



Today's Date \_\_\_\_\_

## Application for Approval of Training for Facilitators

### **GCFV-Approved Training Application Checklist**

To be considered for approval, the following items shall be sent to the Commission using the process designated in this application.

Applications must be received prior to 45 calendar days of the first scheduled training. Application submitted within 30 days of the requested training date will be assessed a late fee. Applications will not be accepted within 14 days of the requested training date.

- A completed and signed application form
- Non-Refundable Application Fee
- Resume or CV for each presenter
- Training Evaluation Form
- Training Sign in Sheet (with column for facilitator certification #)
- Training Certificate for Attendees
- Training brochure or flyer (If final copy is not yet available, submit draft copy.)

Submit the completed application to the address below:

*Georgia Commission on Family Violence  
Attn: FVIP Training Application  
270 Washington Street SW, Suite 5145  
Atlanta, GA 30334*

Faxed applications will not be accepted.

## Eligibility

To facilitate victim safety, the Georgia Commission on Family Violence (GCFV) and the Georgia Department of Community Supervision (DCS) shall certify trainings as state approved. To be considered as a GCFV-approved training, a completed and signed application with all requested attachments shall be submitted to GCFV. GCFV will notify the applicant **in writing** of its decision to approve, deny, or withdraw GCFV-approval of training within 2 weeks of receipt of the application. GCFV reserves the right to seek clarification and verification on any items submitted with the application. GCFV will not return any items submitted with the application.

## Continuing Education Hours

Only GCFV-approved trainings may be used to fulfill training and continuing education requirements for facilitators of family violence intervention programs (FVIPs). The training provider will estimate the number of training hours to be provided. Any breaks, welcome speeches or announcements, may not be counted as instructional time. GCFV determines the final number of Continuing Education hours for a GCFV-approved training. No more than six (6) hours of the development and/or delivery of new Commission-approved training will count towards annual facilitator continuing education.

## Length of Approval

The Commission will approve training at its discretion based upon training content and approval criteria detailed in the Application for Approval of Training for Facilitators of Family Violence Intervention Programs. Approval is only valid for the dates of training specified in the application. Re-approval must be attained through submitting a new application for all subsequent trainings. New applications for Continuing Education hours must be submitted for trainings annually. Approval by the Commission can be withdrawn at any time if the training encourages or teaches any concept in violation of the state minimum standards for FVIPs.

GCFV may deny or withdraw approval at any time if:

- the training encourages any concept in violation of the state minimum standards for certified FVIPs;
- GCFV determines that the trainers have insufficient training, experience, or track record of training performance to provide an appropriate level of training in an area specifically relevant for FVIP facilitators and trainees;
- the application documents are incomplete, inaccurate, or insufficient to determine whether the training encourages any concept in violation of the state minimum standards for certified FVIPs;
- the training was planned and developed with insufficient opportunities for feedback and input from victim advocates and other members of the coordinated community response (CCR) to domestic violence;
- the training was not received 45 days prior to the date of the first training;
- the trainers or sponsoring organization violate any of the agreements in the training application;
- the training presented deviates from what was submitted for approval;
- the training material is found to be irrelevant to FVIP providers and facilitators.

## Advertisement

**How to Promote GCFV-Approval on Your Training Literature:** Trainings approved by GCFV may display the following information on their promotional material: "This training was approved by the Georgia Commission on Family Violence for \_\_\_ training hours for FVIP facilitators. The views, findings, conclusions, and recommendations expressed in this training are those of the trainer(s) and do not necessarily reflect the views of the Georgia Commission on Family Violence."

**E-mailed List of Approved Trainings:** GCFV may announce your training via e-mail to GCFV's listserv participants and on the GCFV website.

