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 and documents. Incomplete applications may 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

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 education and/or experience that is directly related to counseling, assessing, or providing intervention to DV offenders and/or victims, as well as working with, or receiving training from DV victim advocacy services; and
  - Minimum of **250** hours of supervised direct intervention with DV 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 or other experience deemed sufficient by the OIP committee upon request of the applicant.
  - Supervision should be provided at least one hour for every 20 hours of direct service provided. Supervision may be provided in a group or one-on-one setting and may include: education, client consultation, file and document review, observation, as well as feedback and mentoring. Supervision must periodically be conducted on-site for program compliance and direct observation.
- **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.

Direct Service Provider

- Bachelor's degree from an accredited university/college in a behavioral science-related field or equivalent work-related experience.
- **150** hours of supervised intervention experience, including:
  - Minimum of **75** hours of supervised direct intervention contact with DV offenders; and
  - Minimum of **75** hours of supervised education and/or experience that is directly related to counseling, assessing, or providing intervention to DV offenders and/or victims, as well as working with, or receiving training from, DV advocacy programs.
- **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.

- Continuing education may be obtained through classes, seminars, workshops, or webinars.
- 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.
- Copies of all continuing education documentation must be included in the application packet.
- Copies of degrees 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.

Request for Equivalency Assessment

Applicants for Program Supervisor who do not hold a Master's or Doctorate Degree and applications for Direct Service Provider who do not hold a bachelor's degree and are seeking approval based on work-related experience may complete a Request for Equivalency Assessment and submit as an addendum to their Program Supervisor or Direct Service Provider application.

An Equivalency Assessment is a formal means of requesting an OIP Committee evaluation of prior education and work/life experience which may be sufficient, in lieu of a degree, to serve as an approved domestic violence offender intervention Program Supervisor or Direct Service Provider.

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 Background Check Unit and include a copy of the Notice of Clearance.
- Complete information on obtaining the criminal background check is available at: **https://healthandwelfare.idaho.gov/bcu**.

Licensure

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

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.

Section II: Program Information

- Requested program documents and a completed program questionnaire included in Section II must be submitted as part of the new or renewal program application packet.