

Application Check List

- ___ Completed Application Form.
- ___ 1 Original, 3 Copies
- ___ Letters of Reference.
- ___ Personal Statement Signed.
- ___ Supervisor/Board of Director Statement Signed.
- ___ Supporting Training Documentation.
- ___ \$80 Certification Fee.
- ___ *(Includes \$25 non-refundable application fee; \$30 IOVA membership fee for 2 yrs; \$25 initial*

IOVA - CP
APPLICATION FOR VICTIM SERVICE PROVIDERS
INITIAL CERTIFICATION

Please print or type legibly, completing all of the following information:

CONTACT INFORMATION OF APPLICANT

(This information will be used for your IOVA membership. No other information that you provide will be shared.)

Name: _____
First
Middle Initial
Last

Mailing Address: _____
Street Address
City
State
Zip Code

Phone #: _____ Fax #: _____

Email address (if applicable): _____

CURRENT EMPLOYMENT INFORMATION

*(For your application to be considered, you must have worked in the victim service field providing direct services for at least the **previous two years**. Please list all employment during that time frame. Attach additional pages as needed providing all the information listed below.)*

Name of Current Employer: _____

Mailing Address: _____
Street Address
City
State
Zip Code

Phone #: _____ Fax #: _____

Name of Supervisor: _____

Supervisor's Mailing Address: _____
(If different than above)

Supervisor's Phone #: _____ Fax #: _____

Supervisor's Email address (if applicable): _____

Date of employment: from _____ to _____.

Letters of Reference

Please include letters of references from two professionals with whom you work. One letter must be from a representative from each group listed below. Both letters should be from professionals outside of your office.

Criminal Justice Professional

Judge
(State District, Assoc. District, Magistrate or Federal District or Magistrate)
Law Enforcement
(including city, county state, or federal)
County Attorney

Victim Service Provider Professional

IOVA-CP Certified Victim Service provider
Iowa Coalition Against Domestic Violence (ICADVA) Certified Victim Service provider
Iowa Coalition Against Sexual Assault (ICASA) Certified Victim Service Provider
Other like professional in victim service field

DIRECT SERVICE REQUIREMENTS

In order to apply for certification as a victim service provider through IOVA-CP, you must perform at least 8 of the following 16 tasks listed below on a regular basis. Please mark the tasks you currently perform, how the service is provided, and how often you provide the service.

Are you currently providing direct services to crime victims in your current employment position?
Yes No (circle one)

If yes, how long have you been providing those services? Dates: _____ to _____.

Court Accompaniment _____

Daily Weekly Monthly Seldom

Crisis Intervention _____

Daily Weekly Monthly Seldom

Support Group Facilitation _____

Daily Weekly Monthly Seldom

Direct Service Requirements (cont.)

Referrals to other agencies _____

Daily Weekly Monthly Seldom

Advocacy _____

Daily Weekly Monthly Seldom

Case Management _____

Daily Weekly Monthly Seldom

Victim Notification _____

Daily Weekly Monthly Seldom

Victim Registration _____

Daily Weekly Monthly Seldom

DIRECT SERVICE REQUIREMENTS (cont.)

Assistance with Victim Impact Statements _____

Daily Weekly Monthly Seldom

Assistance with Restitution and Compensation _____

Daily Weekly Monthly Seldom

Assessment of Basic Victim Needs _____

Daily Weekly Monthly Seldom

Immediate and Long-Term Support _____

Daily Weekly Monthly Seldom

Education & Risk Reduction _____

Daily Weekly Monthly Seldom

Direct Service Requirements (cont.)

Death Notifications _____

Daily Weekly Monthly Seldom

Victim Offender Intervention Services _____

Daily Weekly Monthly Seldom

Other Direct Services _____

Daily Weekly Monthly Seldom

Attach additional pages as needed.

OTHER CERTIFICATION/CREDENTIALS

Please list any other certification, credentials, etc. that you have:

INITIAL TRAINING REQUIREMENTS

Please describe the training you have received in the victim service field during the past five years. You must have completed 30 hours of training with the required minimum hours for each category listed below. You must also have completed an additional 10 hours in areas of your choice relating to victim services. When completing this section, please use your most recent training that is applicable to a topic area. List the name of the training and/or conference as well as the specific "break out session" that you attended and attach a copy of the agenda if available in the appropriate topic area.

