

DOMESTIC VIOLENCE SPECIALIST

RECERTIFICATION

NJ Association of Domestic Violence Professionals

c/o NJCBW

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NEW JERSEY ASSOCIATION OF DOMESTIC VIOLENCE PROFESSIONALS DOMESTIC VIOLENCE SPECIALIST RECERTIFICATION

Basic Guide to Recertification

Recertification as a DV Specialist is accomplished every two years. You will receive a letter or email during the first year of the renewal cycle that will include due dates and any new or updated information. You may submit your application at any time during the renewal time frame. You will receive a second letter or email during the final renewal year as a reminder.

Applications for the DVS renewal are due by June 30 of the second renewal year. Renewal cycles are always on the odd years, if your initial certification falls on an even year, you will be required to submit recertification during the first full two year cycle after your initial date. Recertification cycles are:

July 1, 2011-June 30, 2013
July 1, 2015-June 30, 2017
July 1, 2019-June 30, 2021

July 1, 2013-June 30, 2015
July 1, 2017-June 30, 2019
July 1, 2021-June 30, 2023

Example: You receive your initial certification in 2012. The next full two year renewal cycle begins July 1, 2013 and is due by June 30th, 2015.

Continuing Education Hours (CEs)

We believe ongoing education is critical in your recertification as a DV Specialist. As the field changes, a DVS must stay abreast of these changes and indeed may even be the catalyst of change. You must demonstrate that you have received a total of **21 Continuing Education (CE) hours**.

There are many ways to obtain your CE requirements:

- Formal education or trainings that you attend: CE credits are indicated by length of training (5.25 hours allowable as webinars or teleconferences). Please attach all certificates of attendance.
- Online coursework: 5.25 hours allowed. Please attach post test results as proof of attendance.
- Authorship of a new publication in a professional journal: 9 CE hours per article. Please attach a copy of the publication.
- Development of curricula, manuals, or presentation materials that requires new research: 1.5 CE hours granted per 1 hour of presentation time. Please attach a copy of the publication.
- Developing and teaching an ongoing academic course: 1.5 CE hours granted per each class hour. Please attach a course outline.
- For longer publications (books or manuals), please attach a copy of the Title/Author page and Table of Contents.
- Primary authorship of a grant for your domestic violence organization may be submitted for 5 CE hours. Please attach the summation page. This section excludes letter proposals.

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Special considerations:

As often as possible we encourage continuing education hours be specific to the field. We do recognize that your work may be varied and therefore ongoing education may also be varied. In recognition of this reality, you may split the CE hours between DV specific topics and non-dv specific topics. **Please note:** you may have more than 10.5 hours in DV specific topics but may not have any more than 10.5 in non-dv specific topics.

Although we maintain the best learning environment continues to be an interpersonal experience, we acknowledge that webinars and teleconferences are an important way to disseminate information. A total of 25% or 5.25 hours of webinars or teleconference trainings may be counted for credit. Attendance verification must be demonstrated; this can be done via the training facilitator such as a confirmation of completion email, or by letter of attendance signed by your supervisor.

Online coursework can be a great option for busy professionals. A total of 25% or 5.25 hours of online work may be counted for credit. All online coursework must include a post test component and your post-test must be submitted as proof of attendance.

The recertification fee is **\$50.00***. Checks and money orders should be made payable to: NJCBW.

Reinstatement Policy:

If your DVS has lapsed and you would like to be reinstated, you may do so in two different ways.

1. Fulfill all training requirements for the lapsed cycles and submit application for these cycles along with the \$50.00 certification fee for each application.
2. Pay a reinstatement fee of \$100.00 per lapsed cycle, with a maximum of \$400.00 fee.

Examples:

You were certified in 2008, your recertification was due by June 30, 2011, but you missed the cycle. You have 21 hours of trainings documented for 2009- June 30, 2011 and another 21 hours of training documented from July 1, 2011-June 30, 2013. You would submit both of the applications with the proof of training along with \$100.00 (\$50 per cycle) for consideration to be reinstated as a DVS in good standing.

You were certified in 2005 and missed the 2007-2009 and the 2009-2011 cycles. You do not have proof of trainings for those years but you have attended recent trainings to fulfill the current cycle. You would submit your current cycle application along with \$250.00 (\$100 per missed cycles and \$50 for current cycle) for consideration to be reinstated as a DVS in good standing.

You were certified in 1997 and did not recertify, missing six cycles. You must fulfill requirements for the current cycle by demonstrating 21 hours of training and submitting an application along with \$450.00 (max fee of \$400 and \$50.00 for current cycle) for consideration to be reinstated as a DVS in good standing.

*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.

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

July 1, 2015-June 30, 2017 DVS Recertification Application

Please review the "Basic Guide to Recertification" in this packet before completing this form.

Supporting documents are required for all Continuing Education (CE) Hours.

A recertification fee of \$50.00 must be included. Checks and money orders should be made payable to: NJCEDV.

NAME _____

DVS Number (next to the year on your certificate) _____

ADDRESS _____

PHONE/E-MAIL: _____

Please list your hours in the table below, please feel free to copy additional sheets if necessary.

CE Hours	Title	Date	Type of Credit (Formal training, webinar, online course, teleconference, authorship, training development, etc)	DV	Non-DV

A maximum of 10.5 of the 21 required CE Hours may be non- DV related.

A maximum of 5.25 hours may be counted for online coursework

A maximum of 5.25 hours may be counted for webinars, teleconference

FOR OFFICE USE ONLY: Reviewer's Signature _____	Date _____
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