

West Virginia Coalition Against Domestic Violence Advocate Certification Manual

For more information about

Domestic Violence Advocate Certification contact:

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Overview

Certification of domestic violence advocates helps to assure competent delivery of services throughout the state by increasing capacity to assess and respond to complex individual, family, & social circumstances. Certification also strengthens credibility of and need for advocacy services in other systems: criminal justice, social services, law enforcement, health care, education, etc. WVCADV Domestic Violence Advocate Certification is recognized and honored throughout the state of West Virginia.

Obtaining certification requires that Domestic Violence Advocates complete minimum training and experience requirements, demonstrate competency in duties to their Program Director, and adhere to the Code of Ethics for Domestic Violence Advocates. Advocates may begin the process of fulfilling the requirements for certification at any time, becoming eligible for certification upon two-years of employment with a West Virginia licensed domestic violence program.

Program Directors are responsible for monitoring the ongoing competency and quality of services of Certified Advocates on staff. West Virginia Standards for Licensure of Domestic Violence Programs require that one third of staff at licensed domestic violence programs must be Certified Domestic Violence Advocates. Individual programs are responsible to report adherence to the standards for licensure to the Family Protection Services Board.

WVCADV is a trade association with the expertise to develop, approve, and administer this program. The Training Workgroup of the WVCADV Membership reviews applications semi-annually in January and July.



Code of Ethics

- ✦ Promote the safety and well-being of individuals who are victims/survivors of abusive relationships.
- ✦ Respect and affirm the right of victims/survivors to self-determination and assist in efforts to identify and clarify goals. With the victim/survivor's participation, these efforts include the development of a plan of action and coordination of services that serve the best interest of individuals.
- ✦ Engage in self-examination of their own values, prejudices and biases in order to enhance honest, effective and culturally competent advocacy.
- ✦ Provide professional and ethical services, encourage empowerment and act with integrity.
- ✦ Adhere to all professional rules of confidentiality as set forth in the Program's Policy statement.
- ✦ Identify, develop and examine broad-based issues and policies that pertain to domestic violence and utilize the analysis as a base for public education and awareness efforts.
- ✦ Develop knowledge, personal awareness, and sensitivity pertinent to the client populations served and incorporated culturally relevant techniques into their practice.
- ✦ Do not practice outside the scope of their competence and credentials.

Basic Truths

- ✦ Domestic violence is functional and purposeful behavior that the batterer chooses in order to obtain and/or maintain power over the victim. That dominance is evidenced through a pattern of coercive control and inclusive of physical, sexual, verbal/emotional, psychological and economic abuse.
- ✦ Promote safety, well-being and justice for all victims/survivors while respecting the adult survivor's right to self-direction and control over their own lives.
- ✦ Acknowledges victims/survivors competency and offer support, resources, advocacy, information and education.
- ✦ Affirm that batterers, not victims/survivors are accountable for their behavior.
- ✦ Commit to fostering changes necessary to eliminate personal, institutional, and cultural oppression and violence.
- ✦ At core, ending violence requires connection and collaboration with organizations and individuals, to create a clear vision and collective voice for social and systemic change.
- ✦ Commit to advancing the communities' responsibility for stopping the violence.
- ✦ Put safety of victims/survivors as the primary goal of advocacy.
- ✦ Use the voices of survivors of intimate partner violence to guide service provisions.
- ✦ Work with diverse individuals by accepting and supporting the diversity that permeates all aspects of the work to end violence against women.

Initial Requirements

1. Completed a minimum of 2 years of employment with a **West Virginia** licensed domestic violence program.
2. Completed high school or earned a GED;
3. Documented compliance with minimum training requirements for certification;
4. Received recommendation from a director of a licensed WVCADV member program director or Board chair of such a program; and
5. Completed application and fee process.

Training Requirements for Certification

A minimum total of one hundred (100) hours of completed approved training is required to be recorded with appropriate documentation of approval and completion. At least eighty (80) hours of completed training must be approved by WVCADV for certification credit, the additional (20) hours can be in-service, there is a required minimum of fifty (50) hours of WVCADV sponsored training for initial applications for certification. Within each curriculum area half of the required credits must be met by attending WVCADV trainings. Up to twenty (20) hours of completed training may be provided by the local licensed domestic violence program in the form of staff orientation, in-service training, webinar or self-study. **No prior approval and/or certificates are required for in-service training. You must document in-service training by listing hours in the appropriate curriculum area.** All training submitted for certification must include documentation of approval and completion. Completed training is required in each of the following core curriculum areas according to minimum hours listed below. Hours include actual instruction time only. Refer to curriculum learning objectives to determine applicable training content for each topic area.

Advocacy Categories

Direct Service Advocate: add paragraph description

Administrative Advocate: add paragraph description

Pre/Post Direct Service Advocate

Pre/certification:

- 100 hours required
- 80 WVCADV approved
- 50 WVCADV provided
- 30 other providers/sources
- 20 on your own

Post- certification

- 30 hours required
- 15 WVCADV provided
- 10 other approved
- 5 on your own

Pre/Post Administrative Advocate

Admin pre-cert

- 100 hours
- 50 Direct service core curriculum areas
- 50 Admin core curriculum areas
 - 50 admin WVCADV provided
- 50 direct service core curriculum – WVCADV provided (12.5 hours in each category)
 - 25 WVCADV provided
 - 25 WVCADV approved
- Post Administrative Advocate
 - 30 hours required
 - 15 WVCADV provided
 - 10 WVCADV approved
 - 5 other

Core Curriculum Area	Minimum Hours Required
1. History and Philosophy of the Battered Women's Movement	3
2. Making the Connection Among Oppression	3
3. Survivor -Centered Intervention Strategies	6
4. Ethical Considerations	6
5. Health	4
6. Reproductive Coercion	2
7. Behavioral Health	3
8. Trauma-Informed Advocacy	3
9. Child Victimization	6
10. Dating Violence	1.0
11. Sexual Violence	2.0
12. Human Trafficking	3
13. Civil Legal Remedies	6
14. Criminal Legal Remedies	6
15. Stalking and Domestic Violence	3
16. Prevention Strategies	2
17. Cultural Accountability and Awareness	6
18. Communication Skills	3
19. Community Organizing and Social Change	6
20. Collaboration and Systems Advocacy	6

Approved Training for Certification Credit

Approved Training is defined as:

- ✦ Training that is sponsored or co-sponsored by WVCADV;
- ✦ Trainings with content that directly relates to curriculum area;
- ✦ Trainings that have been approved by the Application for Approval of Non-WVCADV Training;
- ✦ Video conferencing workshops.
- ✦ Training provided by licensed domestic violence programs, including staff orientation, in-service, webinar or self-study (limited to 20 hours of total number), for initial applications only;

Applications for Approval of Non-WVCADV Training

All applications for approval of non-WVCADV training need to be submitted to WVCADV within **thirty (30) days** from the date of said training. Late applications will not be accepted.

Allowable In-Service/Self-Study for Initial Certification Credit

- a) Up to twenty (20) hours of completed training may be provided by the local licensed domestic violence program in the form of staff orientation, in-service training or self-study.
- b) Individual self-directed learning such as:
 - i. OVC TTAC-VAT Online which has four sections: Basics, Core Competencies and Skills, Crimes, and Specific Considerations for Providing Victim Services. Please visit: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
 - ii. Webinars or WVCADV E-Learning
 - iii. In-house staff orientation for new employees.
 - iv. Peer-to-Peer training.
 - v. Guest or community speakers to train staff as part of ongoing in-house staff development. (If outside agencies are invited to join program then event can be counted as training. Certificates will need to be issued).
- c) Note: Coursework from an institution of higher education does not generally apply toward certification credit, however, resources directly related to the outlined curriculum areas in the context of coursework studies can be applied toward self-study hours.

Certificates Required for Credit

If certificates are not issued by the sponsoring organization of the training, obtain signed approval and on accompanying documentation for approval of non-WVCADV training. These applications will be considered on a case-by-case basis.

WVCADV training certificates are emailed after each training in electronic form. Training certificates will not be reissued.

Recommendation Requirement

The Program Director is responsible for reviewing and signing off on applications prior to submission to assure that the application is complete and accurate. The recommendation of a Program Director assures that the applicant meets the requirement for certification.

Fee for Certification

The initial certification fee is \$75 to be paid to WVCADV. This is a one-time, non-refundable application fee. The regular fee for renewal is \$25. An additional late fee of \$50 is applied to renewal applications that are submitted after the expiration deadline for a period of up to six months. Date of certification expiration appears at the bottom of the Certificate.

Fee Summary	
Initial Certification.....	\$75
Renewal Certification.....	\$25
Renewal Certification plus Late Fee.....	\$75



Renewal Certification Requirements:

Certification renewal is required every two years. To maintain full certification status, a renewal application must be submitted to WVCADV prior to the expiration of current certification.

Renewal certification requirements include:

1. At least thirty (30) hours of completed training must be approved by WVCADV for renewal certification credit, there is a required minimum of fifteen (15) hours of WVCADV sponsored training for renewal applications for certification. 5 hours of training can be web-based if certificate is issued after completion (OVC-TTAC).
2. **In-service hours will not be allowed for renewal of certification, all training has to be approved training;**
3. Completed renewal application and fee;
4. The renewal application of a certified advocate who is no longer employed by a licensed domestic violence program will need to have the signature of the prior and/or current program director, and confirmation from the director that the advocate was not terminated for violating the WVCADV Certified Advocates Code of Ethics;

Notes:

- ✚ Renewal application or a written request for a time extension must be submitted to WVCADV prior to the expiration of certification.
- ✚ Only one time extension may be granted by the training workgroup over the lifetime of the certified advocate. This time extension is for a 6 month period.
- ✚ If a certified advocate wishes to renew their certification but is no longer employed by a West Virginia licensed domestic violence program, applications for renewal will be considered on an individual basis.



Organization of Initial Application

Applications submitted for initial certification are to be organized as follows:

1. Application
2. Recommendation Summary
3. Letter of Recommendation from Program Director; if for Director from Board President
4. Narrative Questions
5. Signed Code of Ethics
6. Training Hours Summary
7. Individual Training Records and required documentation. (Certificates used for each curriculum area must immediately follow the training record they pertain to in chronological order. Please indicate on each certificate, the number of hours applied to each curriculum area if not already indicated. If you use a certificate in more than one curriculum topic please provide a copy of the certificate following each training curriculum record where it is referenced.)

Grievance Process

Grievances are to be directed to the attention of the WVCADV Team Coordinators. Grievances will be reviewed and responded to by an ad hoc grievance committee comprised of the WVCADV Team Coordinators and one member of the WVCADV Board of Directors.



1. History and Philosophy of the Battered Women's Movement

Goal: To gain an overview of the historical context underlying the vision, philosophy, principles and evolution of social change efforts to end violence against women.

Objectives:

- 1. Review social, political, and economic movements that informed efforts to end violence against women: labor, suffrage, civil rights, technology, globalization, etc.**
- 2. Understand the principles and values of the movement that inform provision of services, political analysis, and social change at all levels: the centrality of survivors of domestic violence and core values of empowerment, voice, and visibility.**
- 3. Review the history of the West Virginia Coalition Against Domestic Violence: growth of services, impact of legislation, and expansion of funding, establishment of Coalition Statewide Office.**

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
2. WVCADV: www.wvcadv.org
3. National Resource Center on Domestic Violence: www.nrcdv.org
4. West Virginia Coalition Against Domestic Violence: www.wvcadv.org
5. National Network to End Domestic Violence: www.nnedv.org
6. National Coalition Against Domestic Violence: www.ncadv.org
7. Futures Without Violence: www.futureswithoutviolence.org
8. National Council of Juvenile and Family Court Judges: www.ncjfcj.org
9. National Online Resource Center on Violence Against Women: www.vawnet.org
10. Office on Violence Against Women: www.ovw.usdoj.gov/docs/history-vawa.pdf
11. Praxis: www.praxisinternational.org/praxis_lib_advocacy.aspx

1. History and Philosophy of the Battered Women’s Movement Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “History and Philosophy of the Battered Women’s Movement” <i>(Minimum required total = 3 hrs.)</i> <i>(Minimum required WVCADV = 1.5 hrs.)</i>						

*Other approved training requires “Approved Application for Domestic Violence Advocate Certification Credit” form attached to this record.

2. Making the Connection Among Oppression

Goal: To understand the impact of oppressions and their connection to all forms of violence.

Objectives:

1. **Review terminology use in understanding oppression, discrimination, and prejudice.**
2. **Identify common elements that connect different forms of oppression: institutional power, political and economic privilege, ability to act upon threats, horizontal violence, and internalized oppression.**
3. **Identify the connection between violence against women in the United States and global violence against women (e.g. domestic violence, sexual victimization, dowry deaths, genital mutilation, rape in times of war, genocide, trafficking, poverty, etc.) Review women's response to global violence and oppression.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Assessing Victim Needs/Elder Abuse/Hate Bias Crime 1 hour each)
2. Washington Peace Center: washingtonpeacecenter.net
3. Organizing for Power: organizingforpower.wordpress.com
4. Earth First Journal: www.earthfirstjournal.org/index.php
5. Southern Poverty Law Center: www.splcenter.org/
6. The People's Institute: www.pisab.org/



2. Making the Connection Among Oppression Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Making the Connection Among Oppression" (Minimum required total = 3 hrs.) (Minimum required WVCADV = 1.5 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

3. **Survivor**-Centered Intervention Strategies

Goal: To understand domestic violence advocacy and counseling services from an empowerment-based philosophy.

Objectives:

1. **Recognize the batterer-generated and life-generated factors that make leaving an abusive relationship difficult and/or dangerous.**
2. **Identify types, dynamics and impact of abuse.**
3. **Understand the philosophy of empowerment as it applies to women's advocacy.**
4. **Understand how to assess levels of danger and lethality as well as how to formulate safety plans for multiple situations and environments.**
5. **Know the definition of advocacy and have working knowledge of legal, medical, mental health, law enforcement and social services agencies.**
6. **Learn how to develop and facilitate a domestic violence support group as well as provide information and resources on a multitude of topics such as: domestic violence, parenting skills, stress management, and financial planning.**
7. **Recognize the benefits and challenges of shelter living and have a working knowledge of how to promote an empowering environment while minimizing chaos and crisis.**
8. **Understand how to work with women who have multiple challenges such as substance abuse, anger, physical, mental health concerns and/or emotional difficulties.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Types of Victim Services/Advocacy/Conflict Management and Negotiation/Assessing Victim Needs 1 hour each)
2. National Resource Center on Domestic Violence:
<http://www.vawnet.org/elearning/DVBasics/player.html>



3. Survivor-Centered Intervention Strategies Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “Survivor-Centered Intervention Strategies” (Minimum required total = 6 hrs.) (Minimum required WVCADV = 3 hrs.)						

*Other approved training requires “Approved Application for Domestic Violence Advocate Certification Credit” form attached to this record.

4. Ethical Considerations

Goal: To develop a working framework for understanding the ethics of advocacy and safety.

Objectives:

- 1. Examine the definition and concept of confidential and privileged information including agency policy, exceptions to confidentiality, and confidentiality considerations in relation to referrals.**
- 2. Review safe and effective documentation of services.**
- 3. Become familiar with the West Virginia statutes governing confidentiality for domestic violence programs.**
- 4. Review elements of ethical communication and strategies that align with the mission, values, and principles of the Battered Women's Movement.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
(Ethics/Confidentiality 1 hour each)
2. Minnesota Center Against Violence and Abuse: www.mincava.umn.edu
3. Character Ethics: www.characterethics.com
4. Institute for Global Ethics: www.globalethics.org
5. Advocating Ethics: www.victimadvocates.blogspot.com

4. Ethical Considerations Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Ethical Considerations" (Minimum required total = 6 hrs.) (Minimum required WVCADV = 3 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

5. Health

Goal: To develop an understanding of domestic violence as a critical health issue.

Objectives:

1. **Understand the impact of domestic violence on the overall health and well-being of victims of domestic violence, including critical health issues not related to direct injury.**
2. **Become familiar with the Adverse Childhood Experiences Study and the critical role on health behaviors across the lifespan.**
3. **Learn strategies to work with women living in shelter with specific health needs.**
4. **Become familiar with trauma-sensitive ways to discuss health and reproductive issues with women and adolescents who have experienced domestic violence.**
5. **Identify community and other resources in responding to health issues.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Self-Care/Assault/Human Trafficking 1 hour each)
2. WV Free: www.wvfree.org
3. Futures Without Violence: www.futureswithoutviolence.org
4. Centers for Disease Control & Prevention: www.cdc.gov
5. National Institute of Justice: www.ncjrs.gov/pdffiles1/nij/188564.pdf
6. VAWnet: www.vawnet.org/special-collections



5. Health Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Health" (Minimum required total = 4 hrs.) (Minimum required WVCADV = 2 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record."

6. Reproductive Coercion

Goal: To develop an understanding of domestic violence as a critical Reproductive Coercion issue.

Objectives:

1. Understand how women and adolescents' reproductive health is affected when tactics of reproductive coercion are used by the perpetrator.
2. Become familiar with trauma-sensitive ways to discuss reproductive issues with women and adolescents who have experienced domestic violence.
3. Learn strategies to work with women living in shelter with specific reproductive needs.

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Self-Care/Assault/Human Trafficking 1 hour each)
2. WV Free: www.wvfree.org
3. Futures Without Violence: www.futureswithoutviolence.org
4. Centers for Disease Control & Prevention: www.cdc.gov
5. National Institute of Justice: www.ncjrs.gov/pdffiles1/nij/188564.pdf
6. VAWnet: www.yawnet.org/special-collections

6. Reproductive Coercion Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Reproductive Coercion" (Minimum required total = 2 hrs.) (Minimum required WVCADV = 1 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record

7. Behavioral Health & Trauma-Informed Advocacy

Goal: To develop an understanding of domestic violence as a critical behavioral health (mental health and/or substance abuse) issue and the impact of trauma on the lives of survivors and their children exposed to domestic violence. Become familiar with ways to respond through trauma-informed advocacy.

Objectives:

1. Understand the principles and guidelines of trauma-informed services.
2. Understand the role and impact of substance abuse and domestic violence in the lives of victims and perpetrators of domestic violence.
3. Develop an understanding of the intersection of trauma, behavioral health and domestic violence and the effects on survivors (including children exposed to domestic violence).
4. Learn strategies to work with women living in shelter with specific behavioral health needs.
5. Identify community and other resources in responding to mental health and substance abuse issues.
7. Learn strategies to develop positive community-based collaborations in addressing the needs of women with co-occurring trauma and/or multiple victimizations.

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Crisis Intervention/Trauma-Informed/Victims with Mental Health Issues/Victim with Substance Abuse Issues 1 hour each)
2. National Center on Domestic Violence, Trauma and Mental Health: www.nationalcenterdvtraumamh.org
3. Futures Without Violence: www.futureswithoutviolence.org
4. US Substance Abuse and Mental Health Services Administration: www.samhsa.gov
5. VAWnet: www.vawnet.org/special-collections

7. Behavioral Health & Trauma-Informed Advocacy Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “Behavioral Health & Trauma-Informed Advocacy” (Minimum required total = 6 hrs.) (Minimum required WVCADV = 3 hrs.)						

*Other approved training requires “Approved Application for Domestic Violence Advocate Certification Credit” form attached to this record.

8. Child Victimization

Goal: To develop a framework for understanding the co-occurrence of domestic violence and child victimization.

Objectives:

1. **Understand the effects of domestic violence on children.**
2. **Learn intervention and prevention strategies for effectively responding to children exposed to domestic violence.**
3. **Identify agencies and resources that are qualified to provide information and services covering issues of parenting and parenting skills.**
4. **Become knowledgeable and familiar with the law, policy and practices involved in the intersection of domestic violence and child maltreatment, including child abuse and neglect proceedings.**
5. **Analyze the social, legal and practical issues embedded in the co-occurrence of domestic violence and child victimization.**
6. **Understand the impact and dynamic of batterers as parents.**

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
(Child Abuse/Children and Youth 1 hour each)
2. American Academy of Experts in Traumatic Stress: www.aaets.org
3. Stop Violence Against Women: www.stopvaw.org
4. Futures Without Violence: www.futureswithoutviolence.org
5. Child Welfare Information Gateway: www.childwelfare.gov
6. National Council of Juvenile and Family Court Judges: www.ncjfcj.org
7. WV Supreme Court Improvement Project: www.wvcip.com
8. National Child Traumatic Stress Network: www.nctsnet.org/trauma-types/domestic-violence

8. Child Victimization Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Child Victimization" (Minimum required total = 6 hrs.) (Minimum required WVCADV = 3 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

9. Dating Violence

Goal: To develop a framework for providing education, response and community organizing on dating violence.

Objectives:

1. **Understand the dynamics of dating violence including teen dating violence.**
2. **Learn intervention and prevention strategies for effectively responding to victims of dating violence.**
3. **Identify agencies and resources that are qualified to provide information and services for victims of dating violence.**
4. **Become knowledgeable and familiar with the law, policy and practices involved in the response to dating violence, including protection order proceedings, education in schools and school policies.**
5. **Understand the intersections of dating violence, domestic violence, sexual assault and stalking.**

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Teen Dating Violence/Bullying/Campus/University Victims of Sexual Assault 1 hour each)
2. Break the Cycle: www.breakthecycle.org
3. Love is not Abuse: www.loveisnotabuse.org
4. VAWnet.org Special Collection: Preventing and Responding to Teen Dating Violence: http://www.vawnet.org/special-collections/TDV.php?utm_source=VAWnet+eNewsletter&utm_campaign=26f2d13a62-February_March_2012_8_2012&utm_medium=email
5. That's Not Cool: www.thatstnotcool.com
6. Teen Dating Violence Awareness Month: www.teendvmonth.org

9. Dating Violence Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Dating Violence" (Minimum required total = 2 hrs.) (Minimum required WVCADV = 1.0 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record"

10. Sexual Violence

Goal: To develop a framework for providing education, response and community organizing on dating violence.

Objectives:

6. Understand the dynamics of dating violence including teen dating violence.
7. Learn intervention and prevention strategies for effectively responding to victims of dating violence.
8. Identify agencies and resources that are qualified to provide information and services for victims of dating violence.
9. Become knowledgeable and familiar with the law, policy and practices involved in the response to dating violence, including protection order proceedings, education in schools and school policies.
10. Understand the intersections of dating violence, domestic violence, sexual assault and stalking.

Resources:

7. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Teen Dating Violence/Bullying/Campus/University Victims of Sexual Assault 1 hour each)
8. Break the Cycle: www.breakthecycle.org
9. Love is not Abuse: www.loveisnotabuse.org
10. VAWnet.org Special Collection: Preventing and Responding to Teen Dating Violence: http://www.vawnet.org/special-collections/TDV.php?utm_source=VAWnet+eNewsletter&utm_campaign=26f2d13a62-February_March_2012_8_2012&utm_medium=email
11. That's Not Cool: www.thatnotcool.com
12. Teen Dating Violence Awareness Month: www.teendvmonth.org

10. Sexual Violence Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Sexual Violence" (Minimum required total = 2 hrs.) (Minimum required WVCADV = 1.0 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

11. Human Trafficking

Goal: To provide an overview and understanding of Human Trafficking to provide a comprehensive, trauma informed response to victims.

Objectives:

1. **Understand the dynamics of all forms of human trafficking including how to recognize the signs of a human trafficking victim.**
2. **Learn the WV model process for effectively responding to victims of Human Trafficking.**
3. **Identify agencies and resources that are qualified to provide information and comprehensive services for victims of Human Trafficking.**
4. **Become knowledgeable and familiar with the law, policy and practices involved in the response to Human Trafficking, including working collaboratively with criminal and civil legal systems.**
5. **Understand the intersections of Human Trafficking, dating violence, domestic violence, sexual assault and stalking.**

Resources:

OVC TTAC: <https://www.ovcttac.gov/views/HowWeCanHelp/dspHumanTrafficking.cfm> (Resources and responses to human trafficking)

Polaris <http://polarisproject.org/>

National Human Trafficking Hotline <https://humantraffickinghotline.org/>

WV Human Trafficking Task Force (website scheduled to launch Jan 2018)

Shared Hope International <https://sharedhope.org/>

11. Human Trafficking Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Human Trafficking" (Minimum required total = 3 hrs.) (Minimum required WVCADV = 1.5 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

12. Civil Legal Remedies

Goal: To become knowledgeable about civil legal remedies available to victims of domestic violence.

Objectives:

- 1. Understand the role of advocacy in supporting victims of domestic violence accessing relief through the civil legal system.**
- 2. Review laws, procedures, forms and relief available through Domestic Violence Protective Orders (DVPOs).**
- 3. Understand state laws as they relate to domestic relations including divorce, custody, and mediation.**
- 4. Review laws, procedures, forms and relief available through Personal Safety Orders (PSOs).**
- 5. Become familiar with the structure, process, rules and regulations of West Virginia's Family Court system.**
- 6. Become an address confidentiality application assistant (worth 2 hours of training)**

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Documentation/Victim's Rights/the Civil Justice System 1 hour each)
2. National Council of Juvenile and Family Court Judges-Family Violence Department: www.ncjfcj.org
3. Legal Momentum: www.legalmomentum.org
4. Battered Women's Justice Project: www.bwjp.org
5. Women's Law: www.womenslaw.org
6. West Virginia Supreme Court of Appeals: www.courtswv.gov/legal-community/court-forms.html
7. West Virginia Court Improvement Program: www.wvcip.com

12. Civil Legal Remedies Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Civil Legal Remedies" (Minimum required total = 6 hrs.) (Minimum required WVCADV = 3 hrs.)						

**Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.*

13. Criminal Legal Remedies

Goal: To become knowledgeable with state and federal criminal laws, process and procedure in order to effectively advocate for victims of domestic violence in the criminal legal system.

Objectives:

1. **Understand the criminal legal system structure and process in seeking safety and justice for victims of domestic violence.**
2. **Identify crimes related to domestic violence in state and federal law.**
3. **Become familiar with a framework for understanding women's use of violence.**
4. **Understand the role of advocacy when battered women are charged with crimes.**
5. **Learn how to build successful partnerships between domestic violence advocates and professionals in the criminal justice system.**

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
(The criminal justice system/The military justice system. Tribal Justice System 1 hour each)
2. Title 149: Protocol for Law Enforcement Response to Domestic Violence. Available at:
www.wvcadv.org/DV%20Response%20Guide.pdf
3. National Center on Domestic and Sexual Violence (NCDSV): www.ncdsv.org
4. Battered Women's Justice Project- www.bwjp.org
5. National Clearinghouse for the Defense of Battered Women: www.ncdbw.org
6. National Center on Full Faith & Credit: www.fullfaithandcredit.org
7. WV Code, Chapter 61, Article 2:
www.legis.state.wv.us/WVCODE/code.cfm?chap=61&art=2#02
8. Federal Domestic Violence Laws online summary:
www.mincava.umn.edu/documents/ffc/chapter5/chapter5.html

13. Criminal Legal Remedies Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Criminal Legal Remedies" (Minimum required total = 6 hrs.) (Minimum required WVCADV = 3 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

14. Stalking and Domestic Violence

Goal: To provide an overview and understanding of stalking and its relationship to domestic violence.

Objectives:

1. Review federal and state stalking statutes.
2. Identify stalking behavior patterns and cycles to include the dynamics of stalking and domestic violence.
3. Review laws, procedures, forms and relief available through Personal Safety Orders (PSOs).
4. Understand effective strategies to advocate for stalking victims including assistance with evidence documentation and safety planning.

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Crimes-Stalking/Intimate Partner Violence 1 hour each)
2. National Criminal Justice Reference Service: www.ncjrs.gov
3. WV Foundation for Rape Information Services: www.fris.org
4. West Virginia State Code Stalking: WV 61-2-9a: www.legis.state.wv.us/WVCODE/61/code/WVC%2061%20-%20-%20%202%20%20-%20%20%209%20A.htm
5. Federal Stalking Statutes: 18 U.S.C. 2261A: www.ncvc.org/SRC/main.aspx?dbID=DB_Federal_Interstate_Stalking_Institute163
6. National Center for Victims of Crime: www.ncvc.org
7. West Virginia Supreme Court of Appeals: www.courtswv.gov/legal-community/court-forms.html

14. Stalking and Domestic Violence Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “Stalking and Domestic Violence” (Minimum required total = 3 hrs.) (Minimum required WVCADV = 1.5 hrs.)						

*Other approved training requires “Approved Application for Domestic Violence Advocate Certification Credit” form attached to this record.

15. Prevention Strategies

Goal: To develop strategies that create protective environment and promote respectful, nonviolent relationships through individual, relationship, community, and societal levels.

Objectives:

1. Understand the importance of raising community awareness of domestic violence.
2. Identify how to connect with community residents to services.
3. Understand the changing social and community conditions that contribute to violence.
4. Learn how to build networks of leaders within a community.

Resources:

1. Centers for Disease Control and Prevention:
<https://www.cdc.gov/features/intimatepartnerviolence/index.html>
2. National Resource Center on Domestic Violence:
<http://www.nrcdv.org/dvam/>
3. Futures Without Violence:
<https://www.futureswithoutviolence.org/about-us/pressroom/multimedia-center/>
4. A Call to Men:
<http://www.acalltomen.org/>

15. Prevention Strategies Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Prevention Strategies" (Minimum required total = 2 hrs.) (Minimum required WVCADV = 1 hr.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

16. Cultural Accountability and Awareness

Goal: To understand the importance and role of cultural awareness, competency and sensitivity in woman-centered advocacy.

Objectives:

1. **Understand the social, economic and legal barriers that diverse populations face when trying to leave an abusive situation and maximize safety.**
2. **Understand the role and impact of state and federal laws that assist diverse populations in accessing legal recourse in domestic violence situations.**
3. **Understand the components of woman-centered, culturally appropriate safety planning with diverse populations.**
4. **Review specific outreach strategies to underserved populations.**
5. **Brainstorm and discuss ways of bringing specific outreach strategies to underserved populations within your community.**

Resources:

1. OVC TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm (Culture, Diversity, and Inclusivity, Hate and Bias Crimes, American Indian/Alaska Native Populations, Elderly Populations, Immigrant Populations, LGBTQ Population, People With Disabilities all are 1 hour each)
2. Women of Color Network: www.womenofcolornetwork.org
3. National Latino Alliance for the Elimination of Domestic Violence: www.dvalianza.org
4. Asian & Pacific Islander Institute on Domestic Violence: www.apiahf.org
5. National Network to End Violence Against Immigrant Women: www.endabuse.org
6. Sacred Circle: www.sacred-circle.com
7. The Black Church & Domestic Violence Institute: www.bcdvi.org
8. National Immigration Law Center: www.nilc.org
9. Gay and Lesbian Alliance Against Defamation: www.glaad.org/
10. National Gay & Lesbian Task Force: www.thetaskforce.org
11. The Anti-Violence Project: www.avp.org/index.htm
12. Parents, Families and Friends of Lesbians and Gays (PFLAG): community.pflag.org

16. Cultural Accountability and Awareness Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Cultural Accountability and Awareness" <i>(Minimum required total = 6 hrs.)</i> <i>(Minimum required WVCADV = 3 hrs.)</i>						

**Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.*

17. Communication Skills

Goal: To develop skills for positive, effective communication in a variety of settings and interactions.

