



Idaho Council on Domestic Violence and Victim Assistance
Domestic Violence Offender Intervention Program

NEW & RENEWING PROGRAM APPLICATION INFORMATION & INSTRUCTIONS

Program Information

Thank you for your interest in providing state-approved domestic violence offender intervention services. Idaho Code, Section 18-918 gives the Idaho Council on Domestic Violence and Victim Assistance (ICDVVA) the responsibility to set standards for intervention services ordered for anyone who pleads guilty to, or is found guilty of, domestic violence. The Committee for Oversight of Domestic Violence Offender Intervention Programs and Standards (Committee) meets on a quarterly basis to review program applications, provide oversight for all approved programs, and to make recommendations on program standards for consideration by the Council.

Before completing an application, interested agencies should review the Minimum Standards for Domestic Violence Offender Intervention Programs available at:

www.icdv.idaho.gov

Instructions

Application Forms & Submittal

- Complete all forms included in the application packet. All forms must be completed using the fillable .pdf format. Handwritten forms will not be accepted.
- Applications must be submitted as **one** complete packet, including **all** required attachments. Incomplete applications will be returned.
- Applications must be submitted no later than 30 calendar days prior to the next scheduled quarterly Committee meeting, unless otherwise indicated by the Committee.
- Complete application packets must be submitted by email to:

info@icdv.idaho.gov

Background Checks

- All program staff included in the application - Program Supervisors, Direct Service Providers, Trainees - are required to complete the national criminal history fingerprint background check through the Idaho Department of Health and Welfare Criminal History Unit.
- Complete information on obtaining the criminal background check is available at: chu.dhw.idaho.gov.

Education Requirements & Documentation

Program Supervisor

- Master's or Doctorate degree in counseling, psychology, social work, or related field.
- **500** hours of supervised intervention experience, including:
 - Minimum of **250** hours of supervised experience direct related to counseling offenders and domestic violence victims and working with domestic violence victim advocacy services.
 - Minimum of **250** hours of supervised direct treatment with offenders in an Idaho or other state-approved offender intervention program.
 - Supervised direct treatment hours must include **50** hours of supervised experience in offender group facilitation.
- **60** hours of continuing education obtained within the previous **5** years for new applicants or **3** years for renewing applicants or applicants currently approved as a Direct Service Provider or Trainee.

Direct Service Provider

- Bachelor's degree in counseling, psychology, social work, or related field.
 - **150** hours of supervised intervention experience, including:
 - Minimum of **75** hours of supervised direct treatment contact with offenders
 - Minimum of **75** hours of supervised direct contact with domestic violence victims through an established advocacy program.
 - **60** hours of continuing education obtained within the previous **5** years for new applicants or **3** years for renewing applicants or applicants currently approved as a Trainee.
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- Continuing education may be obtained through classes, seminars, workshops, or self-study programs (such as audio or video recordings, correspondence, or online courses, etc.)
 - No more than **30** hours of continuing education may be obtained by attending online (non-interactive) webinars/courses.

- No more than 5 hours of continuing education may be obtained by attending “in house” educational sessions.
- No more than 5 hours of self-study programs may be used toward the continuing education requirement.
- Copies of all continuing education documentation must be included in the application packet.
- Copies of official transcripts from educational institutions must be included in the application packet for new applicants only.

Please refer to Section V of the Minimum Standards for additional details on qualifying degrees and continuing professional education requirements.

Licensure

- Copy of current licensure for all Program Supervisors and Direct Service Providers must be included in the application packet.

Program Curriculum

- New or renewal program applications must include an outline of the program’s domestic violence offender intervention program curriculum(s).

Proof of Insurance

- New or renewal program applications must include proof of adequate liability and professional insurance.

Terms and Conditions

- New or renewal program applications must include a signed Terms and Conditions page.

Signed Statement

- A signed statement must be completed by every program supervisor, direct service provider, and trainee.
- All signed statements must be included in the application packet.