



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. 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 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 applicants for Program Supervisor 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.

New Program Supervisor Education Requirements & Documentation

- Master's or Doctorate degree in counseling, psychology, social work, or related field.
 - Copies of official transcripts from educational institutions must be included in the application packet.
- **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.
 - 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.

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

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.