

## D-SAACP Info Paper Increase to eight (8) boards a year

### Program Overview:

The DoD Sexual Assault Advocate Certification Program (D-SAACP) recognizes the critical support Sexual Assault Prevention and Response (SAPR) Program Managers (PMs), Sexual Assault Response Coordinators (SARCs), and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VAs) provide to victims of sexual assault from initial report through case conclusion, or until the point the victim no longer requires assistance. SAPR PMs, SARCs, and SAPR VAs certified through D-SAACP will join a growing field of certified civilian victim advocates who are trained and committed to upholding the highest standards of victim care and privacy.

### New Deadlines:

Based on requests and feedback from the field, NOVA and DoD SAPRO have been working together to identify ways to incorporate more review boards for faster credentialing of the field. Beginning in the middle of 2023, the D-SAACP Review Committee will add the first round of additional review periods, moving to eight (8) boards a year in 2024 and beyond. Please note that moving forward the deadlines are fluid to ensure that the reviews are happening approximately every six (6) weeks. The website will be updated shortly as well to provide details for future years.

The updated 2023 schedule is as follows:

<u>2023 Boards</u>	<u>Deadline</u>
2/21-23/2023	1/31/2023
5/23-25/2023	4/30/2023
7/18-20/2023	6/30/2023
8/29-31/2023	8/11/2023
10/3-4/2023	9/15/2023
12/5-6/2023	11/10/2023

Then 2024 will go completely to eight (8) boards a year:

<u>2024 Boards</u>	<u>Deadline</u>
1/30-31/2024	1/12/2024
3/12-13/2024	2/23/2024
4/23-24/2024	4/5/2024
6/4-5/2024	5/17/2024
7/16-17/2024	6/28/2024
8/27-28/2024	8/9/2024
10/8-9/2024	9/20/2024
12/3-4/2024	11/8/2024

### What does this mean for me?

Eight boards a year now means quicker credentialing times for advocates. If you have a current 8/31/2023 or 11/30/2023 expiration date, you will be receiving an email NLT January 1, 2023 with your updated expiration date. If you were originally approved through August 31, 2023, the approved applicant list will be randomly split to go to the new July 2023 board or the August 2023 board.

If you were originally approved through November 30, 2023, the approved applicant list will be randomly split to go to the new October 2023 board or the December 2023 board.

This will continue to happen throughout 2024 and 2025 until all advocates are on the new eight (8) review cycles a year.

### What else changes with eight (8) boards a year?

In order to continue to provide the same excellent customer service experience, the new eight (8) boards a year will be limited to 1,625 applications (this still credentials 13,000 advocates a year).

This asked for increase means that there will not be the option to request ad hoc boards in the future as eight (8) boards a year means they meet approximately every six (6) weeks and there will be no time in-between for an ad hoc board to convene.

As always, renewal applications for future boards will not be renewed early. The boards are designed to review and approve renewal applicants during their timeframe; renewal applications will have precedence of being reviewed first should the cycle reach the 1,625 application max.

### Does the Expiration Policy change?

The intent of the DoDI 6495.03 expiration policy remains: being out of the role for a year (was 4 missed deadlines with quarterly review boards) requires that an advocate goes back through their Service's pre-approved initial SAPR VA training.

With doubling the review boards, the expiration policy will also double. Beginning with the July 2023 board, the expiration policy will be if an applicant has missed 8 or more deadlines, they will need to still submit a renewal application and their Service's initial SAPR VA training taken within the last year. The DoDI 6495.03 will include this update in a future iteration.

