



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 various experience levels of victim service providers in Colorado. This program encourages ongoing education and recognizes the training and achievements of advocates who have been in the field for several years, as well as 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 quarterly basis every January, May, and September. Successful applicants will receive their certificates by mail within 6 weeks after the end of each acceptance period. All certifications are valid for two years from issued date.

ACCOMMODATION FOR LONG TERM ADVOCATES

Training hours for new certification must have been completed within the last 5 years to be considered. We recognize that advocates with many years in the field may not have documented training certificates. A supervisor can sign off on training hours completed within the last 3 years (with location dates and titles of training, as well as **direct service hours**). All training and direct services hours are subject to acceptance at the discretion of the certification issuer.

FEEES

- \$75 for a New Application for a Basic, Intermediate, Advanced, and/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.
- \$25 for each additional specialization
- *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 Ami Gerstner at ami@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. A signed certificate from the trainer or host agency is required as proof of attendance.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 2 consecutive years (full or part-time) of active status paid or volunteer work experience in the field and/or a minimum of 140 service hours. Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, shadowing, case management, MTT, etc.
- Completion of at least 60 hours of training in the following areas:
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours minimum), and
 - ❖ Electives (15 hours minimum)

RENEW APPLICATION REQUIREMENTS:

- Certification must be renewed every 2 years with proof of least 32 new training hours and 140 new service hours. Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, shadowing, case management, MTT, etc.
- The 32 hours of new training must have been obtained within two years prior to that date of the renewal application, 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. A signed certificate from the trainer or host agency is required as proof of attendance.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 4 consecutive years of active status paid or volunteer work experience in the field, and a minimum of 280 direct service hours. . Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, shadowing, case management, MTT, etc.
- Completion of at least 60 hours of training in the following areas:
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours minimum), and
 - ❖ Electives (15 hours minimum)

Plus, an additional 60 hours of Elective training topics, which must include:

- ❖ Cultural and Diversity Considerations
- ❖ Victim Rights Training

RENEW APPLICATION REQUIREMENTS:

- Certification must be renewed every 2 years with proof of least 32 new training hours and 140 new service hours. Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, shadowing, case management, MTT, etc.
- The 32 hours of new training must have been obtained within two years prior to that date of the renewal application, 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. A signed certificate from the trainer or host agency is required as proof of attendance.

NEW APPLICATION REQUIREMENTS:

- Verification of a minimum of 8 consecutive years of active status paid or volunteer work experience in the field, and a minimum of 560 service hours. Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, shadowing, case management, MTT, etc.
- Completion of at least 60 hours of training in the following areas:
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours minimum), and
 - ❖ Electives (15 hours minimum)

Plus, an additional 60 hours of Elective training topics, which must include:

- ❖ Cultural and Diversity Considerations
- ❖ Victim Rights Training

RENEW APPLICATION REQUIREMENTS:

- Certification must be renewed every 2 years with proof of least 32 new training hours and 140 new service hours. Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, shadowing, case management, MTT, etc.
- The 32 hours of new training must have been obtained within two years prior to that date of the renewal application, 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. A signed certificate from the trainer or host agency is required as proof of attendance.

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/or 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 (phone or in person), but may also include case review meetings (including Multi-Disciplinary Treatment Teams), shadowing, case management, and staff supervision.
- Completion of at least 60 hours of training in the following areas:
 - ❖ Victimology Topics (15 hours minimum)
 - ❖ Advocate Skills (15 hours minimum)
 - ❖ System Agency Response (15 hours minimum), and
 - ❖ Electives (15 hours minimum)
- Electives should be specific to Domestic Violence Treatment Advocacy, including, but not limited to the following topics:
 - ❖ 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:

- Certification must be renewed every 2 years with proof of least 32 new training hours and 140 new service hours. Service hours must include direct services to victims (phone or in person), but may also include: case review meetings, hot-line work, shadowing, case management, call out time, staff supervision, and MTT, etc.