Minimum Hours: Type of Training:

2 hours min. Cultural, ethnic, special needs and diversity issues

2 hours min. Pecuniary damages, restitution and Crime Victim Compensation

2 hours min. Criminal Justice System

2 hours min. Statutory requirements and victims' rights

10 hours min. Types of victimization, history and victim blaming

VICTIM SERVICE PROVIDERS' CODE OF ETHICS

Victims of crime expect every victim service provider, paid or volunteer, to act with integrity and cultural sensitivity, to treat all victims and survivors of crime with dignity and compassion, and to uphold principles of justice for accused and accuser alike. To these ends, this code will govern the conduct of victim service providers.

In her or his professional conduct

- 1) Victim Service Providers must understand their legal responsibilities, limitations, and the implications of their actions; and perform their duties in accord with laws, regulations, policies and legislated rights of persons served.
- 2) Victim Service Providers do not engage in personal relationships with persons served which exploit professional trust or which could impair the victim service provider's objectivity and professional judgment.
- 3) Victim Service Providers are prohibited from engaging in or requesting sexual contact with clients. Under no circumstances is the victim service provider to engage in verbal or physical behavior toward a client that a reasonable person would find to be sexually seductive, sexually demeaning, or sexually harassing.
- 4) Victim Service Providers shall maintain high personal and professional standards in advocating for clients, which include maintaining proficiency in the delivery of services and cultural sensitivity.
- 5) Victim Service Providers will see to their own empowerment and nurturing; and when personal circumstances may compromise professional abilities, performance, or judgment, they should take steps to resolve those issues.

In relationships with every client

- 1) Victim Service providers will promote the good of the survivor by:
 - a) working to increase victim safety
 - b) respecting the authority and autonomy of the adult victim to direct his or her own life
 - c) holding the perpetrator accountable for criminal and abusive behavior
 - d) making efforts to suspend judgment of the victim in order to maintain professional trust and to effectively advocate for the victim.
- 2) Victim Service Providers will be honest by:
 - a) respecting the clients' right to privacy and confidentiality, subject only to laws or

- regulations requiring disclosure of information to appropriate other sources;
 - b) representing accurately your own abilities, authority and power;
 - c) avoiding conflicts of interest by disclosing possible conflicts to all parties involved and terminating a professional relationship with a victim when he or she is not likely to benefit from continued services;
 - d) referring the client to another service agency when necessary.
- 3) Victim Service Providers will not practice, condone, facilitate or collaborate with any form of discrimination on the basis of sex, race, color, age, sexual orientation, religion, national origin, political beliefs, marital status, mental or physical disability, economic status or any other discriminatory bases.
- 4) Victim Service Providers will fairly distribute time, goods, and services among all clients.
- 5) Victim Service Providers will respect and protect clients legal and civil rights.

In relationship with colleagues, other professionals and the public

- 1) Victim Service Providers shall conduct relationships with colleagues and other professionals in such a way as to promote mutual respect, public confidence, and improvement of services.
- 2) Victim Service Providers shall share knowledge and encourage proficiency in victim services among colleagues and other professionals.
- 3) Victims Service Providers shall offer professional support, guidance and assistance to colleagues, including those who are new to the field, in order to promote consistent quality and professionalism in victim service work.
- 4) Victim Service Providers serve the public interest by contributing to the improvement of systems that impact victims of crime.

I, _____, agree to abide by the aforementioned Code of Ethics in all my dealings with crime victims.

Signed this _____ day
of _____, 20____.

Signature

PERSONAL STATEMENT

(Must be signed for application to be reviewed)

In completing this application for certification, I, _____, agree that all information presented is accurate to the best of my knowledge and that any false information will be sufficient cause for rejection of the application by the IOVA-CPCC.

Signature of Applicant

Date

SUPERVISOR/BOARD OF DIRECTOR STATEMENT

(Must be signed for application to be reviewed)

I, _____, as the above named applicant's supervisor/board of director's representative, acknowledge that said applicant is currently providing direct services to crime victims within this agency.

Signature of Supervisor/Board of Director

Date

Mail the completed application and three additional copies to:

**IOVA ORGANIZATION FOR VICTIM ASSISTANCE
IOVA-CP
P.O. Box 8345
DES MOINES, IA 50301**

Keep a copy of the application for your records.
Application and attachments will not be returned.

Applications are reviewed every six months.

Applications must be postmarked by the due dates:

**April 1
October 1**

Review of application will take place within 30 days and applicants will be notified within 90 days of due date.