocate

Name of Program Director

Program Name

Advocate's Years of Service

_____ has completed the required components needed for WVCADV Advocate Certification renewal. I am confident of this advocate's competency in delivery of services, application of ethical responsibility, and achievement of practical knowledge in the field of domestic violence and recommend this advocate's certification be renewed.

Signature of Director

Date



Application for Approval of Non-WVCADV Training Instructions

The following application is to be submitted by individual advocates seeking approval for Domestic Violence Advocate Certification credit for trainings not sponsored by the West Virginia Coalition Against Domestic Violence (WVCADV).

Applications for WVCADV Domestic Advocate Certification may be submitted before or after a training is held.

The advocate is to provide information about the training in items #1-7 on the application. Also required are the following attachments:

- a) Promotional materials provided for the training, such as a brochure or flyer announcing the training;
- b) An agenda that outlines the time frames and subject matter of the training; and
- c) Identification of which curriculum topics that the training will address.

Applications are to be submitted to:

WVCADV
5004 Elk River Road, South
Elkview, WV 25071
(304) 965-3552 (voice)
(304) 965-3572 (fax)

Notification of approval status will be sent to the applicant upon review by a member of the WVCADV Training Committee. Documentation of approval status of trainings not sponsored by WVCADV is required to be included in applications for initial and renewal certification in order to receive credit.



West Virginia Coalition
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VIOLENCE**
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Application for Approval of Non-WVCADV Training

1. Name of sponsoring organization(s) and contact information:

2. Training Title: _____

3. Date of Training: _____

4. Location of Training: _____

5. Trainer(s): _____

6. Describe training focus areas: _____

7. Number of credit hours requested: _____

Please attach the following:

- a) Promotional materials provided for the training
- b) Training agenda
- c) Identification of which curriculum topics that the training will address

Your name and contact information: _____

Your fax #: _____

Internal use only (do not fill out): _____ Approved for _____ hours of DVAC credit in _____
curriculum area(s).

_____ Not approved (see comments)

Comments:

Initial / Date: _____