

Certified Program Expansion Policy & Procedure
Domestic Violence State Coordinating Council
Batterers Intervention Program (BIP) Certification and Monitoring Committee

Policy Statement:

In accordance with TCR 0490-1, it is the policy of the Domestic Violence State Coordinating Council (DVSCC) that certified batterer intervention programs that intend to expand into additional service areas beyond the current certified service area during the term of certification shall submit all necessary application documents for certification of the additional service area as outlined below.

The Council reserves the right to request a full, unmodified application for certification of new service areas.

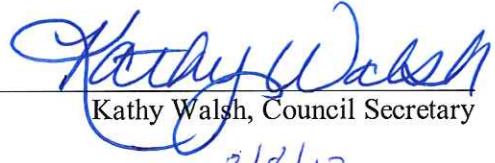
Procedure for Certification Expansion Applications (specific areas of the Rules for Batterers' Intervention Programs are cited after each applicable area):

Prior to or within sixty (60) days of the expansion into a new service area, a program shall submit a modified certification application which will include:

- A copy of the program's current certification letter
- Current documentation of ongoing working relationships (example: letters of support) from local domestic violence programs and shelters in the new service area (per TCR 0490-1-04)
- Documentation of any differences between the original certified program area and the new service area in (per TCR 0490-1-03):
 - Procedures for ensuring victim safety
 - Procedures for reporting violence or abuse
 - Communication process with the justice system
- A copy of (per TCR 0490-1-05):
 - Batterer responsibility plan
 - Contracts signed by batterer
 - Forms to be utilized in the new service area that differ from the original certified program forms
- Documentation of any changes in curriculum in the new service area and an explanation about how the changes to curriculum are implemented (per TCR 0490-1-06)
- Personnel and training information for any additional staff persons hired to serve the new area
- A list of trainings attended by all additional staff persons hired to serve the new area, accompanied by documentation of types and hours (per TCR 0490-1-07)
- Free from abuse statements from all additional staff persons hired to serve the new area (per TCR 1490-1-07).

Expansion certifications shall expire with the expiration of the original program certification, at which time the program will apply for recertification of all areas.

All certification application materials are available at the Coalition's website: www.tncoalition.org.



Kathy Walsh, Council Secretary

3/8/13

Date