



The Oklahoma Victim Assistance Academy (OVAA) is a week-long intensive course of study for crime victim service providers designed to improve the quality and consistency of victim services in Oklahoma. Through education, the OVAA builds the capacity of providers to serve those victimized by crime, encourages cutting-edge thinking about the ways we can help victims regain control of their lives, and enhances the multidisciplinary training currently provided.

The Office of the Attorney General will select candidates to attend the Academy, which will be held at East Central University in Ada, Oklahoma from Sunday, June 1, 2014 through Friday, June 6, 2014. The participants will experience a comprehensive curriculum created specifically for Oklahoma. All students who are accepted and successfully complete the entire course will receive a certificate of completion. Continuing Education Units (CEU's) will be available and 3 hours of academic credit from either OSU or ECU is offered for an additional fee.



Student Selection Criteria:

The OVAA is looking for dedicated victim advocates, service providers, law enforcement professionals and social service providers working with crime victims in any capacity who:

1. Serve in a paid or volunteer position having direct contact with Oklahoma crime victims.
2. Demonstrate less than 5 years of experience working with victims, or have not had formal training.
3. Agree to be in-residence at the campus dormitories for the entire length of the Academy.

The Office of the Attorney General reserves the right to select participants for the training based upon specific selection criteria. To maximize the number of agencies and geographical areas represented at the training, the Attorney General's Office may limit the number of attendees that an agency or geographical area may send.

For more information visit East Central's website at: <http://www.ecok.edu/ovaa>
or our facebook page at *Oklahoma Victim Assistance Academy*

For questions contact:

Fara Coffey
Oklahoma Attorney General's Office or
405-522-4397
Fara.Coffey@oag.ok.gov

Tina Harman
Oklahoma District Attorneys Council
1-800-745-6098
405-264-5006
Tina.Harman@dac.state.ok.us

Written communication detailing acceptance or non-acceptance will be sent to all applicants by 4/30/14



Oklahoma Victim Assistance Academy (OVAA)
June 1-6, 2014
East Central University
Ada, Oklahoma

Student Application

Thank you for your interest in attending the Oklahoma Victim Assistance Academy (OVAA). Please complete the entire application, including required attachments, and return to the **Oklahoma Attorney General's Office, Attention: Fara Coffey, 313 NE 21st Street, Oklahoma City, OK 73105** OR fax completed form and all attachments to **Fara Coffey at 405-557-1770** before April 15, 2014. Written correspondence detailing attendance status will be mailed to all applicants.

1. About You:

Name: _____ Title: _____

Organization: _____

Address: _____ City, State, Zip: _____

Phone number: _____ Fax number: _____

Cell phone number: _____ E-mail address: _____

How did you hear about the OVAA? _____

T-shirt Size: _____ Date of Birth: _____

List any special accommodations you may need. (Please be specific.) _____

Dietary Restrictions. (Please be specific.) _____

I am (check): a paid employee a volunteer Type of Agency: Law Enforcement Courts/DA Community

Supervisor Name: _____ Supervisor Phone: _____

Supervisor E-mail address: _____

Number of months/years at current organization: _____ Months/years in victim services: _____

Education: Degree(s), Major(s), and Institution(s): _____

Emergency Contact Name: _____ Phone Number: _____

Relationship: _____

2. Time Commitment: The OVAA requires approximately 20-40 hours of on-line self-study work to be completed prior to the academy. It is the responsibility of the attendee to print and submit the completion page stating the on-line training has been completed prior to June 1, 2014. The academy itself is approximately 40 hours of classroom instruction, *as well as evening activities*. Both the on-line self-study work and the classroom instruction portions must be successfully completed to graduate from the Academy. The answers to the self-study quizzes and assignments must be the participant's own work, and not copied from others.

3. Registration Fee: The OVAA registration fee is \$250. A \$100 deposit must be submitted upon receipt of the acceptance letter and the remaining balance must be paid in full by **May 15, 2013**. Payment may be made by check payable to East Central University, purchase order, Master Card, VISA or Discover. If a scholarship is granted, the amount awarded will be deducted from the balance owed, or if paid, will be refunded in full. All applicants will be reviewed by a selection committee. Only 30 participants will be accepted.

4. Scholarships: The OVVA has a **very limited** number of scholarships available. Please indicate below if you are interested in receiving a partial or full scholarship:

Yes, I would like a scholarship; Amount requested: \$ _____

Please complete the attached scholarship application form

No, I do not need a scholarship.

