



**One Mission, One Voice**

**Instruction Manual  
Online  
Domestic Violence Foundation Training**

**EMPOWERING WOMEN. EXPANDING AWARENESS. ERADICATING VIOLENCE.**

801 South Eleventh Street ~ Springfield, IL 62703

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You can now access ICADV's Domestic Violence Foundation training via the web through our online education website. Carefully, review the information below. This information will assist you as you register and go through the log in process.

**Fee:**

\$50.00 (general public)

\$35.00 (ICADV voting board member programs)

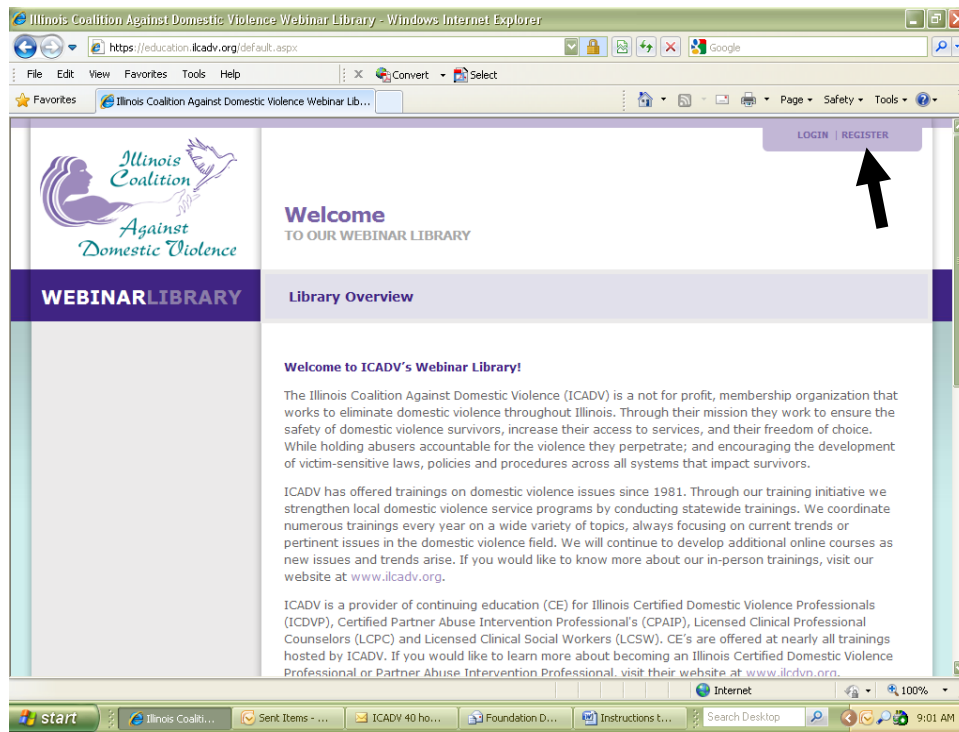
\$35.00 (Domestic Violence Programs funded through IDHS Bureau of Domestic Violence & Sexual Assault Prevention)

**CONSIDERATIONS:**

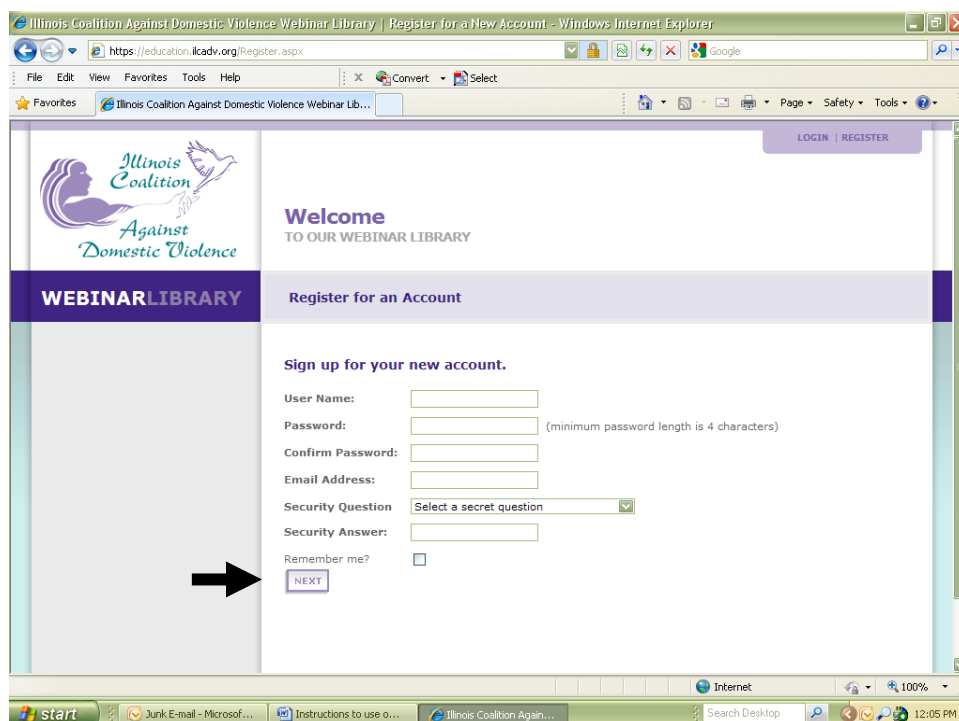
- This web training is a series of five different modules/courses that can only be taken in sequence—A through E.
- All five modules/courses can be used towards the standard 40 hour domestic violence training which is recognized by the:
  - Illinois Domestic Violence Act
  - Illinois Coalition Against Domestic Violence
  - Illinois Certified Domestic Violence Professional Board
- All five 4 hour modules/courses equal only 20 hours of the 40 hour domestic violence training.
- Anyone requiring the full 40 hour attendance certificate, will need to do an additional 20 hours in person through an approved 40 hour training site. Said site will provide the needed 40 hour certificate of completion.
- There will be a test after each module consisting of 35-50 questions and the minimum passing score is **85%** before you can move on to the next module or receive a certificate of completion for that module. **You will not be informed which questions you missed.**
- If you do not pass the test, you have 2 choices:
  - You can review all or parts of the presentation again before re-taking the test.
  - You can re-take the test without reviewing the presentation.
- Your password for this site will never be known by anyone else but you, so please make a record of it.
- After you complete viewing ALL the slides for each module, click on the “back arrow” link of your internet browser to access the test link on the course details page.

## INSTRUCTIONS:

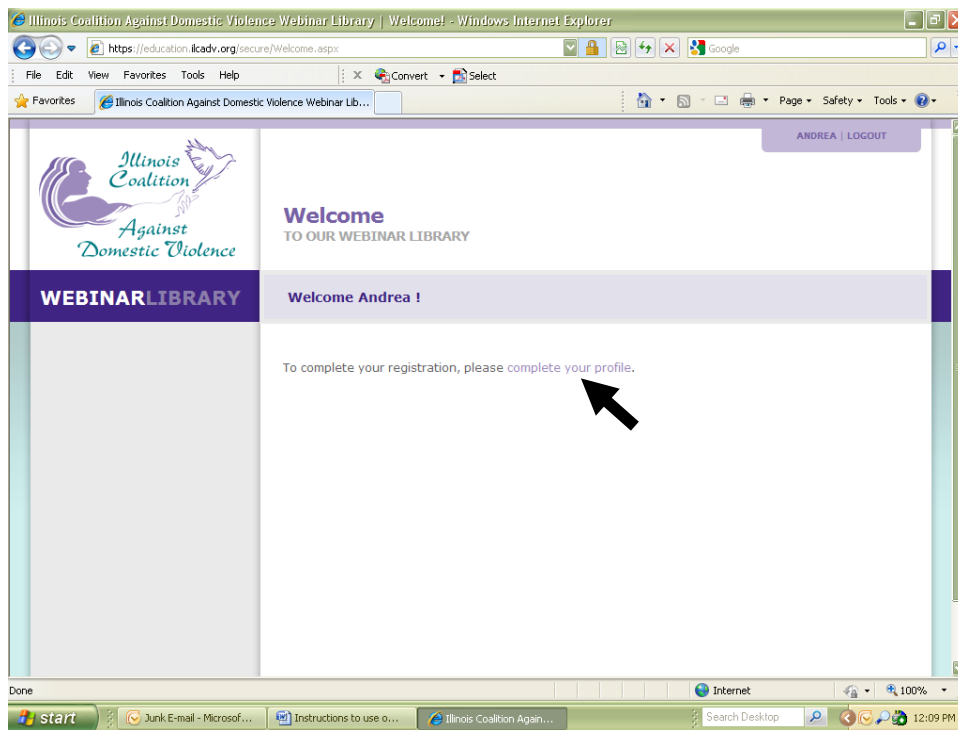
1. Click on this link: <https://education.ilcadv.org/default.aspx>
2. Click on the “register” link in the upper right hand corner.



