

# OHIO ADVOCATE NETWORK

## FOR TRAINING & REGISTRATION

### INSTRUCTIONS – APPLICATION for NEW REGISTERED ADVOCATE STATUS

**SELECT** the Registered Advocate status being requested (**RA, RA Advanced Standing, or RA Senior Standing**)

#### SECTION 1. APPLICANT INFORMATION

- Please type or CLEARLY print in black ink and provide all requested information
- Provide your personal and professional information.
- Select a preference for correspondence.

#### SECTION 2. PROFESSIONAL/VOLUNTEER EXPERIENCE – DIRECT SERVICES TO CRIME VICTIMS

- Begin with your current position.
- Identify all positions held with each agency/organization for whom you are/have been employed, the date you began working for/volunteering with the agency and the date you ceased (use the phrase “currently employed” if applicable).
- Indicate your Specified Discipline (the victim population(s) predominantly served by your agency). You may select more than one discipline. If you work for an agency that consistently serves victims of multiple different types of crime, please select “General Crime/Multi”.
- Indicate the total number of paid hours and the total number of volunteer hours you have accrued with each separate agency providing direct services to crime victims.
- If you are an Allied Professional, and are employed by an agency that does not serve crime victims as its primary mission, you may only include the portion of your time spent providing direct services to victims.
- A separate Memorandum of Confirmation (MOC) must be completed by the employer for each agency/organization listed in SECTION 2. The number of paid and/or volunteer hours indicated in SECTION 2 by the applicant should match the number of hours documented in the MOC.
- If you have been employed by more than three agencies/organizations, additional pages (with Section 2 information) should be attached.
- At the end of SECTION 2, the total number of paid and/or volunteer hours accrued from all listed employers should be totaled.

#### SECTION 3. VERIFICATION OF APPLICANT EMPLOYMENT HISTORY

- A Memorandum of Confirmation is to be completed by an authorized individual for the employer, for each agency and/or organization listed in SECTION 2.
- An additional, separate MOC will be required from a single agency IF the applicant:
  - served in both a paid and a volunteer capacity; or
  - has held more than one distinctly different position within the agency; or
  - has been employed in both a full-time and a part-time capacity.
- Each MOC must be signed by the authorized individual.

#### **SECTION 4. PRE-REGISTRATION TRAINING**

- Initial each applicable statement to verify you have complied with all pre-registration training requirements as outlined in the Training Area Guidelines (TAG) List Series A.
- Submit documentation for the required 24 hours of pre-registration training, making sure documentation adequately verifies at least 24 total hours of training, AND, at least 9 hours completed in the Core Topic Categories (minimum of 1 hour in each category), AND, at least 5 hours completed in the Specialized Core Topic Categories (minimum 1 hour in each category). Documentation must CLEARLY identify the specific training topic(s) covered and the hours of training completed. ALL requirements must be met for approval of the Registration Application.
- Attendance at a pre-approved 40-hour training course is NOT required. However, if you have completed one of the pre-approved courses (BASICS, ODVN Domestic Violence Advocacy Fundamentals, Summit County Victim Assistance Academy), this satisfies all pre-registration training requirements for OAN. You must submit the Certificate of Completion for the 40-hour Course (it is not necessary to submit documentation for additional training events completed).

#### **CODE OF ETHICS**

- All Registered Advocates are expected to maintain an ethical standard of practice that ensures quality service delivery and professionalism. The NOVA Code of Ethics (COE) has been adopted by OAN and is a required component of the Application for Registration. Read, sign and date the Code of Ethics to acknowledge commitment to the standards.

#### **SECTION 5. CERTIFICATIONS**

- Read and initial each separate certification.
- Application must be signed and dated.

#### **ENCLOSE THE REQUIRED NEW REGISTRATION APPLICATION FEE**

- ONLY money orders, agency checks or cashiers' checks (made payable to the Ohio Advocate Network) are acceptable forms of payment. **Personal checks are not accepted** and will be returned, which will delay the processing and/or approval of your application.
- The New Registration Application fee is \$40.00. If you are a NACP Credentialed Advocate in good standing, the \$40.00 fee will be waived. You must submit a copy of your current NACP card or Certificate.

#### **MAIL THE ORIGINAL APPLICATION PACKET**

- **Applications are accepted during the months of June and December each year.**
- Include all required supporting documents with the completed application.
- Retain a copy for your records.
- Mail application packet to the address listed below:

Ohio Advocate Network for Training & Registration  
c/o Greene County Prosecutor's Office Victim/Witness Division  
61 Greene Street, Suite 200, Xenia OH 45385

#### **YOU MUST RENEW YOUR OAN REGISTERED ADVOCATE STATUS EVERY TWO YEARS**

- **Applications are accepted during the months of June and December.**
- Your Registration will expire (the last day of January or July) two years from the date of approval.
- Please notify OAN *in writing* of any change to your postal address, email address or agency.