



Approved Program's Application for a New Direct Service Provider

Application for a new Direct Service Provider must be complete, including required attachments. Incomplete applications will be returned. Applications must be submitted no later than 30 calendar days prior to the scheduled CODVOIPS meeting. Please use the following checklist to ensure all information is provided:

APPLICATION CHECKLIST FOR NEW DIRECT SERVICE PROVIDER

- _____ Front Page-Checklist – Page 1d
- _____ Application Pages 6 & 7 (*attach copies of supporting documentation*)
- _____ Educational Institution to submit official transcript related to qualifying degree to the ICDVVA office
- _____ Copy of License(s) (if licensed)
- _____ Education Documentation (*The required supervised hours must be verified by the supervisor on official company letterhead.*)
- _____ Signed Statement – Page 12 of application (*not applicable if applicant has previously been approved by the CODVOIPS as a "Trainee" and is currently performing as a "Trainee" in your program.*)
- _____ Current (*within previous 6 months*) criminal history/background check (*not applicable if applicant has previously been approved by the CODVOIPS as a "Trainee" and is currently performing as a "Trainee" in your program.*) (*All applicant's program staff (except as previously noted) are required to complete the national criminal history fingerprint background check through the Idaho Department of Health & Welfare Criminal History Unit. Please visit [6https://chu.dhw.idaho.gov/](https://chu.dhw.idaho.gov/) for complete information on obtaining the criminal background check.*)

Upon verifying completeness of the application, please submit original to:

Idaho Council on Domestic Violence and Victim Assistance
Attn: Committee for Oversight of Domestic Violence Offender Intervention Programs
P.O. Box 83720
Boise, ID 83720-0036