

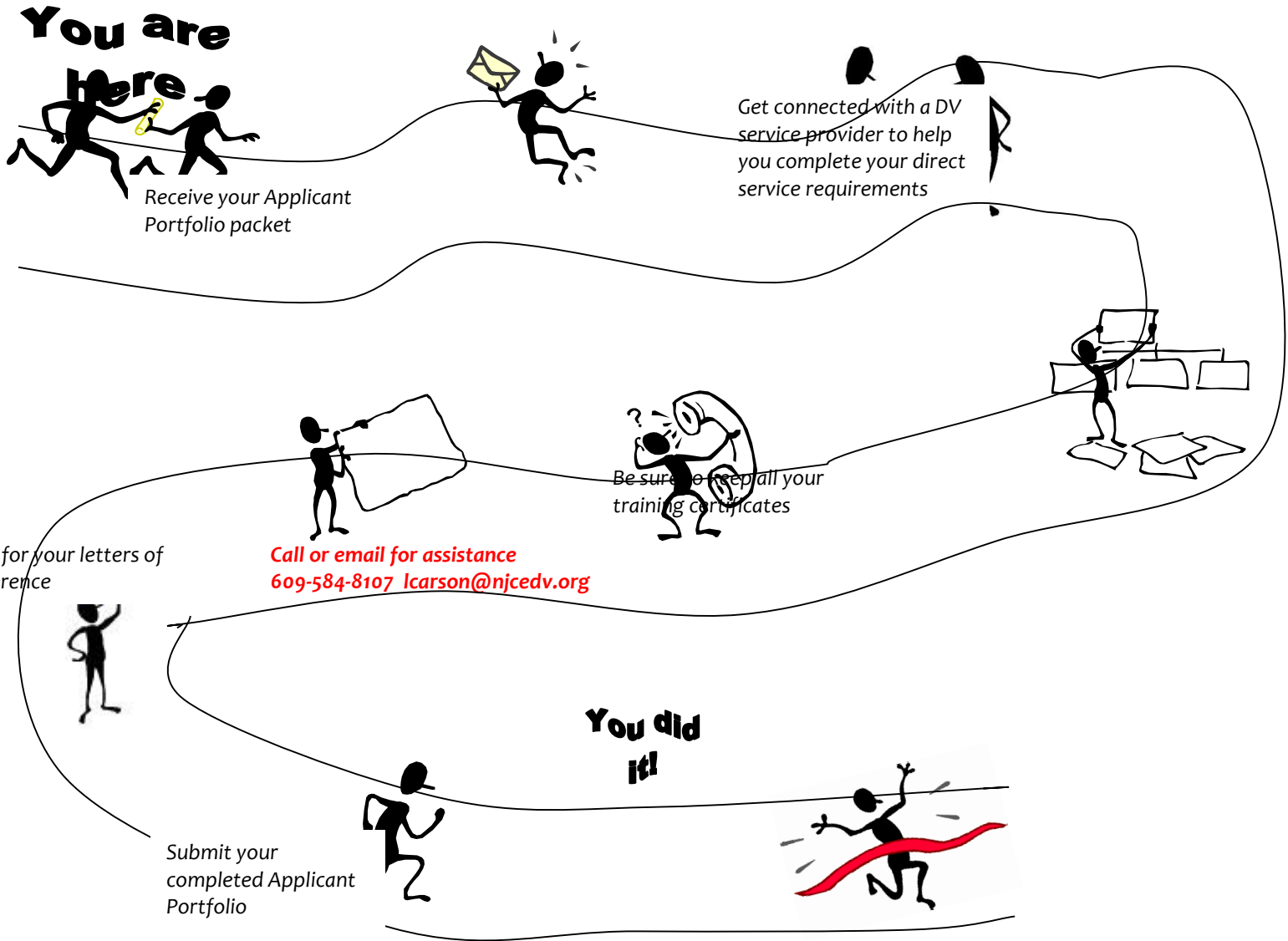
DOMESTIC VIOLENCE SPECIALIST
INITIAL ENROLLMENT APPLICATION

NJ Association of Domestic Violence Professionals

c/o NJCEDV
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541
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NEW JERSEY ASSOCIATION OF DOMESTIC VIOLENCE PROFESSIONALS DOMESTIC VIOLENCE SPECIALIST CERTIFICATION

ROADMAP TO COMPLETING YOUR DVS



It typically takes an applicant two-three years to complete the portfolio, however you may finish in less time or it may take you more if you have fewer opportunities for formal trainings. Stay organized and connected, we want you to be successful.

