



## IMPORTANT NOTICE

The COVID-19 pandemic continues to impact everyone and everything in profound ways. Because it is apparent training events will only be offered virtually for quite some time, the OAN Review Committee will again waive the in-person requirement for continuing education training for the December 2020 application cycle. *This waiver will ONLY apply to individuals who submit an application to Renew or to Upgrade & Renew their OAN registration credential in December 2020. Applicants who are due to renew in December 2020 may complete an unlimited amount of their continuing education training via electronic media.* Keep in mind a minimum of 24 hours of training are still required, and the *content* must still align with the approved training topics on the TAG List B Series. The December application deadline will not change, with applications accepted during December 1-31, 2020.

***For the December 2020 application cycle, there are NO policy changes for NEW applicants. All pre-registration training requirements remain in effect, including the requirement of a minimum of 18 in-person training hours.*** Pre-registration training must be completed within the four year period immediately preceding submission of the New application. A pre-approved comprehensive training course, completed virtually, will cover all the required *content* for a New applicant. However, the applicant must still document an additional 18 hours of TAG List approved training (any topic) which was completed in-person during the four-year period.

- ❖ The Memorandum of Confirmation is a required component in the New application and the Upgrade & Renew Application. This document ***must*** be completed by an authorized representative of the organization, NOT by the applicant. It is not acceptable for the applicant to complete the MOC, and simply have an authorized representative sign and date form.
- ❖ As of June 2020, the Ohio Advocate Network is no longer waiving the OAN application fee for individuals who hold a credential with the National Advocate Credential Program (NACP). All OAN applicants must submit the proper fees.
- ❖ Many applications are being submitted on outdated forms. The OAN applications have all been revised and the approved applications, instructions, and supporting documents are available for download from the OVWA website. The updated forms are posted several months prior to each application deadline. ***ALL applicants must download the current forms each time an application is submitted.*** Please visit [www.ovwa.org](http://www.ovwa.org) and click on the Ohio Advocate Network page. Out of date applications will not be accepted.
- ❖ Individuals with questions about the OAN credentialing process, or seeking technical assistance with an application may contact OAN Committee Chair Teri LaJeunesse at (937) 562-5087 or by email at [tlajeunesse@co.greene.oh.us](mailto:tlajeunesse@co.greene.oh.us).

**EFFECTIVE: September 2020**