

OHIO ADVOCATE NETWORK for TRAINING & REGISTRATION

INSTRUCTIONS – RENEWAL APPLICANT

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)
- Check your current Registered Advocate Level
- Fill in your personal contact information

SECTION 2. CONTINUING EDUCATION TRAINING

- Refer to the Series “B” Training Area Guidelines (TAG) List for approved topics. The TAG List is available to download from the OAN link on the www.OVWA.org website.
- 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.
- DO NOT submit copies of continuing education Certificates or any other documentation of attendance at workshops, seminars or conferences. In the event that your application is chosen for audit, you will be requested to provide proof of attendance at the trainings listed on your application. It is recommended that you keep all attendance certificates in your personal files for future reference.

SECTION 3. MEMORANDUM OF UNDERSTANDING (MOU)/NOTARIZATION

- The MOU must be **signed** by the authorized individual and **notarized**.
- The Notary’s embossed seal is not required

ENCLOSE THE REQUIRED \$10.00 RENEWAL APPLICATION FEE

- ONLY money orders, agency checks or cashier’s 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 \$10.00; however, if you are a NACP Credentialed Advocate in good standing, the \$10.00 renewal fee will be waived. You must submit a copy of your NACP card or certificate.
- *If, for any reason (e.g.; a name change or lost certificate), you want to get a new certificate, you will need to include an additional fee of \$15.00.*

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

YOUR OAN REGISTERED ADVOCATE 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 via email or at the address you designated on your application.
- You must notify OAN *in writing* of any change to your postal address, email address or designation.