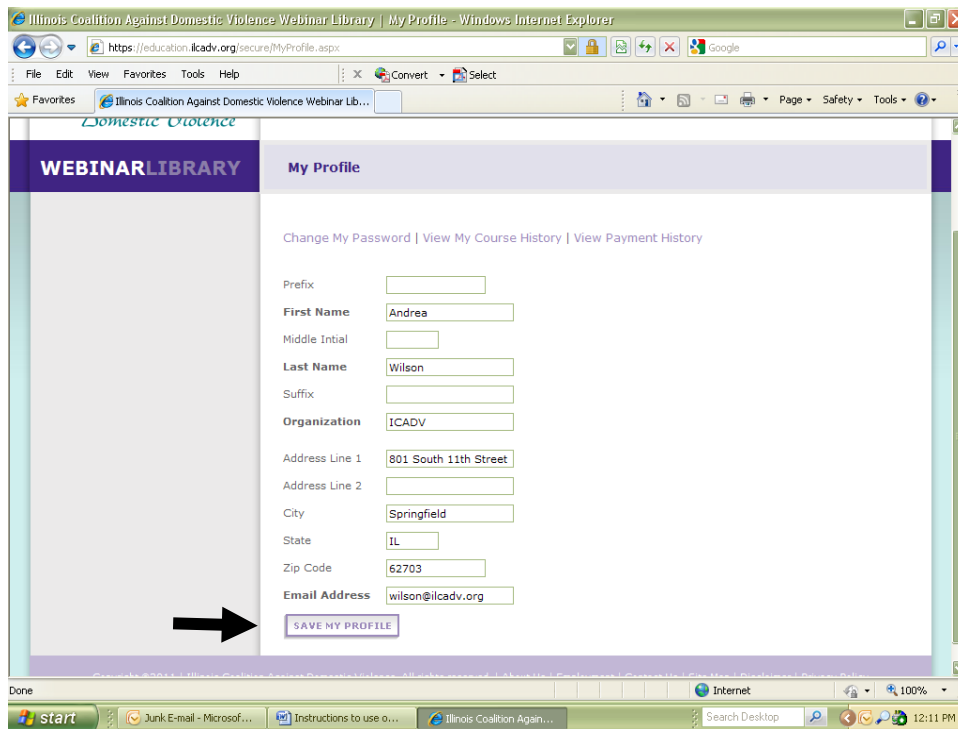
3. Registering-Step 1: Register your account and click on the “next” button. (Your password for this site will never be known by anyone else but you, so make a record of it.)



4. Registering-Step 2: Click on “complete your profile”



5. Registering-Step 3: fill out your profile information, all fields in bold are required.



6. Once your profile has been updated, click on “save my profile” and log off .

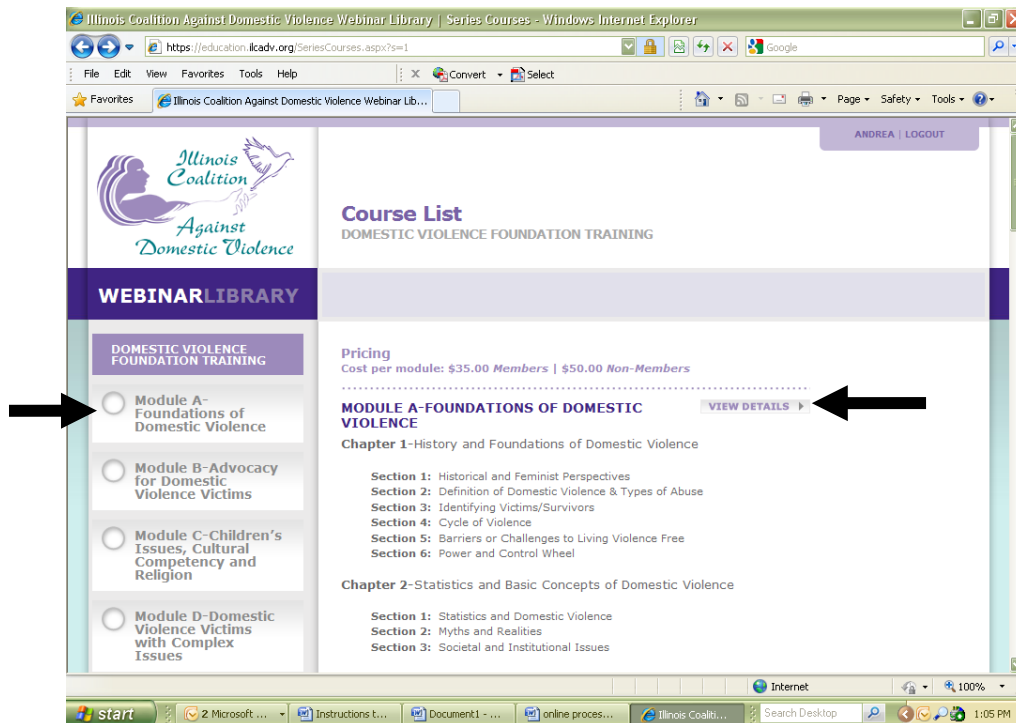
7. Your electronic confirmation from this office should arrive within 1-2 business days and will contain the link needed to complete your registration/payment for the first module. *(Approvals are made during regular ICADV business hours—8:30am-4:30pm, Monday through Friday.)*
8. You will only need to go through the confirmation process once.

