



IMPORTANT NOTICE

EFFECTIVE: July 2022

OAN has revised the training policy for ALL New, Renew, and Upgrade & Renew applicants:

- ❖ The temporary waiver of in-person training has now been eliminated
- ❖ All applicants must complete a minimum of 24 hours of training, in the required TAG list topics
- ❖ At least 18 hours of the training must be completed at in-person and/or virtual live (synchronous) events
- ❖ Remaining training hours may be completed via a combination of in-person, virtual live (synchronous), and/or virtual recorded (asynchronous) events

- ❖ **For individuals submitting a NEW application:** There are 4 pre-approved comprehensive training courses (BASICS, ODVN, OAESV, Summit Co). They vary in length, and are delivered over multiple sessions combining in-person, synchronous and/or asynchronous components. The courses meet the OAN requirement for training topic **content** for the specified discipline. NEW applicants may need to attend additional training events to meet the 24-hour minimum requirement, and ensure at least 18 hours are completed via in-person and/or virtual live formats. All pre-registration training must be completed during the four-year period preceding submission of the application.

- ❖ **ALL APPLICANTS** must submit documentation to verify completion of the training events listed in their application. Acceptable documentation includes a training certificate and/or a completed Ohio Advocate Network CEU Training Verification Form. The documentation must sufficiently verify the training date(s), total hours, general topic, sponsor, and training format.

- ❖ The Memorandum of Confirmation is a required component in the New application and the Upgrade & Renew Application. This document *must* be completed in its entirety by an authorized representative of the organization, **NOT** by the applicant. It is not permitted for the applicant to complete the MOC, and simply have an authorized representative sign and date the form.

- ❖ OAN applications, instructions, and supporting documents can be downloaded from the OVWA website. Updated forms are posted well in advance of each submission deadline. **ALL applicants must download a current application packet each time an application is submitted.** Please visit www.ovwa.org and click on the Ohio Advocate Network page.

- ❖ Individuals with questions about the OAN credentialing process, or seeking technical assistance with an application may contact OAN Committee Chair Teri LaJeunesse at (937) 562-5087 or by email at teri.lajeunesse@greenecountyohio.gov.