Objectives:

1. **Enhance speaking, writing, interpersonal and facilitation skills and techniques required for effective individual advocacy and group process.**
2. **Review information on public speaking techniques, outreach strategies, media work and public awareness activities that facilitate opportunities for skill development.**
3. **Review components, tools and techniques involved in developing effective workshops and trainings.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
(Problem Solving 30 minutes, Conflict Management and Basic Communication Skills are 1 hour each)
2. Free Management Library: www.managementhelp.org
3. Effective Meeting Facilitation: www.nea.gov/resources/lessons/duncan1.html
4. About.Com: www.eventplanning.about.com
5. WV News Media Guide: www.wvmediaguide.com
6. Communications Toolkit: www.causecommunications.org/pdf/cc_toolkit.pdf
7. Social Uses of Technology:
http://www.socialbysocial.com/sites/www.socialbysocial.com/files/social_by_social_pdf_download_creative_commons.pdf
8. Domestic Violence Awareness Month Toolbox: dvam.vawnet.org/
9. Event Manager Blog: <http://www.eventmanagerblog.com/event-technology/10-planning-tools-worth-exploring>
10. Event Management & Planning Guide: <http://www.eventeducation.com/top-event-planning-tools.php>

17. Communication Skills Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Communication Skills" (Minimum required total = 3 hrs.) (Minimum required WVCADV = 1.5 hrs.)						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

18. Community Organizing & Social Change

Goal: To understand the role of advocates in mobilizing communities to end violence and affect social change.

Objectives:

- 1. Identify the connections among direct services, community organizing, and social change in ending domestic violence. Access resources to maximize community impact.**
- 2. Understand the role of media/social media in influencing public awareness, education and social change.**
- 3. Explore options that assist the access and mobilization of community resources for persons in need of support.**
- 4. Utilize tools and methods that assist in building relationships and collaborative partnerships with community members, groups, and other community-based organizations.**
- 5. Develop skills and employ strategies to increase public awareness of domestic violence and its subsequent impact in the interest of long-term violence prevention.**
- 6. Understand the integration of basic elements of effective community organizing models into advocacy efforts.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
(Referrals 30 minutes, Documentation and Assessing Victims' Needs are 1 hour each)
2. Asian and Pacific Islander Institute on Domestic Violence: www.apiahf.org
3. Praxis International: www.praxisinternational.org.

18. Community Organizing and Social Change Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for “Community Organizing and Social Change” <i>(Minimum required total = 6 hrs.)</i> <i>(Minimum required WVCADV = 3 hrs.)</i>						

*Other approved training requires “Approved Application for Domestic Violence Advocate Certification Credit” form attached to this record.

19. Collaboration and Systems Advocacy

Goal: To understand the importance of engagement in collaborative efforts with various government and public/private agencies in order to affect systemic change to benefit victims of domestic violence.

Objectives:

1. **Understand the goals and distinctions of systems advocacy versus individual advocacy.**
2. **Understand the key elements and skills for building successful collaborations.**
3. **Develop a working knowledge of various systems' responsibilities, mission, organizational structure and role to responding to victims of domestic violence. These systems could include education, health care, and communities of faith, anti-poverty organizations, housing coalitions, tenant organizations, homelessness organizations, workplace, DHHR, court, and law enforcement systems.**

Resources:

1. OVC TTAC:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
(Assessing Victims' Needs, and Collaboration are 1 hour each. Referrals and Advocacy are 30 minutes)
2. National Resource Center on Domestic Violence: www.nrcdv.org/
3. Coordinated Community Response Resource Listing: new.vawnet.org
4. American Civil Liberties Union: www.aclu.org/womens-rights/advocacy-tools-housing-and-domestic-violence-issues
5. National Network to End Domestic Violence:
nnedv.org/policy/issues/housing.html

19. Collaboration and Systems Advocacy Training Record

Please provide training event information and number of training hours completed for each event in the appropriate column.

Attach certificates of completion for each listed training event following this record.

Training Event Information			Number of Completed Training Hours			
Training Date	Training Title	Training Location	WVCADV Training	Other Approved Training*	In-service/self study	Total
Total Hours for "Collaboration and Systems Advocacy" <i>(Minimum required total = 6 hrs.)</i> <i>(Minimum required WVCADV = 3 hrs.)</i>						

*Other approved training requires "Approved Application for Domestic Violence Advocate Certification Credit" form attached to this record.

National Resource List

- OVC-TTAC: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
- National Resource Center on Domestic Violence: www.nrcdv.org
- West Virginia Coalition Against Domestic Violence: www.wvcadv.org
- National Network to End Domestic Violence: www.nnedv.org
- National Coalition Against Domestic Violence: www.ncadv.org
- Office on Victims of Crime: https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
- Futures Without Violence: www.futureswithoutviolence.org
- National Council of Juvenile and Family Court Judges: www.ncjfcj.org
- National Online Resource Center on Violence Against Women: www.vawnet.org
- Office on Violence Against Women: www.ovv.usdoj.gov/docs/history-vawa.pdf
- Praxis: www.praxisinternational.org/praxis_lib_advocacy.aspx
- A Call to Men: www.acalltomen.com
- Washington Peace Center: washingtonpeacecenter.net
- Organizing for Power: organizingforpower.wordpress.com
- Earth First Journal: www.earthfirstjournal.org/index.php
- Southern Poverty Law Center: www.splcenter.org/
- The People's Institute: www.pisab.org/
- Oppression, Privilege, and Resistance: Theoretical Perspectives on Racism, Sexism and Heterosexism-Lisa Heldke & Peg O'Connor
- Sexism: A Weapon of Homophobia-Suzanne Pharr
- STOP Team Information Packet on Oppression
- Women's Web: www.womensweb.ca
- Barbara J. Hart's Collected Writings: www.mincava.umn.edu
- Advocacy Beyond Leaving, by Jill Davies: www.vaw.umn.edu/documents/commissioned/parentingindv
- Minnesota Center Against Violence and Abuse: www.mincava.umn.edu
- Character Ethics: www.characterethics.com
- Institute for Global Ethics: www.globalethics.org
- Advocating Ethics: www.victimadvocates.blogspot.com
- Futures Without Violence: www.futureswithoutviolence.org
- Centers for Disease Control & Prevention: www.cdc.gov
- National Institute of Justice: www.ncjrs.gov/pdffiles1/nij/188564.pdf
- VAWnet: www.vawnet.org/special-collections
- Minnesota Center Against Violence and Abuse: www.mincava.umn.edu
- American Congress of Obstetricians and Gynecologists: www.acog.org
- Academy on Violence and Abuse: www.avahealth.org
- National Center on Domestic Violence, Trauma and Mental Health: www.nationalcenterdvtraumamh.org
- Futures Without Violence: www.futureswithoutviolence.org
- US Substance Abuse and Mental Health Services Administration: www.samhsa.gov
- VAWnet: www.vawnet.org/special-collections
- Minnesota Center Against Violence and Abuse: www.mincava.umn.edu
- American Academy of Experts in Traumatic Stress: www.aaets.org



