

OHIO ADVOCATE NETWORK for TRAINING & REGISTRATION

INSTRUCTIONS – APPLICATION TO RENEW REGISTERED ADVOCATE STATUS

SECTION 1. APPLICANT INFORMATION

- Please type or CLEARLY print in black ink and provide all requested information.
- Include your Registered Advocate (RA) number (located on your Renewal Card and OAN Certificate).
- Check your current Registered Advocate Level.
- Provide your personal and professional information.
- Select a preference for correspondence, and note if any information has changed since the last application.

SECTION 2. CONTINUING EDUCATION TRAINING

- Refer to the Training Area Guidelines (TAG) List for approved training topics. The TAG List is available for download via the OAN link on the www.ovwa.org website.
- Training should be completed in both the general and the advanced topic categories from Series B of the TAG List, with an emphasis on the training topics listed for your Specified Discipline.
- List documentation for the required 24 hours of continuing education training, including the date, topic/title, sponsor/location and number of hours completed for each individual training event.
- DO NOT submit additional documentation to verify attendance. However, you should retain all attendance certificates in your personal files for future reference. If your application is selected for an audit, you will be required to provide proof of attendance at the trainings listed on your application.

SECTION 3. CERTIFICATIONS

- Carefully read and initial each separate Certification.
- Application must be signed and dated.

ENCLOSE THE REQUIRED RENEWAL 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 Renewal Application fee is \$20.00. If you are a NACP Credentialed Advocate in good standing, the \$20.00 renewal fee will be waived. You must submit a copy of your current NACP card or certificate.
- If your OAN Registered Advocate status is lapsed (by more than 4 years since the last approval date), you must also submit a \$20.00 fee to Re-activate your original registration.
- *Upon approval of your Registration Renewal, you will receive a Renewal Card. You may request a replacement Certificate for an additional fee of \$15.00.*

MAIL THE ORIGINAL APPLICATION PACKET

- 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.

Renewal Application Instructions