



**California Association of Supervised Visitation Service Providers
(CASVSP)**

MEMBERSHIP CRITERIA

info@casvsp.org

Effective February 1, 2013

WELCOME CASVSP Members! Thank you for your interest in wanting to join CASVSP and providing high-quality services for families and children in California. Membership eligibility with CASVSP consistent of two (2) types: general membership and/or institution or organization membership. Please review CASVSP bylaws to help ensure compliance with the organization and membership.

Please note that an applicant's membership application will not be processed if the appropriate fees have not been included with your CASVP membership application. Additionally, if the membership application does not contain all of the required materials, your membership application will not be processed—it will be considered incomplete. CASVP will notify you that a new application must be submitted for membership consideration and approval. CASVP approval and/or denial of membership will take between 4–8 weeks to process. Members will be notified upon acceptance or denial of their membership.

How to Apply for Membership?

1. You must submit CASVSP membership application with appropriate fees and materials;
2. CASVSP membership application;
3. CASVSP training and education and qualifications declaration;
4. CASVSP certificate of moral character form (3 separate forms required);
5. Criminal background and fingerprinting clearance and attestation that provider has insurance coverage (see CASVSP training and education declaration).
6. Please download and complete and submit all required materials to: **info@casvsp.org**.



CATEGORIES OF MEMBERSHIP

1. **General Member:** Any individual that is a provider of supervised visitation and/or exchange services in support of the mission and purpose of CASVSP.
2. **Institution Member:** An institution or organization that does not provide direct supervised visitation and/or exchange services but supports the mission, purpose, and goals of CASVSP.

QUALIFICATIONS FOR GENERAL MEMBERSHIP

Any individual provider of supervised visitation that seeks CASVSP membership or any existing general member seeking CASVSP membership renewal must certify the following:

1. Agree to follow and comply with Family Code section 3200.5 and Standard 5.20 of the California Standards of Judicial Administration (Uniform Standards of Practice for Providers of Supervised Visitation);
2. Agree to complete CASVSP training and education requirements prior to the commencement of providing supervised visitation and/or exchange services;
3. Agree to sign CASVSP declaration under penalty of perjury attesting to the individual's compliance with CASVSP qualification, training, and education requirements, Family Code section 3200.5, and Standard 5.20;
4. Agree to follow individual professional Code of Ethics and applicable rules of law for the field of supervised visitation practice and the individual's profession;
5. Agree to complete and sign CASVSP affidavit of good moral character;
6. Agree to remain in good standing with applicable business, legal, and professional requirements; and
7. Agree to comply with additional qualification factors required for membership consideration that may be on a case-by-case basis as determined by the Board of Directors.



QUALIFICATIONS FOR INSTITUTION OR ORGANIZATION MEMBERSHIP


Any institution or organization that seeks CASVSP membership or any existing institution or organization seeking CASVSP membership renewal must certify the following:

1. Agree to follow and comply with Family Code section 3200.5 and Standard 5.20 of the California Standards of Judicial Administration (Uniform Standards of Practice for Providers of Supervised Visitation) as best practices for the operation and administration of supervised visitation services;
2. Agree to follow professional Code of Ethics and applicable rules of law for the field of practice for supervised visitation; and
3. Agree to complete and sign CASVSP affidavit of good moral character.

BENEFITS TO JOINING CASVSP

1. CASVSP provides specialized training on Family Code section 3200.5 and Standard 5.20 that advances the educational standards of practice. This includes, when applicable, eligible CEU credits through collaboration with other organizations.
2. Reduced registration rates for trainings and webinars.
3. Service provider information and updates via Web-site, Newsletter, e-blasts, etc.
4. Work with others to promote policy changes and best practices for supervised visitation and court operations statewide.
5. Develop and promote the professional excellence of supervised visitation and exchange services.
6. Maintain a statewide communications network of high-quality professionals.
7. Provide training and education professional development opportunities.

If you have questions or need additional information, please contact info@casvsp.org

<p>Supervised Visitation Provider (Name and address):</p> <p>County of Business:</p> <p>Telephone No:</p> <p>Fax No (<i>Optional</i>):</p> <p>E-Mail Address:</p> <p>Web Address:</p>	 <p>For CASVSP Use Only</p>
<p align="center">DECLARATION REGARDING QUALIFICATIONS, TRAINING, AND EDUCATION REQUIREMENTS FOR SUPERVISED VISITATION PROVIDER ©</p>	

1. I, (*name*): _____, declare that if I appeared in court and were sworn, I would testify to the truth of the facts in this declaration.

