

Batterers' Intervention Program Recertification Application Checklist

Name of Program:	
Document	Present in Application
• \$200 Application Fee (T.C.A. § 38-12-110)	
• Original letter of certification	
• Submission of any conditional items listed on the original certification letter	
• Current documentation of ongoing working relationships <i>(i.e. letter(s) of collaboration from local domestic violence shelter(s))</i>	
• Documentation of any changes since last certification in:	
○ Procedures for ensuring victim safety <i>(i.e. Victim Contact + Victim Confidentiality Policy and Procedures)</i>	
○ Procedures for reporting violence or abuse <i>(i.e. Reporting Policy and Procedure)</i>	
○ Communication process with the justice system <i>(i.e. Information Sharing Policy and Procedure)</i>	
• Batterer's Responsibility Plan	
• Contracts signed by batterer	
• Any new forms implemented since last certification	
• Documentation of any changes in curriculum and an explanation about how the changes to curriculum are implemented	
• Personnel and Training Information for any staff persons hired since last certification <i>(i.e. background checks, signed staff certification statements)</i>	
○ Free from Abuse Statements from staff	
• A list of trainings accompanied by documentation (types and hours) attended by all staff persons since last certification <i>(i.e. staff training logs)</i>	
• Submission of data collected on program outcomes gathered since last accreditation with the following information included:	
○ # of participants	
○ # referred to the court for non-compliance	
○ # completing program	
○ Any other follow-up data on outcomes	

