



Family Violence Intervention Programs

You will need all documents and information below for initial certification and to renew your FVIP program through the online Georgia Courts Registrar.

FIRM REQUIREMENTS	
Participant Contract	<p>This contract must include:</p> <ul style="list-style-type: none"> • Details of program structure including: class fees, victim liaison fees, state fees, orientation terms, 90 minute classes, and 24 weeks of classes; • Participant's loss of confidentiality; • Victim's right to leave the relationship; • Nonviolence agreement; • Removal of all weapons from home; • Abstinence from alcohol and drugs; and • Non-compliance and termination protocols
Participant Completion and Termination Form	<p>This template (or templates) must include:</p> <ul style="list-style-type: none"> • Referral source, • Participant's name, and • Completion date of the program or the date and reason for termination
Victim Liaison Contract	<p>This contract must include:</p> <ul style="list-style-type: none"> • Payment terms and • Signatures of the victim liaison's director and the FVIP owner/director <p style="text-align: center;"><i>View list of certified domestic violence shelters</i></p>
General Liability Insurance Form	<p>This document must include:</p> <ul style="list-style-type: none"> • Expiration date (not expired at time of submission) and • Coverage of at least \$1 million
Owner's Secure and Verifiable Document	<ul style="list-style-type: none"> • <u>New</u>: Upload a copy of the owner's secure and verifiable document that does not expire during the certification period • <u>Renewal</u>: Non-U.S. citizens must upload a copy of the owner's secure and verifiable document annually <p style="text-align: center;"><i>View list of acceptable documents</i></p>
Owner's Affidavit of Lawful Presence	<ul style="list-style-type: none"> • <u>New</u>: Upload the owner's signed, notarized affidavit • <u>Renewal</u>: Non-U.S. citizens must upload the owner's signed, notarized affidavit annually <p style="text-align: center;"><i>Download blank affidavit</i></p>
Locations	<ul style="list-style-type: none"> • <u>New</u>: List at least one location where you plan to hold classes • <u>Renewal</u>: List at least one location where you hold classes; classes must be at least 90 minutes in duration
Staff List	<ul style="list-style-type: none"> • Employ at least one person who meets all facilitator requirements
Payment (Credit Card or Check)	<ul style="list-style-type: none"> • \$150 for each judicial circuit where classes are held



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INDIVIDUAL REQUIREMENTS	
Personal Information	<p>For each facilitator and owner, you must have his or her:</p> <ul style="list-style-type: none"> • Full name • Email address, • Gender, • Race, • Birthdate, and • Social Security number
Trainee Hours (Facilitators Only)	<ul style="list-style-type: none"> • <u>New</u>: 84 hours of in person contact co-facilitating or participating as a trainee in a certified FVIP <i>View list of certified FVIPs</i>
Coordinated Community Response/Task Force Hours (Facilitators Only)	<ul style="list-style-type: none"> • <u>New</u>: 40 hours of participation in coordinated community response, which may include: <ul style="list-style-type: none"> ▪ Local task force meetings, ▪ Task force development, ▪ Victim advocacy, or ▪ Volunteering with local domestic violence shelters <i>View list of family violence task forces</i>
	<ul style="list-style-type: none"> • <u>Renewal</u>: 4 hours annually of participation in coordinated community response
Continuing Education Hours (Facilitators Only)	<ul style="list-style-type: none"> • <u>New</u>: 40 hours of GCFV-approved training <i>View list of GCFV-approved training</i>
	<ul style="list-style-type: none"> • <u>Renewal</u>: 8 hours each calendar year of GCFV-approved training <i>View list of GCFV-approved training</i>
Experiential Education Hours (Facilitators Only)	<ul style="list-style-type: none"> • <u>New</u>: 4 hours of experiential education, which may include: <ul style="list-style-type: none"> ▪ Traveling with police on family violence cases, ▪ Attending court during domestic violence cases, or ▪ Observing probation/parole officers that supervise family violence probationers
Degree (Facilitators Only)	<ul style="list-style-type: none"> • Undergraduate degree or at least 2 years of equivalent experience involving batterers and victims or victim advocates
Background Information (Facilitators Only)	<ul style="list-style-type: none"> • <u>New</u>: Completed and signed background check authorization form and information related to any criminal offense committed
	<ul style="list-style-type: none"> • <u>Renewal</u>: Information related to any criminal offense committed in the past 2 years
ADDITIONAL RESOURCES	
<ul style="list-style-type: none"> • FVIP SOP • Rules • Victim Contact SOP • FVIP Education Form 	