west virginia
**Coalition Against
 Domestic Violence**
for a safer state of family

National Resource List Continued

- Jackson Katz: Mentors in Violence Prevention (MVP) www.jacksonkatz.com
- Lundy Bancroft: www.lundybancroft.com
- Men Stopping Violence: www.menstoppingviolence.org
- Domestic Abuse Intervention Programs : www.duluth-model.org
- Emerge: www.emergedv.com
- Women of Color Network: www.womenofcolornetwork.org
- National Latino Alliance for the Elimination of Domestic Violence: www.dvalianza.org
- Asian & Pacific Islander Institute on Domestic Violence: www.apiahf.org
- National Network to End Violence Against Immigrant Women: www.endabuse.org
- National Women’s Alliance: www.nwaforchange.org
- Sacred Circle: www.sacred-circle.com
- The Black Church & Domestic Violence Institute: www.bcdvi.org
- Institute on Domestic Violence Institute: www.idvaac.org
- The Polaris Project: www.polarisproject.org
- National Immigration Law Center: www.nilc.org
- Gay and Lesbian Alliance Against Defamation: www.glaad.org/
- National Gay & Lesbian Task Force: www.thetaskforce.org
- The Anti-Violence Project: www.avp.org/index.htm
- Parents, Families and Friends of Lesbians and Gays (PFLAG): community.pflag.org
- Sexism: A Weapon of Homophobia-Suzanne Pharr
- STOP Team Information Packets on Racism and Heterosexism
- Free Management Library: www.managementhelp.org
- Effective Meeting Facilitation: www.nea.gov/resources/lessons/duncan1.html
- About.Com: www.eventplanning.about.com
- WV News Media Guide: www.wvmediaguide.com
- Communications Toolkit: www.causecommunications.org/pdf/cc_toolkit.pdf
- Social Uses of Technology:
http://www.socialbysocial.com/sites/www.socialbysocial.com/files/social_by_social_pdf_download_creative_commons.pdf
- Handbook for Journalists: dvonlineguide.org/
- Domestic Violence Awareness Month Toolbox: dvam.vawnet.org/
- Event Manager Blog: <http://www.eventmanagerblog.com/event-technology/10-planning-tools-worth-exploring>
- Event Management & Planning Guide: <http://www.eventeducation.com/top-event-planning-tools.php>
- Rhode Island Coalition against Domestic Violence www.ricadv.org
- Asian and Pacific Islander Institute on Domestic Violence: www.apiahf.org
- Paul Kivel: www.paulkivel.com
- Praxis International: www.praxisinternational.org
- National Resource Center on Domestic Violence: www.nrcdv.org/
- Minnesota Center Against Violence and Abuse: www.mincava.umn.edu
- Coordinated Community Response Resource Listing: new.vawnet.org
- American Civil Liberties Union: www.aclu.org/womens-rights/advocacy-tools-housing-and-domestic-violence-issues
- National Network to End Domestic Violence: nedv.org/policy/issues/housing.html



Domestic Violence Advocate Certification Initial Application

Last Name First Name Middle Name

Program

Position/Job Title

Work Phone

Work Address

Fax Number

City

State

Zip

E-mail Address

It is the applicant's responsibility to notify WVCADV of any change of contact information and/or employment status.

I. Education and Employment History

Educational Background

Check all that apply:

High School Diploma or GED

Some College

Undergraduate Degree

Graduate Degree

Other _____

Employment with Licensed Domestic Violence Program(s)

Program Name _____

Number of Years Employed _____

Program Name _____

Number of Years Employed _____

II. Training Hours Summary

Curriculum Area	Min. required hrs.	Number of Completed Training Hours*			
		WVCADV Training	Other Approved Training	In-service Training	Total in this area
1. History and Philosophy of the Battered Women's Movement	3				
2. Making the Connection Among Oppression	3				
3. Survivor-Centered Intervention Strategies	6				
4. Ethical Considerations	6				
5. Health	4				
6. Reproductive Coercion	2				
7. Behavioral Health & Trauma-Informed Advocacy	3				
8. Trauma-Informed Advocacy	3				
9. Child Victimization	6				
10. Dating Violence	1				
11. Sexual Violence	2				
12. Human Trafficking	3				
13. Civil Legal Remedies	6				
14. Criminal Legal Remedies	6				
15. Stalking and Domestic Violence	3				
16. Prevention Strategies	2				
17. Cultural Accountability and Awareness	6				
18. Communication Skills	3				
19. Community Organizing and Social Change	6				
20. Collaboration and Systems Advocacy	6				
TOTAL HOURS					

100 minimum total hours of training					
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***Attach individual training records and required documentation for each curriculum area.**

III. Personal Statement

Submit responses to the following:

1. Describe your reasons for pursuing Advocate Certification.
2. Describe those areas of your work that are most challenging for you.

And, submit responses to three (3) of the following question:

1. Describe your personal philosophy on the causes of domestic violence.
2. Describe your views on sexism and related power imbalances.
3. Describe your work with victims, perpetrators and other family members.
4. Describe the evolution of your thinking and/or techniques in working to end violence.
5. Describe your efforts to work with child protective services, the courts, police and other social service systems.
6. Describe your work with groups, committees, task forces and/or boards on domestic violence issues.
7. Describe your understanding of the impact of racism and oppression on domestic violence victims and perpetrator.
8. Describe your understanding of additional factors contributing to domestic violence in same sex partnerships, or in partnerships in which the victim has a disability or is in later life.