2. As of (*date*): _____, I declare that I am a professional provider of supervised visitation as defined under Family Code section 3200.5.

3. I submit this form to indicate compliance with all applicable requirements for a professional provider of supervised visitation under Family Code section 3200.5, Standard 5.20 of the California Standards of Judicial Administration, and the California Association of Supervised Visitation Service Providers (CASVSP) for _____ (*specify year*):

LICENSING REQUIREMENTS

4. ☐ a. I am licensed as a psychiatrist, a psychologist, a clinical social worker, a marriage and family counselor, or an intern working under the direct supervision of a qualified licensed mental health professional.

- ☐ b. I declare that if I appeared in court and were sworn, I would testify to the truth that I have never had my license denied, revoked, or suspended in any state or jurisdiction or have been the subject of disciplinary action.

- 5. ☐ I am not licensed but I am qualified to be a professional provider of supervised visitation as defined under Family Code section 3200.5.
- 6. ☐ I declare that if I appeared in court and were sworn, I would testify to the truth that I am in compliance with all applicable business, professional, and legal requirements for a professional provider of supervised visitation.
- 7. ☐ I request that the California Association of Supervised Visitation Service Providers (CASVSP) approve that I have met the qualifications and training and education requirements for a professional provider of supervised visitation services for general membership in CASVSP.

TRAINING AND EDUCATION REQUIREMENTS

8. I declare that I have completed:

- ☐a. The mandatory training requirements for a professional provider of supervised visitation as described under Family Code section 3200.5.
- ☐b. The mandatory three-day, in-person Standard 5.20 training provided by the Administrative Office of the Courts (AOC) or CASVSP.
- ☐c. The mandatory three-day, in-person Standard 5.20 training provided by the Administrative Office of the Courts (AOC) or CASVSP will be completed within six months of approved membership and proof of completion will be provided to CASVSP.

9. I declare that I have completed:

- ☐a. The 12 hours of domestic violence training requirement.
- ☐b. The 12 hours of job-shadowing training requirement.
- ☐c. The required CPR training for adult, children and infants.
- ☐d. I have not completed the above requirement but will complete within six months of approved membership and proof of completion will be provided to CASVSP.

10. ☐ I have completed the annual 10 hours of continuing education requirement, effective January 1, 2014, and proof of completion will be provided to CASVSP or my membership will be revoked.

OTHER PROFESSIONAL REQUIREMENTS

- a. ☐ I declare that if I appeared in court and were sworn, I would testify to the truth that I meet the qualifications of a professional provider as set forth under Family Code section 3200.5.

- b. ☐ I declare that if I appeared in court and were sworn, I would testify to the truth that I shall maintain and show proof of adequate insurance coverage before working on any case.
- c. ☐ I declare that if I appeared in court and were sworn, I would testify to the truth that I have completed before working on any case the required criminal background and fingerprinting clearance for working with children.
- d. ☐ I declare that I understand my obligation to report any child abuse or any reasonable suspicion of child abuse to Child Protective Services as required by law.

USE OF INTERNS

- 11. ☐ I intend to use interns to assist with providing supervised visitation services in the manner disclosed and agreed to by the parties and attorneys in the case and each intern shall meet the qualifications and training requirements under Family Code section 3200.5 before working on any case. I certify that the intern will work at all times under the direct supervision of a qualified licensed mental health professional that provides supervised visitation. I declare that I understand that no therapy can be conducted during the supervised visitation sessions.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing statements made by me are true and correct to the best of my knowledge and belief. In making this declaration, I attest that I am the declarant and I understand that any omissions, inaccuracies, or failure to make full disclosures may be deemed sufficient to deny, suspend, revoke, or withhold approval or renewal of my membership with CASVSP.

Date:

(Print Name) *(Signature of Declarant)*

DISCLAIMER NOTICE

Based on the foregoing stated above and signed by the person in this declaration under penalty of perjury, CASVSP acknowledge that the above person has presented the required documentation for the purpose of meeting CASVSP training and education requirements for membership. The signed declaration by the CASVSP President is not an endorsement, promotion, or certification for any provider of supervised visitation by CASVSP.

Date: _____
CASVSP President



CALIFORNIA ASSOCIATION OF SUPERVISED VISITATION SERVICE PROVIDERS (CASVSP)

Membership Form: Certificate of Good Moral Character©

I, *(insert name)* _____ certify that I have been personally acquainted with _____ *(insert name of supervised visitation provider)*, for a period of not less than three (3) years; that I know him/her to be of good moral character and hereby declare my support of their interest in membership with the CASVSP organization.