**All NON-ICADV Voting Board Member Programs can skip number 9 and move onto number 10 to continue.**

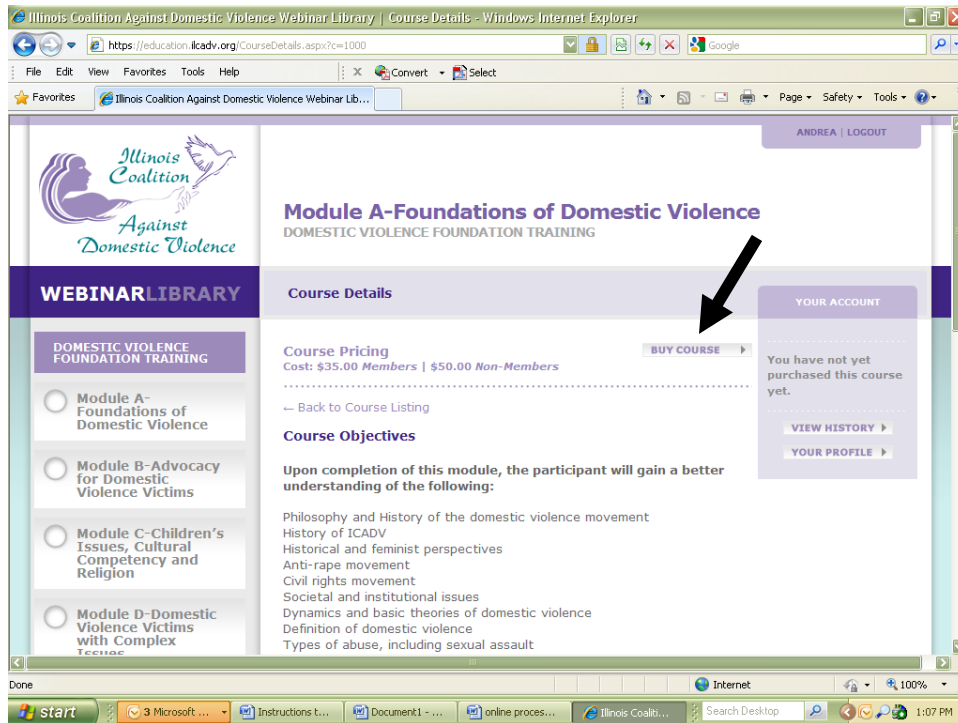
9. Your confirmation email will have a link to the online education site. Log in, scroll down on the home page and click on “view courses”.

**All ICADV Voting Board Member Programs can skip numbers 10, 11, 12, 13 and move onto number 14 to continue.**

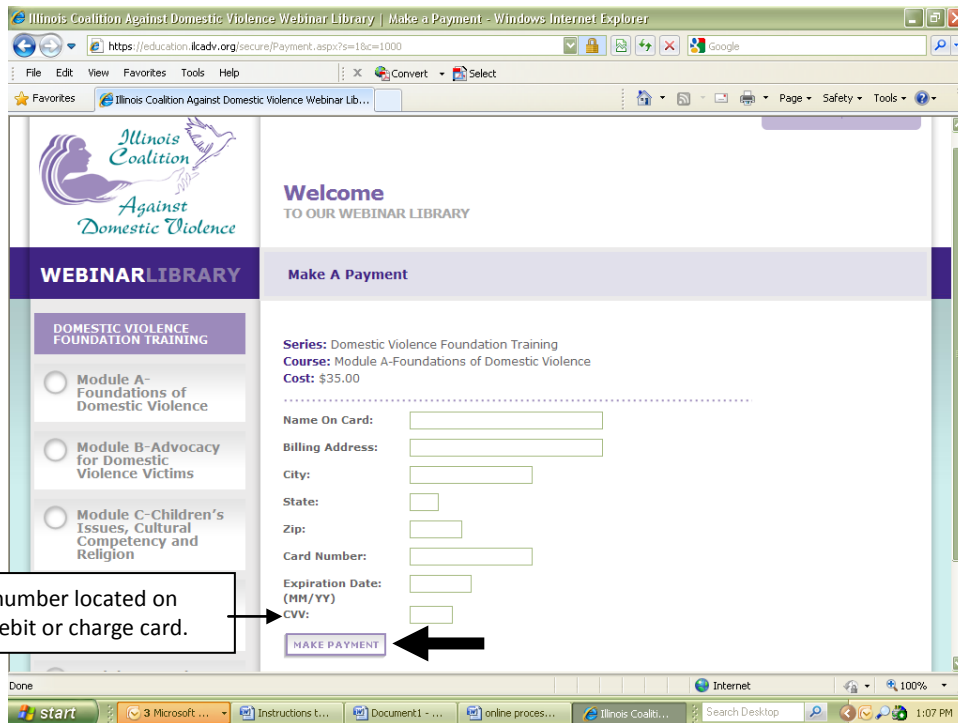
10. Your confirmation email will have a link to the online education site. Click on “module A” or “view details” so you can complete the payment process for module A.



