Idaho Council on Domestic Violence and Victim Assistance

Domestic Violence Offender Intervention Program

NEW PROGRAM SUPERVISOR APPLICATION

INFORMATION & INSTRUCTIONS

Thank you for your interest in serving as a Program Supervisor for a state-approved domestic violence offender intervention program. 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 (DV). 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 applicants 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 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

New Program Supervisor Education Requirements & Documentation

- Master's or Doctorate degree in counseling, psychology, social work, or related field.
  - Copy of qualifying degree from an accredited college/university must be included in the application packet.

- **500** hours of supervised intervention experience, including:
  - Minimum of **250** hours of supervised education and/or experience direct 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.
  - Minimum of **250** hours of supervised direct intervention with DV offenders in an Idaho, or other state approved DV offender intervention program.
    - Supervised direct intervention 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 or 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.

Please refer to Section V of the Minimum Standards for complete 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 applicants for Program Supervisor are required to complete the national criminal history fingerprint background check through the Idaho Department of Health and Welfare Background Check Unit.
- Complete information on obtaining the criminal background check is available at: **https://healthandwelfare.idaho.gov/bcu**.

Licensure

- Copy of current licensure must be included in the application packet.

Signed Statement

- A signed statement must be completed and included in the application packet.