5. Refund Policy: If for any reason you are unable to attend the OVAA, refund of registration fees, less a \$25 processing fee, will be made only if the request is received by **May 17, 2013**. After **May 17, 2013**, the registration fee is **non-refundable**. However, the agency can request to hold the registration fee for the following year should there be a last minute cancellation.

6. Evaluation: If accepted, you will be required to complete daily evaluations, an overall evaluation at the end of the week, and follow-up evaluations several months after the academy. A follow-up evaluation from your supervisor will be requested as well.

7. Continuing Education Units: A certificate of completion will be presented to each participant upon fulfillment of all requisite conditions, including pre-academy coursework, attendance at the academy, and any additional coursework. CEU's for various professions have been applied for, and those interested in receiving CEU's will be able to sign up for them at the beginning of the academy.

8. Graduate Credit: 3 hours of graduate credit will be available through Oklahoma State University and East Central University. Students will be responsible for the 3 hours of tuition and fees along with filling out the appropriate university application and enrollment form. *If you wish to receive credit please indicate by checking one of the boxes below:*

ECU OSU-OKC

9. Photo Release: By signing this form, you hereby give OVAA authorization to use, reproduce, and/or publish visual materials, including photographs that may pertain to the Academy. I understand that this material may be used in various publications, recruitment materials, may also appear on the Internet Web Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, OVAA, may use my name, photograph, and/or make reference to in any manner that the OVAA deems appropriate in order to promote/publicize service opportunities. Agree Disagree
Disagreeing is not reflective on whether your student application is approved or not.

10. Graduation Ceremony: There will be a graduation ceremony and luncheon on the last day of the academy. You may invite guests to attend, but please no more than two guests per student. Please indicate how many guests you will be inviting. _____

11. Classification: Please check one of the following as it best applies to you. How many years have you been involved in victim services?

5+ years

1-4 years

Currently not in victim services.

12. In an effort to save expenses, binders will not be printed for the Academy. All students will be required to provide their own laptop. Do you have access to a laptop?

Yes

No

13. REQUIRED ATTACHMENTS: Attach the following to this application:

- Paragraph:** A paragraph (double spaced) stating why you want to attend OVAA and how your participation will be of benefit to you (professionally and personally), your organization, and your community. Please include any additional information you believe is important for the applicant selection committee to consider.
- Scholarship application:** Complete the attached application if you are requesting a scholarship.
- Victim Interaction Statement:** A requirement for attending the OVAA is that your job duties involve direct contact with crime victims. In approximately one paragraph, please describe the nature of your contact with crime victims through your employment or volunteer duties.
- Letter of Support:** A letter from your supervisor supporting your attendance at OVAA.
- List of Trainings:** List all trainings you have attended in the last two years.

Your application and all supporting documents must be received by the OVAA by April 15, 2014.

14. Student/Supervisor Agreement: If you do not complete all OVAA requirements, your supervisor will be notified and you will not receive a graduation certificate.

Applicant Initials: _____ Supervisor Signature: _____

15. Sign Your Application: By signing below, you certify that all information contained in this application packet is accurate, that you agree to meet all the requirements and conditions listed in this application, and that you agree to abide by any additional rules of conduct that may be imposed by OVAA as needed to successfully host the Academy. Failure to comply with any of the stated academy requirements or additional rules of conduct may result in disqualification from the academy and/or denial of Certificate of Training without refund.

Applicant Signature _____
Date

If you have any questions, please contact:

Fara Coffey
Oklahoma Attorney General's Office
405-522-4397
Fara.Coffey@oag.ok.gov

or

Tina Harman
Oklahoma District Attorneys Council
1-800-745-6098
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~~~~~ Office Use Only ~~~~~

- Application Complete    Status Letter Mailed    Payment in full received    *Approved*    *Declined*

Comments: \_\_\_\_\_



**Oklahoma Victim Assistance Academy (OVAA)  
East Central University  
Ada, Oklahoma**

***Scholarship Application***

(Attach this form only if you are applying for a scholarship)

1. Is your attendance at this academy completely dependent on receipt of a scholarship?

Yes

No

If yes, please explain why:

2. In your opinion, what are the greatest needs of crime victims today?

3. How would this course assist you in improving the criminal justice system?

4. If you could change any law in the State of Oklahoma, what law would it be, and why?

5. If you are not selected for a scholarship, what efforts will you make to obtain funds from another source for your attendance?