



Colorado Advocate Certification Program (CACP)

Instruction Packet

The Colorado Advocate Certification Program (CACP) provides the opportunity for voluntary certification through COVA. It provides several types of certifications to accommodate the many circumstances of our state's victim service providers. This program will encourage and recognize those that have achieved years of experience and training, while honoring the service and training of part-time and volunteer advocates.

PROCESS

The eligibility criteria for certification should include a balance of:

- Training
- Field experience
- Commitment to the ethical statement
- Endorsement from others in the field

Each applicant will submit a CACP Application with appropriate documentation based on the criteria included in this instruction packet. COVA recognizes and accepts the documentation from the National Advocate Credentialing Program of the National Organization for Victim Assistance.

Applications are reviewed on a rolling basis. Successful applicants will receive their certificates by mail within 2-3 weeks after COVA receives the application. All certifications are valid for two years from issued date.

FEES

- \$75 for a New Application for a Basic, Intermediate, Advanced, or Domestic Violence Treatment Advocate Certification.
- \$50 for a Renewal Application with an upgrade to the next level of Certification.
- \$25 for a Renewal Application at the same level.
- *NOTE: If your certification has already expired, you must pay \$75 for a new application.*

QUESTIONS

If you have a question regarding the CACP instructions, requirements, or application, contact Kirsten Logan at 720-399-8281 or kirsten@coloradocrimevictims.org.

BASIC ADVOCATE CERTIFICATION

Training hours may be obtained from required and/or elective topics as listed, local in-service training, seminars, community networking, continuing education coursework, and state and national conferences. The trainer or training sponsor representative must sign a certificate of attendance or completion.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 2 years (full or part-time) of active status paid or volunteer work experience in the field with a minimum of 140 service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, MTT, etc.
- Completion of 60 hours of the Required Subject Area Trainings:
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours minimum), and
 - ❖ Electives (15 hours maximum)

RENEW APPLICATION REQUIREMENTS:

- Renewal of certification every 2 years with 32 hours of new training, and a minimum of 140 service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, MTT, etc.
- Training must take place during the 2-year time period, and must include:
 - ❖ 2 hours of Cultural and Diversity Considerations
 - ❖ 2 hours of Victim Rights Laws (state, federal, and/or international)

INTERMEDIATE ADVOCATE CERTIFICATION

Training hours may be obtained from required and/or elective topics as listed, local in-service training, seminars, community networking, continuing education coursework, and state and national conferences. The trainer or training sponsor representative must sign a certificate of attendance or completion.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 4 years (7200 hours) of active status paid or volunteer work experience in the field, and a minimum of 280 direct service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, staff supervision, and MTT, etc.
- Completion of the Basic Advocate Certification (60 hours of the Required Subject Area Trainings):
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours), and
 - ❖ Electives (15 hours maximum)

With an additional 60 hours of Electives. Training must include:

- ❖ Cultural and Diversity Considerations
- ❖ Victim Rights Training

RENEW APPLICATION REQUIREMENTS:

- Renewal of certification every 2 years with 32 hours of new training hours and a minimum of 140 direct service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, staff supervision, and MTT, etc.
- Training must take place during the 2-year time period, and must include:
 - ❖ 2 hours of Cultural and Diversity Considerations
 - ❖ 2 hours of Victim Rights Laws (state, federal, and/or international)

ADVANCED ADVOCATE CERTIFICATION

Training hours may be obtained from required and/or elective topics as listed, local in-service training, seminars, community networking, continuing education coursework, and state and national conferences. The trainer or training sponsor representative must sign a certificate of attendance or completion.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 8 years (14,400 hours) of active status paid or volunteer work experience in the field, and a minimum of 560 service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, staff supervision, and MTT, etc.
- Completion of the Basic Advocate Certification (60 hours of the Required Subject Area Trainings):
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours), and
 - ❖ Electives (15 hours maximum)

With an additional 90 hours of Electives. Elective training must include:

- ❖ Cultural and Diversity Considerations
- ❖ Victim Rights Training

RENEW APPLICATION REQUIREMENTS:

- Renewal of certification every 2 years with 32 hours of new training hours and a minimum of 140 direct service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, staff supervision, and MTT, etc.
- Training must take place during the 2-year time period, and must include:
 - ❖ 2 hours of Cultural and Diversity Considerations
 - ❖ 2 hours of Victim Rights Laws (state, federal, and/or international)

DOMESTIC VIOLENCE TREATMENT ADVOCATE CERTIFICATION

Training hours may be obtained from required and/or elective topics as listed, local in-service training, seminars, community networking, continuing education coursework, and state and national conferences. The trainer or training sponsor representative must sign a certificate of attendance or completion.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 2 years (full or part-time) of active status or volunteer work experience in the field, and a minimum of 140 service hours. All service hours must be documented either with verification from past timesheets or written verification by supervisor/employer/contractor. Service hours must include direct service to victims, but may also include case review meetings (including Multi-Disciplinary Treatment Teams), hot-line work, shadowing, case management, and staff supervision.
- Completion of the Basic Advocate Certification (60 hours of the Required Subject Area Trainings):
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours), and
 - ❖ Electives (15 hours maximum)

Electives must include the following topics specific to Domestic Violence Treatment Advocacy:

- ❖ DV Risk Needs Assessment, Multi-Disciplinary Treatment Teams, DVOMB Standards
- ❖ Domestic Violence Offender Issues
- ❖ Domestic Violence Offender Competencies
- ❖ Risk/ Lethality Assessment
- ❖ Confidentiality
- ❖ Safety Planning
- ❖ Co-occurrence of Domestic Violence and Child Abuse
- ❖ Elder Abuse
- ❖ Special Victim and Offender Populations

Domestic Violence Treatment Advocates are only required to have 60 total hours of initial training, which includes the electives, and 32 additional hours of continuing education every 2 years.

RENEW APPLICATION REQUIREMENTS:

- Renewal of certification every 2 years with 32 hours of new training hours and a minimum of 140 direct service hours. Service hours must include direct service to victims, but may also include: case review meetings, hot-line work, shadowing, case management, call out time, staff supervision, and MTT, etc.