IV. Code of Ethics for Domestic Violence Advocates

- + Promote the safety and well-being of individuals who are victims/survivors of abusive relationships.
- + Respect and affirm the right of victims/survivors to self-determination and assist in efforts to identify and clarify goals. With the victim/survivor's participation, these efforts include the development of a plan of action and coordination of services that serve the best interest of individuals.
- + Engage in self-examination of their own values, prejudices and biases in order to enhance honest, effective and culturally competent advocacy.
- + Provide professional and ethical services, encourage empowerment and act with integrity.
- + Adhere to all professional rules of confidentiality as set forth in the Program's Policy statement.
- + Identify, develop and examine broad-based issues and policies that pertain to domestic violence and utilize the analysis as a base for public education and awareness efforts.
- + Develop knowledge, personal awareness, and sensitivity pertinent to the client populations served and incorporated culturally relevant techniques into their practice.
- + Do not practice outside the scope of their competence and credentials.

I, _____, hereby agree to adhere to the Code of Ethics for Domestic Violence Advocates at all times throughout my service as a Certified Domestic Violence Advocate.

Signature

Date

V. Recommendation Summary

To be completed by Program Director or Board Chair

Name of Applicant

Your Name and Title

Dates of Applicant's Employment with Program, Total Years of Service

I have reviewed the enclosed application and affirm that this applicant has completed the requirements for WVCADV Advocate Certification. The information included in this application is accurate to the best of my knowledge.

I have attached a letter of recommendation to document the applicant's competency in the field of domestic violence and eligibility for WVCADV Domestic Violence Advocate Certification.

Signature of Director

Date

Domestic Violence Advocate Initial Certification

Application Checklist

- Complete **contact information**, notify WVCADV of any changes in contact information and/or employment status.
- Record **education and employment history**: minimum of high school diploma or GED and three years employment with licensed domestic violence program required.
- Record total completed training hours in the **Training Hours Summary**.
 - Meet minimum required hours in each curriculum area. 100 total training hours. 50 hours of WVCADV training hours.
 - Apply hours as either WVCADV Training, Other Approved Training, or In-service Training.
 - Limit In-service Training to a maximum of twenty (20) hours.
- Attach in sequential order **individual training records and required documentation**
 - For WVCADV trainings: certificates of completion
 - For non-WVCADV trainings: certificates of completion and approved Application for Approval of non-WVCADV Training form
- Submit **Personal Statement** in typed format.
- Review and sign **Code of Ethics** for Domestic Violence Advocates.
- Have your Program Director complete the **Recommendation Summary** and submit a letter of recommendation.
- Include the \$75.00 one-time, non-refundable initial **application fee**. Make check or money order payable to WVCADV.
- Keep a **copy** of the complete application for your records.
- Mail completed application to:

WVCADV
5004 Elk River Road, South
Elkview, WV 25071

Contact WVCADV (965-3552) with any questions regarding the application process.

Applications are reviewed bi-annually in **July and January**.



**DOMESTIC VIOLENCE ADVOCATE
CERTIFICATION
*Renewal Application***

Last Name	First Name	Middle Initial
Work Address		Work Phone
City, State, Zip		Fax Number
Program		Email Address
Position / Job Title		

Current Certification Expiration Date: _____

Attached is documentation showing completion of the ongoing training requirements (at least 30 approved training hours every two years) for Domestic Violence Advocate Certification renewal.

Signed _____ **Date** _____



**DOMESTIC VIOLENCE ADMINISTRATIVE
ADVOCATE
CERTIFICATION
*Renewal Application***

Last Name	First Name	Middle Initial
Work Address		Work Phone
City, State, Zip		Fax Number
Program		Email Address
Position / Job Title		

Current Certification Expiration Date: _____

Attached is documentation showing completion of the ongoing training requirements (at least 30 approved training hours every two years) for Domestic Violence Advocate Certification renewal.

Signed _____ **Date** _____

II. Documentation of Completed Training*

Identify domestic violence education/training experiences within the last two years; include actual instructional hours.

Attach copies of certificates of completion. Attach additional pages if necessary.

Training Date	Training Title	Training Provided By	Hours
TOTAL			

***Any non-WVCADV sponsored trainings must be approved through the Application for Approval of Non-WVCADV Training process. Attach approved form(s) to this application.**

VI. Recommendation Summary

To be completed by Program Director or Board Chair

Name of Advocate

Name of Program Director

Program Name

Advocate's Years of Service

_____ has completed the required components needed for WVCADV Advocate Certification renewal. I am confident of this advocate's competency in delivery of services, application of ethical responsibility, and achievement of practical knowledge in the field of domestic violence and recommend this advocate's certification be renewed.

Signature of Director

Date

Application for Approval of Non-WVCADV Training Instructions

The following application is to be submitted by individual advocates seeking approval for Domestic Violence Advocate Certification credit for trainings not sponsored by the West Virginia Coalition Against Domestic Violence (WVCADV).

Applications for WVCADV Domestic Advocate Certification may be submitted before or after training is held.

The advocate is to provide information about the training in items #1-7 on the application. Also required are the following attachments:

- a) Promotional materials provided for the training, such as a brochure or flyer announcing the training;
- b) An agenda that outlines the time frames and subject matter of the training; and
- c) Identification of which curriculum topics that the training will address.

Applications are to be submitted to:

WVCADV
5004 Elk River Road, South
Elkview, WV 25071
(304) 965-3552 (voice)
(877) 335-2306 (fax)

Notification of approval status will be sent to the applicant upon review by a member of the WVCADV Training Committee. Documentation of approval status of trainings not sponsored by WVCADV is required to be included in applications for initial and renewal certification in order to receive credit.





Application for Approval of Non-WVCADV Training

1. Name of sponsoring organization(s) and contact information:

2. Training Title: _____

3. Date of Training: _____

4. Location of Training: _____

5. Trainer(s): _____

6. Describe training focus areas: _____

7. Number of credit hours requested: _____

Please attach the following:

- a) Promotional materials provided for the training
- b) Training agenda
- c) Identification of which curriculum topics that the training will address

Your name and contact information: _____

Your fax #: _____

Internal use only (do not fill out): _____ Approved for _____ hours of DVAC credit in _____ curriculum area(s).

_____ Not approved (see comments)

Comments:

Initial / Date: _____