



# Illinois Coalition Against Domestic Violence

**ONE MISSION. ONE VOICE.**

EMPOWERING WOMEN. EXPANDING AWARENESS. ERADICATING VIOLENCE.  
Serving Victims of Domestic Violence Since 1978

## Web Based Confidentiality Training Instructions

Last Revised 2009

Listed below are the instructions for enrolling in ICADV's web based confidentiality training. A certificate will be mailed to you approximately 30-60 days after have successfully completed the online training. Illinois Certified Domestic Violence Professionals (ICDVP) Continuing Education Units (CEUs) will be provided for this training. This training may be completed anytime online through your computer at your agency.

### Student Enrollment

1. Trainee will register her/himself for the Domestic Violence Provider Confidentiality Training by accessing the Training Center's web site at [www.chtc.org](http://www.chtc.org). Select the "red" registration word at the bottom of the Home page and follow the appropriate links to move to the online training request form. It is imperative that the trainee's email address be included on the Online Training Request Form.
2. After receipt of information for the trainee, the Springfield Urban League Community Health Training Center (SUL), will enroll the trainee into the On-Line Learning Management System. *(Please note that ICADV does not host this online training opportunity. We contract with the Springfield Urban League to house and maintain this training for us.)*
3. The trainee's login information will be emailed directly to the trainee's email address as entered on the Online Training Request Form. The email will contain the trainee's login and password, web site information and other instructions for taking the ICADV Confidentiality web-based training modules.
4. The trainee will then need to schedule an appropriate amount of time to complete the self-paced portion of the course via the Internet. The course will take approximately two to three hours of uninterrupted time to complete.
5. After completion of the web based training, the trainee will be eligible to receive a certificate of completion and continuing education credits from the ICADV office. LCPC, Social Work and ICDVP ceu's will be offered
6. If you have questions regarding the registration process, please contact one of the following people at the SUL:

### For agencies south of Interstate 80

Cassandra Curry at 217.753.3838, ext. 200  
[ccurry@springfieldul.org](mailto:c Curry@springfieldul.org)

### For agencies north of Interstate 80

Roberta Pondexter at 312.326.4701  
[rpondexter@springfieldul.org](mailto:rpondexter@springfieldul.org)