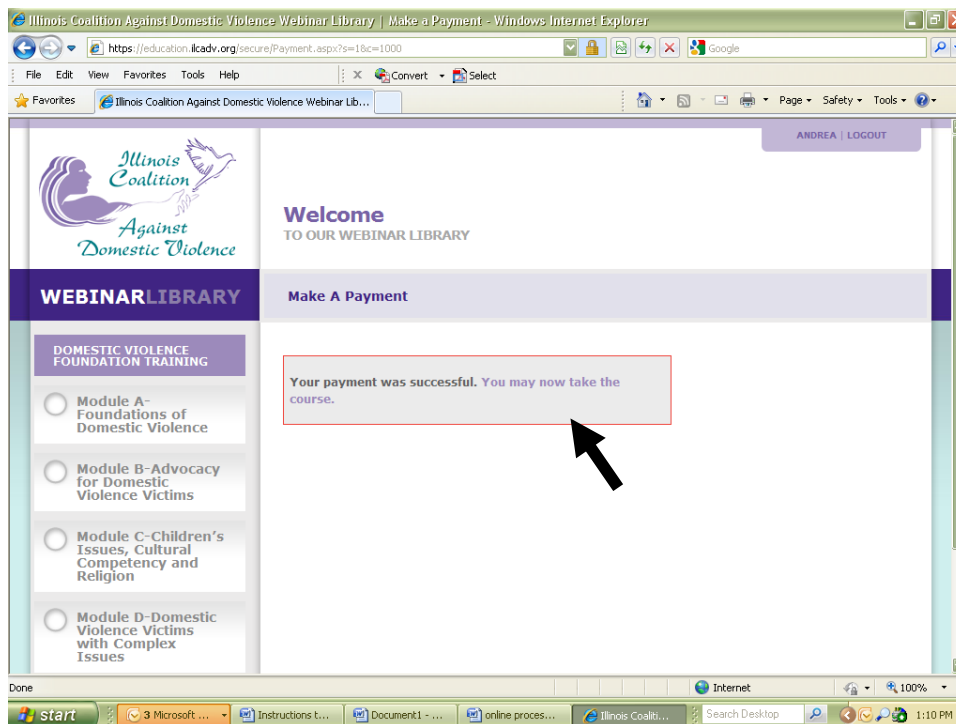
11. Click on “buy course”



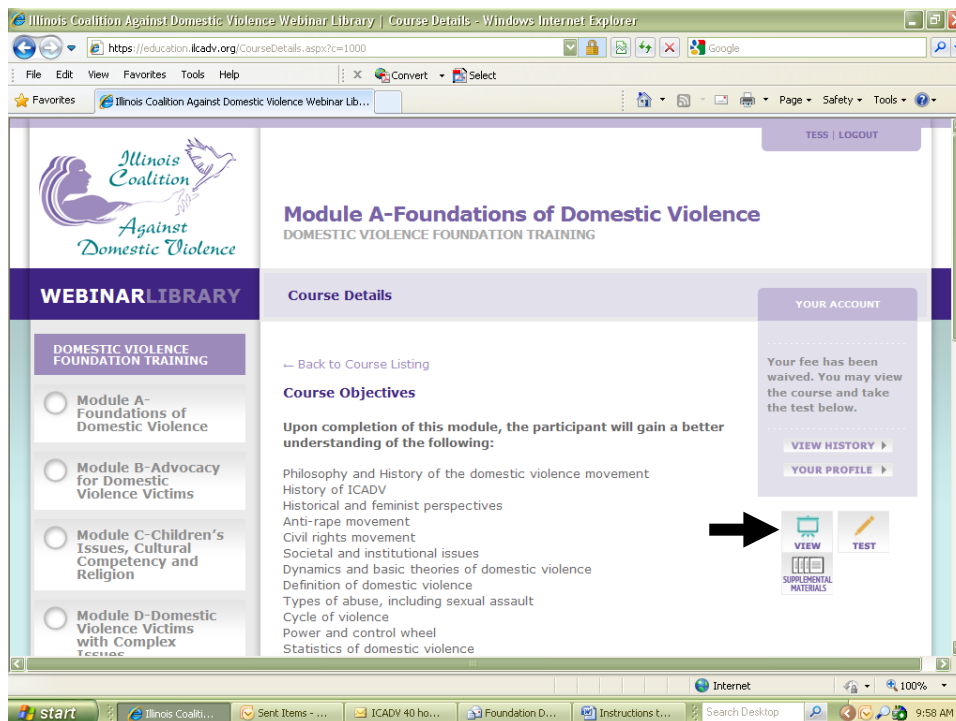
12. Fill out all the information and click on “make payment” (This is a very secure site)



