

OHIO ADVOCATE NETWORK FOR TRAINING & REGISTRATION

INSTRUCTIONS – UPGRADE/RENEW APPLICANT

SELECT the Upgrade Level Registered Advocate Status being requested (**RAAS or RASS**)

SECTION 1. APPLICANT INFORMATION

- Please type or print in black ink and provide all requested information
- Include your Registered Advocate (RA) number (located on renewal card and OAN certificate)

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 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, **IF THE INFORMATION FOR THAT PARTICULAR AGENCY IS NEW OR HAS BEEN UPDATED FROM A PREVIOUS APPLICATION**. The number of hours documented in Section 2 should match the number of hours documented in each 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. The sum total must equal or exceed the minimum required hours for the upgrade level you are requesting (5850 for RAAS status, or, 9750 for RASS status).

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, **IF THE INFORMATION FOR THAT PARTICULAR AGENCY IS NEW OR 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 by the authorized individual and notarized.

SECTION 4. CONTINUING EDUCATION TRAINING

- Refer to the Series “B” Training Area Guidelines (TAG) List for approved topics.
- Some amount of training should be completed from the advanced-general topic categories and the advanced-specialized topic categories, with a special emphasis on the topics listed for your Specified Discipline.
- List documentation for the required 20 hours of continuing education training, including the date, topic, sponsor/location and number of hours for each training event.

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

MAIL THE ORIGINAL AND 1 COPY OF THE ENTIRE UPDATE APPLICATION

- 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 UPDATE APPLICATION 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.
- The Upgrade Application fee is \$25.00 (\$10.00 to Renew and \$15.00 to Upgrade your Registered Advocate status). If you are a NACP Credentialed Advocate in good standing, the \$10.00 Renewal Fee will be waived, however, the \$15.00 Upgrade Fee is still due. Please enclose a copy of your NACP card or certificate with your \$15.00 payment.

YOUR OAN REGISTERED ADVOCATE “RA” STATUS MUST BE RENEWED EVERY TWO YEARS (Applications are only accepted during the months of June and December.)

- Registration expires two years from the date of Update 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.