REFERENCES – My signature certifies that I have been acquainted with the above person named in this application and I know him/her to be a person of intelligence, good habits and character, and has no record to my knowledge of a conviction for child molestation, child abuse, or other crimes against a person. **I am not a relative and I certify that I have professionally worked with the person named in this application as a** _____ *(insert your professional title)*.

_____ Signature	_____ Printed Name	_____ Date
_____ Address	_____ Telephone	_____ E-mail

Return this form to:
CASVSP Membership Committee
info@casvsp.org

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Supervised Visitation Service Providers. All rights reserved.
Revised March 2015*

For CASVP Use Only:

Membership Application Number: _____

Reference Contact Dates:

- 1.
- 2.
- 3.

Final Approval Date: _____

Staff Signature: _____

Revised September 2013



California Association of Supervised Visitation Service Providers (CASVSP)

Training and Education Requirements for Supervised Visitation Providers and Exchange Services©

(a) General provision

Any individual who is a professional provider of supervised visitation or exchange services shall comply with the training and education requirements of the California Association of Supervised Visitation Service Providers (CASVSP), Family Code section 3200.5, and Standard 5.20 of California Standards of Judicial Administration in order to be eligible as a member in good standing with the organization.

(b) Purpose

Consistent with the Uniform Standards of Practice for Providers of Supervised Visitation (Standard 5.20 of the California Standards of Judicial Administration) and Family Code section 3200.5, CASVSP training and education goal is to develop and deliver high-quality training and education programs for its members to help ensure statewide consistency and uniformity for the operation and administration of supervised visitation and exchange services. The training and education requirements are also intended to serve as a resource for the courts, grant funders, trainers, and other community-based professionals and organizations working with professional supervised visitation providers.

(c) Definitions

The following terms and definitions apply to CASVSP training and education programs.

1. **Competency** refers to the individual's demonstrated knowledge and skills required for qualification to perform the duties for the provider.
2. **Entry-level training** means training designed for an individual that is new to a content area (or their employment) and the learning of basic skills and knowledge for initial job performance.

3. **Job shadowing** refers to a training and education experience that allows the [new] employee an opportunity to learn tasks associated with the role and duties of a professional provider of supervised visitation/exchange over a period of time while working under the direct supervision of a trained and qualified employee or subject matter expert.
4. **Knowledge** refers to required information that an individual should possess in order to perform a task or their role as a supervised visitation/exchange provider.
5. **Provider** refers to any individual as defined under Family Code section 3200.5.
6. **Standard 5.20** refers to the Uniform Standards of Practice for Providers of Supervised Visitation approved by the Judicial Council and set forth as Standard 5.20 of the California Standards of Judicial Administration.
7. **Supervised visitation** means contact between the noncustodial parent and one or more children in the presence of a neutral third party as defined in Standard 5.20.
8. **Supervised visitation provider** means any professional provider as defined under Family Code section 3200.5. The term “visitation monitor” or “child access monitor” is considered synonymous with “supervised visitation provider.”
9. **Training** refers to an education program that aims to improve the knowledge, skills, attributes, and ability of the person to accomplish the specific tasks, duties, and role as a professional supervised visitation or exchange provider.
10. **Train-the-trainer** refers to training program or courses that provide faculty/trainers with tools and knowledge to deliver a set of specific curricula content that may have already been designed. Participants that come to the program with the purpose of serving as an approved trainer come with some level of training, experience, knowledge, and presentation skills and/or teaching experience in the required subject matter areas.

(d) Training and Education

A basic knowledge of family and juvenile law and child custody and visitation is essential for the delivery of supervised visitation and exchange services. This includes a clear understanding of the duties and obligations for providers of supervised visitation and exchange services. Any member who is a professional provider of supervised visitation or exchange will be required to demonstrate compliance with these training and education requirements.

- (1) Any member who is a professional provider of supervised visitation or exchange services must meet the qualifications and mandatory training requirements set forth under Family Code section 3200.5.