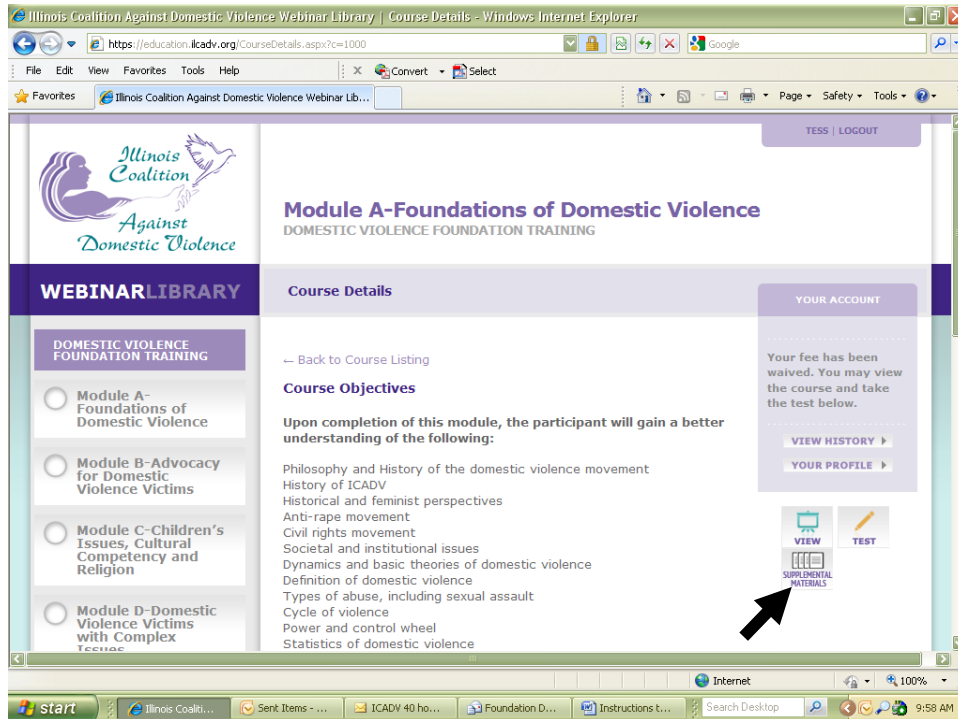
13. Click on “You may now take the course”



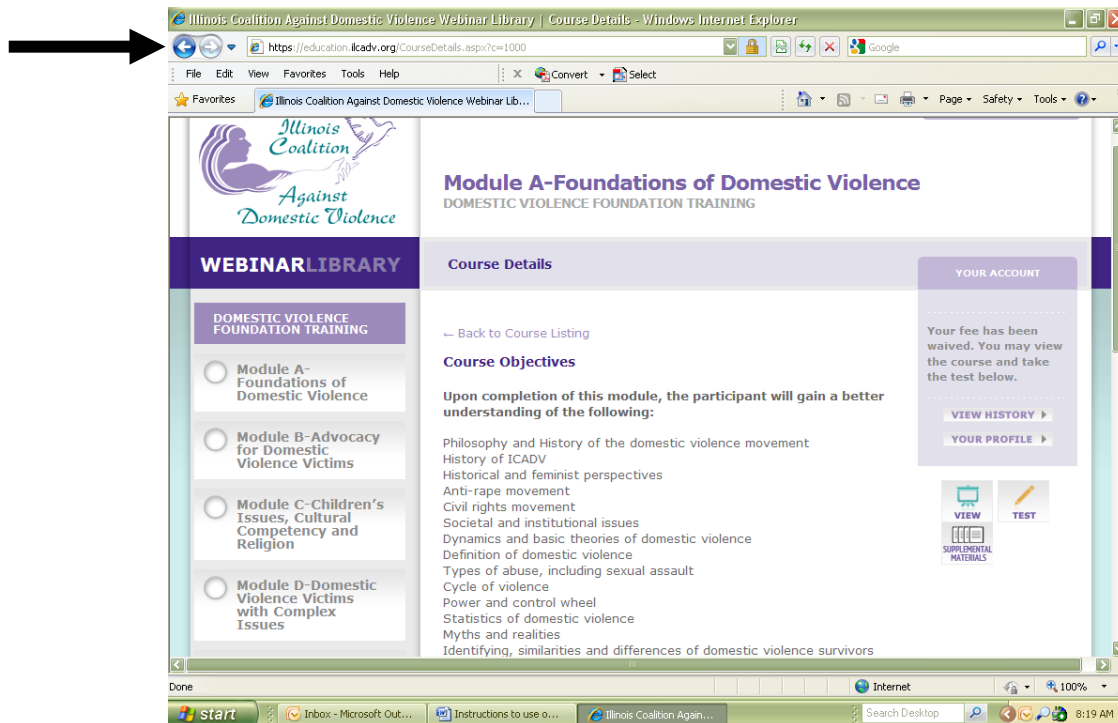
14. You can now begin viewing the presentation slides by clicking on the “view” link located on the course details page. (The modules/courses are set-up to be done in a sequential order, A through E.)



