

OHIO ADVOCATE NETWORK FOR TRAINING & REGISTRATION

INSTRUCTIONS - NEW APPLICANT

SELECT the Registered Advocate status being requested (**RA, RAAS or RASS**)

SECTION 1. APPLICANT INFORMATION

- Please type or print in black ink and provide all requested information

SECTION 2. PROFESSIONAL/VOLUNTEER EXPERIENCE – 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 (this is the victim population you predominantly serve). Individuals working for an agency that consistently serves victims of various types of crime should select “General Crime/Multi”.
- Indicate 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.
- Individuals employed with an agency that does not serve crime victims as its primary mission may only include the portion of their 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/volunteer hours documented in SECTION 2 by the applicant should match the number of hours documented in the MOC.
- If an applicant has been employed by more than three agencies/organizations, 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.

SECTION 3. MEMORANDUM OF CONFIRMATION (MOC)

- A MOC is to be completed by an authorized individual of the employer for each agency and/or organization listed in SECTION 2.
- A Separate MOC will be required from a single agency IF the applicant
 - a) served in both a paid and a volunteer capacity;
 - b) has held more than one distinctly different position with the agency; or
 - c) has been employed in both a full-time and a part-time capacity.
- Each MOC must be signed by the authorized individual and notarized.

SECTION 4. PRE-REGISTRATION TRAINING

- Initial each statement to verify you have complied with all pre-registration training requirements as outlined in the Series “A” Training Area Guidelines (TAG) List.
- Submit documentation for the required 20 hours of pre-registration training, making sure documentation adequately verifies at least 20 total hours of training, and, at least 9 hours completed in the Basic Topic Categories (minimum of 1 hour in each category), and, at least 5 hours completed in the Basic/Specialized Topic Categories (minimum 1 hour in each category).

SECTION 5. CERTIFICATIONS

- Sign and date each certification that applies. Read the Certifications carefully.
- If you are unable to sign Certification A, B, C, or D, please attach an explanation.

SECTION 6. NOTARIZATION

- The application must be notarized.

CODE OF ETHICS

- All Registered Advocates are expected to maintain a standard of practice that ensures quality service delivery and professionalism. The NOVA Code of Ethics (COE) have been adopted by OAN as a description of these standards. In addition to signing Certification C in SECTION 5, please read, sign and return a copy of the NOVA COE to acknowledge your commitment to these standards.

MAIL THE ORIGINAL AND 1 COPY OF THE ENTIRE APPLICATION

- **Applications** are **only accepted** during the months of **June and December**.
- Include all required supporting documents.
- Retain a copy for your records.
- Mail to the OAN address listed below:

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

ENCLOSE THE REQUIRED \$25.00 NEW REGISTRATION FEE

- **ONLY** money orders, agency checks or cashiers checks (made payable to the Ohio Advocate Network) are acceptable forms of payment. Personal checks will be returned and will delay the processing and/or approval of your application.

YOUR OAN REGISTERED ADVOCATE “RA” STATUS MUST BE RENEWED EVERY TWO YEARS

- Registration expires two years from the date of original application approval (January or July)
- You will receive a Renewal Packet at the address you designated on your application.
- You must notify OAN *in writing* of any change to your address or designation.