

Initial FVIP Provider Certification

Step-by-Step Program Owner Application Roadmap

Official Website: gcfv.ga.gov

This official guide outlines the complete sequential roadmap required by the **Georgia Commission on Family Violence (GCFV)** to obtain Initial Family Violence Intervention Program (FVIP) Provider Certification (Program Ownership). Follow each step carefully to satisfy state regulatory requirements.

1 Attend the Live FVIP Informational Session

Mandatory First Step • 3-Hour Live Session

Attend the live 3-hour informational session conducted by GCFV staff. This session is free of charge, not pre-recorded, and is strictly required for prospective program owners prior to submitting background checks or coursework.

2 Submit Authorization & Pass Background Check

Prerequisite Before Enrolling in Coursework

Submit background check consent forms along with a copy of your **Social Security Card** and **Driver's License**. GCFV runs a comprehensive background check covering criminal history, the Georgia Protective Order Registry, and DMV records. Official clearance must be issued before moving forward.

3 Complete 'FVIP Basics' Training

Mandatory 14-Hour Commission-Delivered Training

Enroll in and complete the mandatory 14-hour **FVIP Basics** course taught directly by the Commission.

- **Training Fee Required:** There is a registration fee associated with this course.
- **Payment Policy:** Payment must be made in full in order to receive credit for completing the training.

Progression Rule: Once you complete FVIP Basics, you may work on all remaining program documentation, facility setup, victim liaison agreements, and application requirements **simultaneously**.

4 Prepare Program Operational Documentation & Operations Plan

Business Operations, Logistics & Staffing Setup

Compile the necessary organizational documentation required for initial provider approval:

- **Judicial Circuits:** Identify all judicial circuits where your program will operate.
- **Mission Statement & Background:** Submit your organization's mission statement, purpose, and detailed history/experience related to domestic violence.
- **Business Disclosures:** Disclose all associated business interests, partners, co-owners, investors, or affiliates.
- **Locations, Schedules & Staffing:** Provide physical facility addresses, proposed class schedules, and assign Certified FVIP Facilitators for each location.
- **Fee Schedule & Indigent Plan:** Submit a written participant fee schedule along with a sliding-scale indigent fee reduction plan.
- **Liability Insurance:** Provide proof of General Liability Insurance (minimum \$1,000,000 coverage per circuit).
- **Victim Liaison Agreement:** Execute a written contract/employment agreement with a CJCC-certified domestic violence program or approved victim advocate to maintain a victim liaison at all times.
- **Agreements & Disclosures:** Sign and display the *GCFV Principles of Practice* and *Code of Ethics*, and acknowledge all required state disclosures.

5 Submit Final Application & Fee

Commission Review, Fee Schedule & Deficiencies Policy

Submit your complete Provider Application packet and supporting documentation to GCFV.

- **Ongoing Submissions:** Applications are accepted on an ongoing basis throughout the year. Please review the official payment chart on gcfv.ga.gov to verify your required application fee based on your submission month and program setup.
- **January Base Application Fee:** If applying in January, the standard application fee is **\$250** for one (1) judicial circuit with a physical location.
- **Additional Physical Judicial Circuits:** If you would like to operate in additional judicial circuits where you have physical locations, add **\$50** for each additional judicial circuit.
- **Virtual or Hybrid Delivery Fee:** If your program will be offering virtual or hybrid classes, add an additional **\$100** fee.
- **Review Timeline:** GCFV has **30 days** to review submitted provider applications upon receipt.

Provider Application Component	Fee Amount (January Base Rate)
Initial Application Fee (1 Judicial Circuit w/ Physical Location)	\$250
Additional Judicial Circuit Fee (Per additional physical location circuit)	+\$50 / additional circuit
Virtual or Hybrid Class Modality Fee	+\$100

Incomplete Application Policy: If your application is determined to be incomplete upon review, you will have **10 calendar days** to submit the required missing documents. If documents are not submitted or remain incomplete after 10 days, the application will be formally denied.

For official provider forms, fee schedules, and compliance resources, visit gcfv.ga.gov.
Georgia Commission on Family Violence • State of Georgia