## Training Fees

<b>NEW APPLICATION</b> if a fee is charged for the training	<b>\$100.00</b>
<b>NEW APPLICATION</b> if no fee is charged for the training	<b>\$50.00*</b>
<b>RE-APPROVAL</b> if the training has been approved in the past and there are no changes to the material	<b>\$30.00</b>
<b>Add-ons to Above (if applicable)</b>	
<b>MULTIPLE DATES - SAME TOPIC/SPEAKER</b> This fee applies to non-consecutive program dates, not a continuous program held on consecutive dates	<b>\$10.00 Each</b>
<b>MULTIPLE PROGRAMS - MULTIPLE DATES WITH DIFFERENT TOPICS/SPEAKERS</b> Organizations sponsoring multiple trainings in a single calendar year only need to submit one application with training information for each trainings	<b>\$20.00 Each</b>
<b>Late fees (if applicable)</b>	
<b>LATE FEE</b> for submissions postmarked less than 30 days but more than 14 days before the start of the first program date	<b>\$50.00</b>
*Application fee waivers available under special circumstances.	

## Organization Information

<b>Name of Sponsoring Organization:</b>	
<b>Mailing Address (Street, City, State, Zip):</b>	
<b>Organization Mission Statement:</b>	
<b>Staff Contact Person:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Fax:</b>	<b>Website:</b>
<b>Prepared By:</b>	<b>Preparer Phone:</b>

## Organization Questions

<b>Has the organization conducted business under another company name in the past 3 calendar years?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Has the organization been approved as a CE provider by other certification bodies before?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Has the organization acted as a sponsor for any other trainings approved for CE hours?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Has the organization been approved as a CE provider by GCFV before?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Has the organization been denied approval as a CE provider before?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Are trainings available to professionals outside of your organization?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

## Training Information

### Training Location

Organization Training Location:

Training Address (Street, City, State, Zip):

### Training Description

Training Title (must reflect the content of the training):

Training Summary (no more than 4 sentences):

Learning Objectives (at least 3):

Who is the target audience for your training?

List the approximate number of participants:

## Trainer Information

Name of Trainer 1:

Years in the Field:

Academic, Teaching, or Instructional Accomplishments:

Describe when and where the trainer received FVIP training:

Describe when and where the trainer received victim-centered advocacy experience:

Number of previous trainings performed:

List 2 references who can attest to the training abilities (Name, title, phone, email)

1.  
2.

Name of Trainer 2:

Years in the Field:

Academic, Teaching, or Instructional Accomplishments:

Describe when and where the training received FVIP training:

Describe when and where the trainer received victim-centered advocacy experience

Number of previous trainings performed:

List 2 references who can attest to the training abilities (Name, title, phone, email)

1.  
2.

## Training Schedule

*Provide an agenda for the training including breaks.*

Date	Session Begins	Session Ends	Instruction Hours	Content

**Total Instruction Hours excluding breaks:**

**Number of GCFV-approved training hours requested:**

## Involvement of Advocates and Victim Liaisons

*Describe advocate or victim liaison involvement in the creation of the training content.*

*Describe how you have verified that the training is victim-centered.*

## Evaluation

Each evaluation form must list the learning objectives from each training in order to ascertain that participant goals have been reached and learning objectives obtained. In addition, include feedback on participant satisfaction in the quality of instruction and teaching ability, the instructor's level of knowledge and expertise, and the usefulness of the program content for FVIP facilitators.

## Procedures & Standards

By initialing the following, the organization affirms the following procedures & standards will be upheld

Certificates of attendance will be presented to those who attend the program.

Sign in sheets will be forwarded to GCFV within thirty (30) days of the program.

Program evaluations will be distributed to all attendees and made available to GCFV upon request.

A certified facilitator and victim advocate will be involved in the planning and evaluation of the program.

A system in place for maintaining program and participant records for a minimum of three (3) years is established.

A means of responsibility for control over all aspects of this training to ensure that educational objectives are met and that the training supports the concepts within the Rules on Family Violence Intervention Programs.

GCFV staff and monitors will be allowed attendance at no cost.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title