

March 2008

To: Batterers Intervention Program
From: Chair, Batterers Intervention Program Standards Committee

RE: Applying for ICADV Approval

Thank you for making application to the Indiana Coalition against Domestic Violence (ICADV) for certification of your program. In doing so, you will join a group of respected programs and professionals who are upholding statewide standards of safety, accountability and collaboration in this field.

Our peer review panel will monitor the application process and the ongoing reviews. Our work will be more efficient if you follow these steps:

1. The expectation is that you have a written Policy and Procedure Manual documenting the operation of your Batterer Intervention Program.
2. Put the text for each successive enclosure on a new page, with a bold, centered, underlined caption, "**Enclosure Number 1**", etc.
3. Each enclosure should include a copy of the appropriate section of your Policy and Procedure Manual. (Do not merely reference an attached manual. Attachments such as brochures and manuals are welcome, but not in place of the printed text.)
4. Clip together attachments in numerical order at the end of the entire application. Mark them with identifying numbers.
5. Complete the Provider Application Form for each individual provider, to be separately signed by each provider.

Upon receipt, ICADV will complete an initial review to ensure that all materials are enclosed. Please make certain all attachments are clearly marked and the checklist included. If all materials are included, your application will be assigned to a team for further review. If not, your entire packet will be returned to you to correct any errors or omissions prior to resubmission.

Once your application is complete, our committee will review it. You may expect a response in 60 to 90 days.