- (2) Any member who is a professional provider of supervised visitation or exchange services must provide proof of compliance that they meet the training and education and qualification requirements as set forth by CASVSP and sign CASVSP declaration under penalty of perjury regarding the qualifications and training for a provider.
- (3) Any member who is a professional provider of supervised visitation or exchange services must complete a three-day, in-person Standard 5.20 training provided by the Administrative Office of the Courts (AOC) or CASVSP within six months of approved membership to be considered in good standing with the organization unless the provider of supervised visitation meets the requirements under section (e)(2) or (e)(3).
- (4) Effective January 1, 2014, any member who is a professional provider of supervised visitation or exchange services must complete 12 hours of basic training on domestic violence before working on any case.
- (A) Areas of basic instruction shall include, but are not limited to the following:
 - (1) The effects of domestic violence on children;
 - (2) The nature and extent of domestic violence;
 - (3) The social and family dynamics of domestic violence;
 - (4) Techniques for identifying and assisting families affected by domestic violence;
 - (5) Maximizing safety for the child, adults, and providers of supervised visitation;
 - (6) Screening for domestic violence risks;
 - (7) Interviewing, documentation of, and procedures for obtaining collateral information from relevant sources; and
 - (8) Availability of community and legal domestic violence resources.
- (B) The mandatory domestic violence training shall be from an approved CASVSP provider, or Administrative Office of the Courts training, Family Court Services department, educational institution, professional association, professional continuing education group, local, state, or national community domestic violence service provider or organization, nonprofit community organization with an expertise on domestic violence issues, or a public or private group that has been authorized by CASVSP or the AOC to provide domestic violence training.
- (5) Effective January 1, 2014, any member who is a professional provider of supervised visitation or exchange services must complete 12 hours of job-shadowing training before working on any case. The 12 hours of job-shadowing training must include, but is not limited to, the following:

- (A) The supervised visitation or exchange session to be job shadowed must not exceed two hours in duration and allow time for a debriefing session.
 - (B) The person who is conducting the job shadowing training must have completed the three-day, in-person Standard 5.20 training and have three years of direct experience working as a provider of supervised visitation or exchange services.
 - (C) A signed agreement that outlines the purpose and guidelines for the job shadowing.
 - (D) An orientation session for any person who will be job shadowing, including a review of program policies and procedures.
 - (E) Development of a job shadowing training checklist designed to promote learning and skills enhancement during the job shadowing period. The job shadowing experience may include, but is not limited to the following:
 - (1) How and when to intervene in a visit and/or exchange;
 - (2) How to document a visit and/or exchange session;
 - (3) Job shadowing different types of families (e.g., domestic violence, child abuse, reintroduction cases);
 - (4) How to maintain a neutral role; and
 - (5) Strategies for ensuring safety.
 - (F) An attendance verification log must be kept that documents hours spent job shadowing. The attendance verification log must be signed and dated by the person being observed.
- (6) Any member who is a provider of supervised visitation or exchange services must have completed CPR training for adults, children, and infants. CPR training must be updated as required by law.
- (7) Training and education programs based on Standard 5.20 shall be approved by CASVSP or the Administrative Office of the Courts to be deemed eligible as meeting CASVSP training and education requirement and training requirements under Family Code section 3200.5.
- (8) Only training and education from *eligible providers* will be deemed to have met the CASVSP training requirements.
- (A) Eligible providers include the Administrative Office of the Courts and may include other organizations or institutions approved by CASVSP.
 - (B) Eligible providers must ensure that the training instructors delivering the education and training programs either meet the requirements of CASVSP, or the Administrative Office of the Courts, or are approved subject matter experts.

- (C) Eligible providers must have completed the three-day, in person Standard 5.20 and Family Code section 3200.5 training by the Administrative Office of the Courts or CASVSP.
 - (D) Eligible providers must develop a procedure to verify that participants have completed the required education and training program.
 - (E) Upon completion of the training program, the training instructor must distribute a certificate of attendance to each person who has completed the training. For record-keeping purposes, the training provider must retain the participant sign-in sheet, training agenda, and registration list for each day of the training. The certificate of attendance must document the title of the training, total hours earned, total hours for the training, the date, location, and hours of the training each day, eligible CEUs if applicable, and the name/s of the training provider.
- (9) Any member who is a professional provider of supervised visitation must maintain records of completed training and education and produce such records when requested by the court, Family Court Services staff, the parties/parents and their attorney, attorney for the child, mental health professional, referring agency, and as required by law.
- (10). CASVSP will make every effort to offer, but is not limited to, the following training and education programs:
- (A) Two Standard 5.20 and Family Code Section 3200.5 trainings accessible either in the fall and spring or winter and summer of each year; and ¹
 - (B) Regional trainings at reduced or no-costs.²
- (e) Previous training accepted**
- (1) Training and education programs offered by other educational institutions, professional associations, professional continuing education groups, public or private for-profit or not-for-profit groups shall not meet the three-day, in-person Standard 5.20 training requirement unless approved by CASVSP, or the Administrative Office of the Courts, or as applicable under section (e)(2) and (3).
 - (2) Training programs offered by CASVSP between February 2011 and December 2012 may be applied toward the three-day, in-person Standard 5.20 training requirement.

