

Directions for Completing the All Applications

- Standards:** This certification application directly follows the order of the Virginia Standards for Batterer Intervention Programs. PLEASE refer to these Standards as you complete the application. These Standards are enclosed, or can be found at www.vabipboard.org or by emailing the BIP Board Chair, Keith E. Fender, Ph.D., LCSW at info@vabipboard.org.
- Application:** You can either legibly hand-write the application, type on the application or download a copy at www.vabipboard.org for a Word copy of the application. If you choose to complete the downloaded copy of the application, do not change anything in the application and use only the space provided for narrative questions. If you make changes to the application you may not be certified.
- Binding and Copies:** Once you complete the application, submit the original and three copies with the certification fee (or a purchase order) to Virginia Batterer Intervention Certification Board P.O. Box 11713 Richmond, VA 23230. The copies must include all pages of the application. The original and copies should be securely bound either with a staple, binder clip or spiral binding. Please do not submit the application in a three-ring binder as this is cumbersome during review.
- Technical Assistance:** Certification Board members are available to provide on-going technical assistance regarding how to complete the application and how to achieve compliance with Standards. This information is available on the website at www.vabipboard.org.
- Order of Pages:** When compiling your application, attachments and Plans of Action should be included at the end of the original and each copy. PLEASE do not send extra materials
- Alternative Staff Qualifications:** If a Staff person does not meet the Educational/Training Qualifications you may complete and submit the “Staff Alternative Qualifications Review Form” for that staff person. The alternative qualifications will be reviewed by the Review Committee who will decide if the staff’s existing qualifications are acceptable. If an Alternative Qualifications Form was submitted and approved last year, you do not need to resubmit this form.
- Plans of Action:** Plans of Action are required if you do not meet an aspect of a Standard. The Plan of Action is your description of how you will come into compliance with the Standard within 90 days (and therefore be eligible to be fully certified). If you submit a Plan of Action, you must send evidence of your compliance to Virginia Batterer Intervention Certification Board at the above address in order for your compliance to be reviewed.
- Site Visits:** In accordance with Standards, the Certification Board will strive to complete site visits for all Provisionally Certified programs within the first year of certification. Fully Certified programs will be visited once within 3 years of being certified. Programs will get at least 48 hours notice of the site visit.

10. **Non-Compliance and Decertification:** The Certification Board shall have the authority to suspend or revoke any Certification Status issued by the Certification Review Committee or deny an initial application or application to renew, based on (but not limited to) the following:

- Violation of the Standards by a program or employee of a program holding Certification. Violations include deliberate or repeated acts of non-compliance under these Standards or acts found to endanger the victim and/or partner, or others, or acts of gross negligence.
- Misrepresentation of any material fact in obtaining Certification Status or subsequent approvals.

11. **Appeal Process:** Batterer Intervention Programs may appeal the decision of the Certification Review Committee by mailing an appeal letter to the Certification Board within 30 days of receiving notice of the Program's Certification Status. The appeal letter should include the basis for the appeal and any additional information for consideration by the Board.

The Certification Board will assess the appeal within 30 days of receipt, and will make a final determination. Batterer Intervention Programs and the Certification Review Committee will be notified by the Board in writing of the final Certification Status of all Programs filing appeals.

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