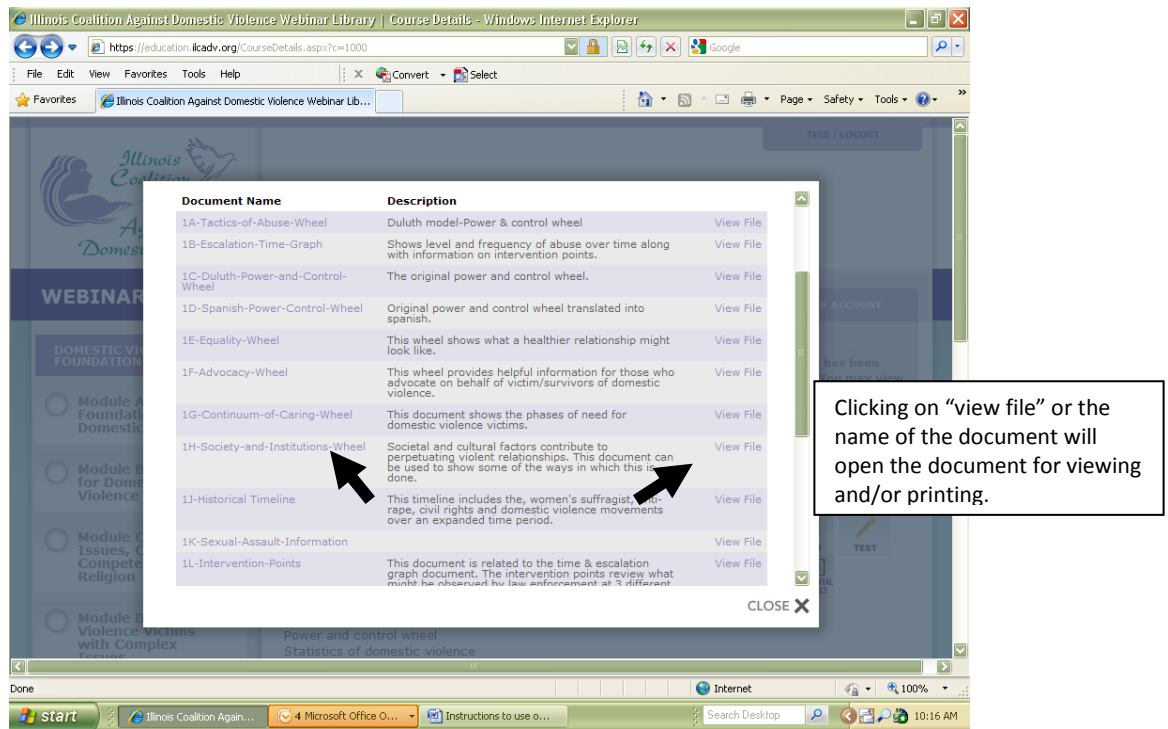
15. Before viewing the presentation, click on the supplemental materials link located on the course details page. You can view the supplemental materials online as you go through the presentation or print them off ahead of time.



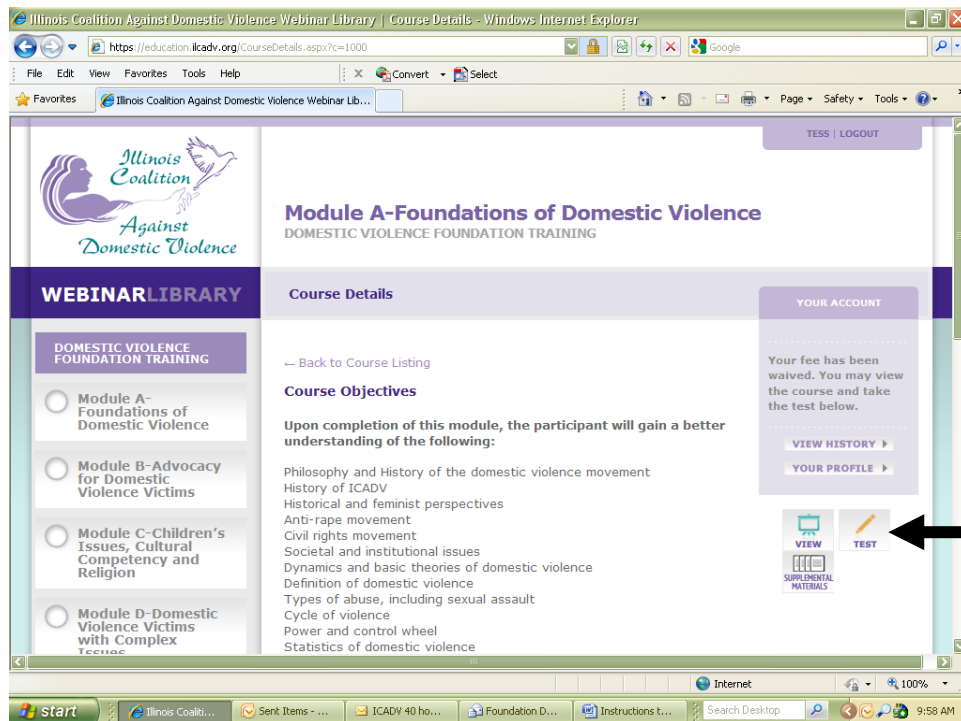
16. If you choose to view online, when a supplemental is referenced within the presentation:  
17. Pause the presentation.  
18. Click on the internet browser's back button.