**NEW JERSEY ASSOCIATION OF DOMESTIC VIOLENCE PROFESSIONALS
DOMESTIC VIOLENCE SPECIALIST CERTIFICATION**

ENROLLING IN THE DVS CERTIFICATION PROGRAM

- Review the Basic Guide to a DVS, page 3
- Complete the Applicant Information Form, page 4
- Send Applicant Information Form with your \$50.00 enrollment fee to:
NJ Association of Domestic Violence Professionals
c/o NJCEDV
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541

*You may find Frequently Asked
Questions on the website:
www.njcedv.org/dvscertification*

COMPLETING THE DVS CERTIFICATION PROGRAM

- Review the Basic Guide to Completing your Portfolio (*you will receive this via email or mail according to your preference after your enrollment application is complete*)
- Complete your Applicant Portfolio (*you will receive a packet to help you complete the portfolio via email or mail according to your preference.*)
- Send your completed Applicant Portfolio with your \$200 certification fee to:
NJ Association of Domestic Violence Professionals
c/o NJCEDV
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541
- The New Jersey Association of Domestic Violence Professionals (NJADVP) Board will review your completed portfolio and make a recommendation.
- If you are approved for certification, you will receive notification via mail along with your certificate.
- If you are not approved for certification, you may reapply.

COMPLETING YOUR BI-ANNUAL RECERTIFICATION

- Review the Basic Guide to Recertification (*you will receive this via email or mail according to your preference after your certification is finalized by the board*)
- Complete the Recertification Continuing Education Form
- Send your completed Recertification Continuing Education Form along with attendance verification with your \$50 renewal fee to:
NJ Association of Domestic Violence Professionals
c/o NJCEDV
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541

**NEW JERSEY ASSOCIATION OF DOMESTIC VIOLENCE PROFESSIONALS
DOMESTIC VIOLENCE SPECIALIST CERTIFICATION**

Basic Guide to a DVS

To complete your DVS you must first apply or enroll in the program.

After your enrollment, you will:

- Receive notifications about upcoming trainings provided by the NJCBW Training Institute and other approved DVS trainings.
- Receive a user-friendly packet of material that will help you in organizing your Applicant Portfolio.

To enroll, simply fill out the Applicant Information Form, page 4, and mail with your \$50.00 enrollment fee to:

NJ Association of Domestic Violence Professionals
c/o NJCEDV
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After enrollment, you must complete your Applicant Portfolio:

- 170 hours of training: most of the training must be specific to domestic violence and must cover all six domains of knowledge specified by the NJADVDP.
- Four separate site visits; DV Shelter, DV court, Al-Anon meeting, and AA or NA meeting.
- 1,000 hours of direct service experience in domestic violence, 200 of these hours must be specific to task areas.
- Reference letters, personal statements and ethics agreements.

Your completed portfolio, along with your \$200 certification fee will be sent to:

NJ Association of Domestic Violence Professionals
c/o NJCEDV
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541

You will receive a full packet with all the information you need to complete your Applicant Portfolio after your enrollment is complete.

Recertification is required every two years. You must verify 21 hours of continuing education in domestic violence and pay the \$50 recertification fee.

***Please note** fees for the DVS program are used to bring quality trainings at a minimum of cost to you and others in the field. **If you need financial assistance to help you cover the cost, please email lcarrson@njcedv.org or phone at 609-584-8107 for a fee reduction application.**

**NEW JERSEY ASSOCIATION OF DOMESTIC VIOLENCE PROFESSIONALS
DOMESTIC VIOLENCE SPECIALIST CERTIFICATION**

**APPLICATION FOR ENROLLMENT FOR THE DOMESTIC VIOLENCE
SPECIALIST CERTIFICATION**

Applicant Information

Name as it should appear on Certificate:

Last	First	Middle
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Home Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Current Position/Job Title: _____

Agency: _____

Agency Address: _____

Agency Phone: _____ Agency e-mail: _____

Agency FAX Number: _____

Do you prefer to be contacted via:

EMAIL

or

MAIL

Send Applicant Information Form with your \$50.00 enrollment fee to:

NJ Association of Domestic Violence Professionals
c/o NJCEDV
1670 Whitehorse Hamilton Square Rd,
Trenton, NJ 08690-3541

OFFICE USE ONLY:

Student ID:
