

**District Attorneys Council
Request for VWC Training Hours Approval Form
Victim Services Division**

Training topics available for VWC credits include but are not limited to subjects related to Domestic Violence, Sexual Violence, Stalking, Child Abuse, Child Sexual Abuse, Elder Abuse, Advocacy, Crisis Intervention, Trauma, Secondary Trauma, Legal and Ethical Issues and/or Cultural Competence. Quarterly roundtable meetings, webinars relating to crime victim services and any training or teams you may be a part of within your communities that relate to victim services can be considered. To receive VWC credits, training/education must be provided on a topic deemed suitable for professionals.

Requests need to include the Request for VWC Training Hours Approval Form, an Agenda, and Biography for the Trainer(s). Requests without all required documentation could be denied. Forms are due prior to the training but will be accepted up to two (2) weeks after the training. Requests submitted later than two (2) weeks can be denied. Questions can be directed to Tina Harman, 405-264-5006 or Tina.Harman@dac.state.ok.us

Please complete and return this form and attachments to the email above or mail to *District Attorneys Council, Attn: Victim Services Division, 421 N.W. 13th Ste 290, Oklahoma City, OK 73103* or fax to 405-264-5097.

Name of Person Making Request:

Contact information:

(Phone) (Fax) (Email)

Title of Training:

Date of Training:

Location of Training:

Trainer (s):

Sponsoring Agency:

Hours Requested (**Breaks, evaluations and non-working lunches may not be included.**) _____

Please initial if you would like the training to be showcased on DAC Victim Services website _____

Office Use: Date Received _____ Date Approved _____ # Hours _____ Initial _____