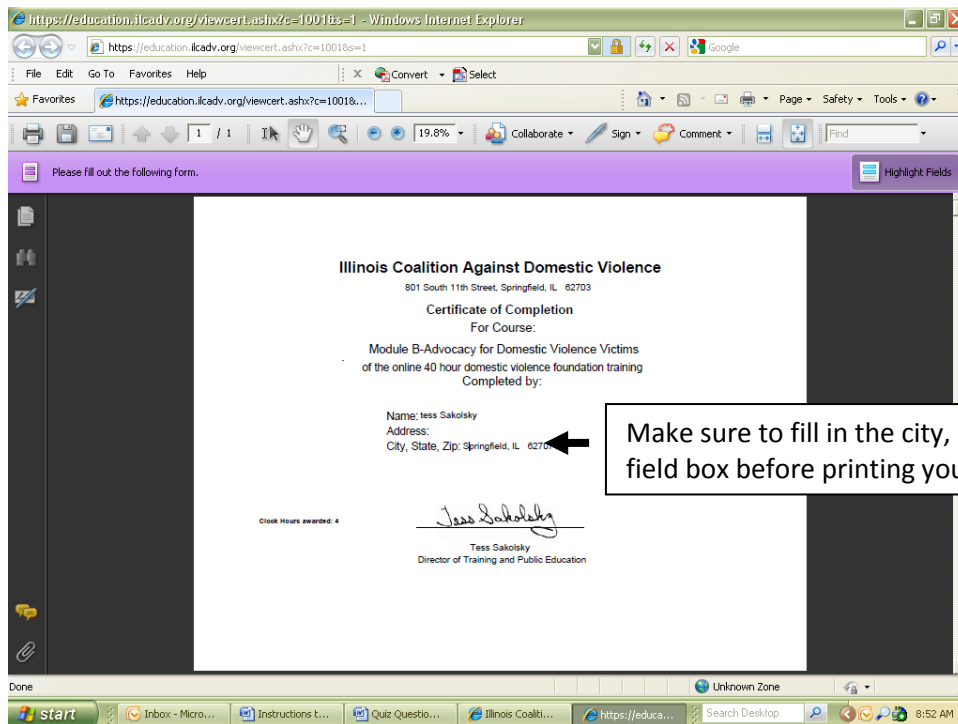
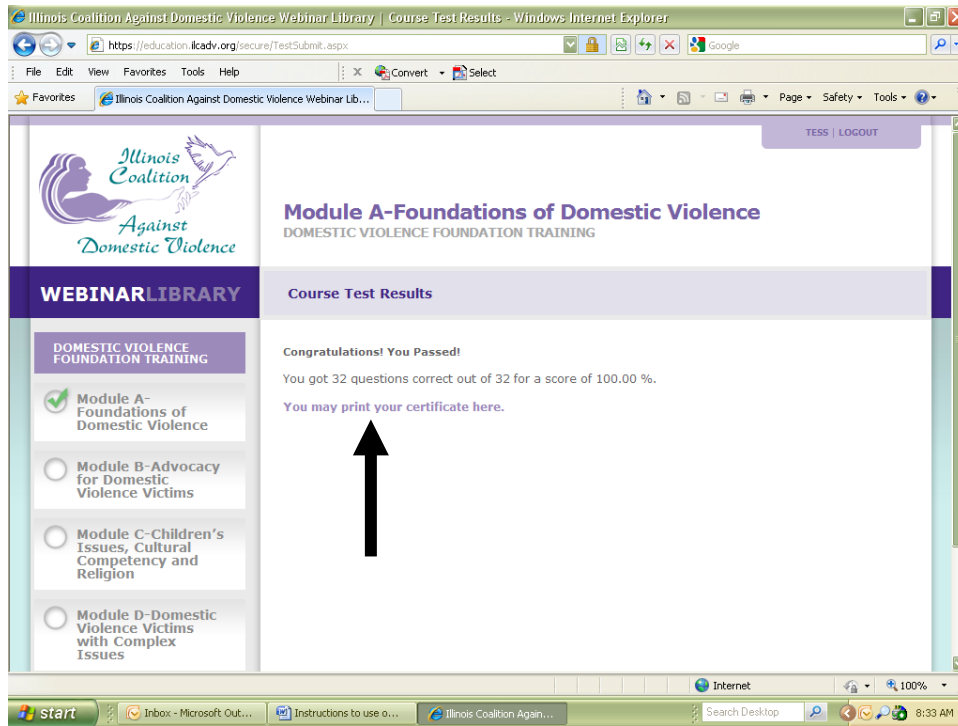
19. Open the supplemental materials link and select the referenced material and open on line to read.



20. Upon completion of viewing the first module you will be able to take the test associated with that module. Click on your internet browser's back button to access the test link.



21. Certificates of completion for each module are available for printing right after you pass the test. Click on the “You may print your certificate here”.



22. After passing the test, you can go ahead and register/pay for the next module.

## **GENERAL TIPS FOR TAKING EACH COURSE/MODULE:**

So you can capture all the information, you can move forward and backward through the slides within each module.

Do not overlook the supplemental documents for each module, test questions are based on what is on the slides AND in the supplemental materials.

It might be helpful to pause the presentation and review supplemental documents when they are referenced before continuing on to the next slide.

Audio transcripts can be viewed online or by printing out the supplemental document titled "AUDIO TRANSCRIPTS FOR MODULE...".