

## DVS Initial Certification Worksheet for Direct Service Experience

The Initial Certification requires 1,000 hours of direct service experience with domestic violence clients, to include 180 task hours of verified on-the-job training (OJT) completed in specified Task Areas. The minimum number of hours required for each Task Area is listed below. The domestic violence client can be a victim, abuser, child or other involved party. The Work Experience Number should correspond to the number on the Direct Service Experience History form.

Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
I. Hotline		10		
			<b>Total</b>	<b>Total</b>
II. Intake		10		
			<b>Total</b>	<b>Total</b>

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
III. Crisis Intervention		10		
				<b>Total</b>
IV. Assessment		10		
				<b>Total</b>

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
V. Referral		5		
				<b>Total</b>
VI. Victim Advocacy (Legal)		10		
				<b>Total</b>

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
VII. Reporting and Record Keeping		5		
				<b>Total</b>
VIII. Education and Prevention		5		
				<b>Total</b>

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
IX. Case Management/ Service Provision		20		
				<b>Total</b>
X. Individual Counseling		30		

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
			<b>Total</b>	<b>Total</b>
XI. Group Counseling		30		
			<b>Total</b>	<b>Total</b>

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
XII. Family Counseling		20		
				<b>Total</b>
XIII. Substance Abuse Assessment		5		

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Task Area	Work Experience Number	Required Verified OJT Hours	Verified OJT Hours	Non-Verified Hours
			<b>Total</b>	<b>Total</b>
XIV. Advocacy/ Networking/ Community Organization		10		
		<b>Total</b>	<b>Total</b>	<b>Total</b>

**GRAND TOTAL**      \_\_\_\_\_