¹ The Standard 5.20 and Family Code Section 3200.5 trainings will contain key requirements under Family Code section 3200.5(d)(1).

² Each CASVSP region is strongly encouraged to offer various training and continuing education programs approved by CASVSP done in collaboration with local community-based service providers and professional subject matter experts.

- (3) Administrative Office of the Courts Standard 5.20 trainings offered on or after April 2009 can be applied toward meeting the CASVSP training and education requirement.

(i) Annual update training

Providers of supervised visitation shall be responsible for continued professional development and participate in educational opportunities beyond basic, entry-level training requirements to increase professional proficiency and maintain high quality service delivery.

- (1) Effective January 1, 2014, ten hours of update training shall be required each year. Two of the 10 hours may be achieved through on-line instruction if the training and education program relates to child custody and visitation and/or section (i)(2)(A-I).
- (2) The ten hours of annual training must include, but is not limited to the following subjects:
- (A) Family and juvenile law and ethics;
 - (B) Domestic violence and screening for abuse;
 - (C) Ethical decision-making and problem-solving skills and knowledge;
 - (D) Information gathering skills and communication;
 - (E) Developmental needs of children and the importance of understanding the health, safety, welfare, and best interest of the child;
 - (F) Report writing;
 - (G) Conflict resolution or mediation skills;
 - (H) Cultural competency; and
 - (I) How to maintain professional neutrality and objectivity.

(h) Compliance with training and education requirements

- (1) Any member who is a professional provider of supervised visitation and exchange service must sign CASVSP declaration attesting to compliance with Family Code section 3200.5, Standard 5.20, and CASVSP training and education requirements. The declaration must be submitted with the CASVSP membership application materials and completed as required for meeting annual training update requirements.
- (2) Providers of supervised visitation must inform the parties in writing of their compliance with the statutory requirements for provider qualifications and training before working on any case.

(j) CASVSP Standard 5.20 and Family Code Section 3200.5 training

- (1) CASVSP will seek approval to use the Administrative Office of the Courts curricula for the Standard 5.20 and Family Code section 3200.5 training and education program.

- (2) The in-person training curricula must offer approximately 20–24 hours of education and shall consist of various educational modules based on subject areas consistent with Family Code section 3200.5 and Standard 5.20. The training may also include the following additional subject areas:
- (A) Court-connected child custody mediation process;
 - (B) Conflict resolution;
 - (C) Parenting skills; and
 - (D) Ethical decision-making.
- (3) Train-the Trainers Training Program
- (A) Effective January 1, 2014, CASVSP will develop a pool of train-the-trainers to serve as support trainers for the statewide delivery of Standard 5.20 and Family Code section 3200.5 training developed in partnership with the Administrative Office of the Courts.
 - (B) CASVSP train-the-trainers are not certified as a provider of supervised visitation but approved as support trainers for the purpose of delivery of the Standard 5.20 and Family Code section 3200.5 training and other CASVSP approved educational programs.
 - (C) CASVSP will develop a comprehensive training curriculum that will teach trainees the required skills and techniques to deliver the Standard 5.20 and Family Code section 3200.5 training.
 - (D) CASVSP will provide at least two separate training classes for designated support trainers prior to any trainee teaching the Standard 5.20 and Family Code section 3200.5 training program independently.
 - (E) Designated train-the trainers will share independent responsibility for their professional development and training education by agreeing to the following:
 - (1) Participate in Standard 5.20 and Family Code section 3200.5 training hours beyond the minimal required 24 hours;
 - (2) Participate in a number of education classes;
 - (3) Participate fully in the training process through a wide range of education roles in order to develop the skills and knowledge required to become a train-the-trainer;
 - (4) Will not provide any independent training on Standard 5.20 and Family Code section 3200.5;
 - (5) Individually pay own costs for participation in the train-the-trainer program; and
 - (6) Remain in good standing with CASVSP, the professional providers own organization or as an independent provider, including all applicable professional, legal, and business requirements for professional providers of supervised visitation.

(k) Certification

As of the date of publication of CASVSP training and education requirements, certification for the field of practice for supervised visitation currently does not exist in the State of California but CASVSP will work towards the development of such process in the future.

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