

OHIO ADVOCATE NETWORK

FOR TRAINING & REGISTRATION

INSTRUCTIONS – APPLICATION TO UPGRADE & RENEW REGISTERED ADVOCATE STATUS

SELECT the Upgraded Level of Registered Advocate Status being requested (Advanced Standing or Senior Standing)

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).
- Provide your personal and professional information.
- Select a preference for correspondence, and note if any information has changed since the last application

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 the Specified Discipline for your current agency (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”.
- Enter the total number of paid hours and the total number of volunteer hours you have accrued with each agency providing direct services to crime victims. It should be an updated calculation of ALL accrued hours.
- 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.
- If you must update the information for more than three agencies, additional pages 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. The total number of hours documented in Section 2 should match the cumulative number of hours verified in all Memoranda of Confirmation.
- The sum total must equal or exceed the minimum required hours for the upgrade level you are requesting.

SECTION 3. UPDATED VERIFICATION OF APPLICANT EMPLOYMENT HISTORY

- A Memorandum of Confirmation (MOC) must be completed by your current employer, reflecting the total number of accrued hours of service. A separate Memorandum of Confirmation must be completed by the employer for each previous agency/organization listed in Section 2, **ONLY IF THE INFORMATION FOR THAT AGENCY HAS BEEN UPDATED FROM A PREVIOUS APPLICATION.**
- Separate MOC will be required from a single agency IF the applicant:
 - served in both a paid and a volunteer capacity, or
 - the applicant has held more than one distinctly different position with the agency, or
 - the applicant has been employed in both a full-time and a part-time capacity.
- Each MOC must be signed and dated by the authorized individual.

SECTION 4. 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(s).
- 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 5. CERTIFICATIONS

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

ENCLOSE THE REQUIRED UPDATE & 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 Upgrade & Renewal 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.
- 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.

MAIL THE ORIGINAL APPLICATION PACKET

- Include all required supporting documents.
- 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.