

Batterers' Intervention Program Certification Application Checklist

Name of Program:	
Document	Present in Application
\$200 Application Fee (T.C.A. § 38-12-110)	
Policies and Procedures	
1. Victim Contact	
2. Reporting	
3. Information Sharing	
4. Victim Confidentiality	
5. Research	
6. Training	
7. Participant	
8. Personnel	
9. Referral	
10. Class Structure	
11. Sexual Harassment Policy	
Forms	
• Victim Notification Letter	
• Program Philosophy	
• Completion Letter	
• Letter of Discharge	
• Participant Contract	
• Inspection of Pertinent Records Form	
• Screening Form	
• Fee Schedule	
• Group Rules	
• Orientation Materials (i.e Welcome Letter, Objectives of Class)	
• Referral- Out Form	
• Referral Form	
• Responsibility Plan	
• Victim Contact Form	
• Victim Advocate Consultation Form	
• Incident Report Form	
• Progress Report Form	
• Communications Checklist	
• List of Referrals	
• Safety Planning Information	
• Curriculum Outline	
• Attendance forms/ Sign in Sheet	
• Group Notes	
• Roster/Class Schedule (including times and locations)	
• Statutory Definitions (per 0490-1-.06(2)(a-b))	
• Collaboration Letter	
• Mission Statement	
• Organizational Structure Chart	
• Background Check (for any BIP employees)	
• Instructor/Program Supervisor Job Descriptions	
• Staff Certification Statement (for both Supervisors and Instructors)	
• Free from Abuse Statement	

• Staff Training Outline & Objectives	
• Staff Training Log	
• Supervisory Contact Log	
• Mock and/or actual client file	
• Monitoring Agreement	
• Documentation of Rule 0490-1-.04(1)(e) and Rule 0490-1-.04(1)(g)(1-2)	
• Please see note under Rule 0490-1-.06(1) to satisfy the Curriculum requirements	