# Frequently Asked Questions

Questions	Answers
What is NOVA and what is NACP?	NOVA is the National Organization for Victim Assistance, a 501(c)(3) organization. It is the oldest national victim assistance organization of its type in the United States. NOVA established the National Advocate Credentialing Program (NACP) in 2003 as the first voluntary credentialing program available to crime victim advocates nationwide. The DoD contracted with NOVA to process the applications. The applications are reviewed by the D-SAACP Review Committee, which consists of NACP members and includes military subject matter experts.
I currently hold a civilian certification through NACP. Can I use this instead?	Individuals with a current NACP credential who have obtained favorable results through pre-screening as required in the DoDI 6495.03, December 27, 2019 edition, may provide SAPR services for up to 6 months from the starting date of appointment as a SAPR PM, SARC, or SAPR VA while obtaining the Service-specific pre-approved initial training and D-SAACP certification.
Who is on the D-SAACP Committee?	The D-SAACP Committee is comprised of civilian Subject Matter Experts (SMEs) with a minimum of eight years of advocacy experience. The SMEs are flown in for the D-SAACP Committee Meeting from all over the country.
How can I be part of the D-SAACP Committee?	Unfortunately, legally and contractually, DoD employees and Service Members are unable to serve on the D-SAACP Committee.
How will I know if my application was received?	NOVA will send you email notifications at each step of the process: when your application has been received, when your application has been screened and deemed complete or incomplete, and when you have been approved. If you do not receive an email confirming receipt of your application within five business days of being submitted to NOVA, please contact NOVA at <a href="mailto:dsaacp-followup@trynova.org">dsaacp-followup@trynova.org</a> .
How and when will I be notified whether I become certified?	Beginning in the middle of 2023, the D-SAACP Committee will increase their review of applications so that by 2024, applications are being reviewed eight (8) times a year. Within approximately 6 weeks of submitting your application, you will be notified of your certification status first via an email from NOVA, and then by mail.
What will I receive when I become certified?	You will receive an official approval email as soon as your application is approved. In recognition of your experience, skills, and

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	<p>commitment to victim advocacy, you will receive a letter of confirmation, a frame-ready certificate, and a wallet-size certification card, mailed out within 4-6 weeks of receiving the official approval email. The approval email serves as official documentation of your certification.</p>
<p>What if I missed my renewal deadline and my certification expires?</p>	<p>If you have been certified by D-SAACP at any time in the past, you are still considered a renewal applicant. <b><u>You must stop working directly with victims until your certification is renewed.</u></b></p> <p>-If you missed one to three application deadlines: submit the DD Form 2950-1 and 32 hours of continuing education completed within the last two years.</p> <p>-If you missed four or more application deadlines: submit the DD Form 2950-1 and the initial training certificate completed within the last year.</p> <p><u>Beginning July 2023:</u></p> <p>-If you missed one to seven application deadlines: submit the DD Form 2950-1 and 32 hours of continuing education completed within the last two years.</p> <p>-If you missed eight or more application deadlines: submit the DD Form 2950-1 and the initial training certificate completed within the last year.</p>
<p>Can my D-SAACP certification be revoked?</p>	<p>Yes. D-SAACP Certification can be revoked for several reasons, to include violation of the SARC/SAPR VA Code of Professional Ethics.</p>
<p>How do I revoke someone's certification?</p>	<p>Contact your Service SAPR Program Manager for your Service procedures for revocation of certification.</p>
<p>Can I get my certification reinstated if I have been revoked?</p>	<p>It depends on the reason for revocation. Please contact your Service SAPR Program Manager for more information.</p>
<p>I am a SARC or SAPR PM. Who is the Senior Commander responsible for providing my recommendation?</p>	<p>Your Senior Commander is an officer, an O-6 or above, who is usually the commander of a military installation or comparable unit and has been designated by your Military Service to oversee the SAPR Program. All letters of recommendation must be dated after the completion of initial training or continuing education.</p>
<p>I am a SARC or SAPR PM. Who should fill out my two letters of recommendation?</p>	<p>One letter should be from the first person in your unit chain of command who supervises you in your daily work (E7, O3, W2, GS9 or above). The second should be from your Senior Commander/supervisor (O6, GS15 or above), who is usually the</p>

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	commander of a military installation or comparable unit and has been designated by your Military Service to oversee the SAPR Program. All letters of recommendation must be dated after the completion of initial training or continuing education.
<p>Can I apply for the exception? When I have a case I report directly to the Commanding Officer.</p>	<p>According to the DoDI 6495.03, all SARCs are to have direct access to the Installation Commander concerning any report of sexual assault but that does not qualify for the exception. To qualify for the exception the Commanding Officer has to be your direct Supervisor in all facets of your daily work scheduled. If you report to another supervisor for your leave, evaluation and daily schedule, then no, you do not qualify for the exception. <u>Victim Advocates are not eligible for the exception.</u></p> <p>For example: The Air Force SARCs report directly to the Wing Commander on a daily basis. They qualify for the exemption. The Navy SARCs generally report to the Fleet and Family Director for their day to day tasks, they do not qualify.</p>
How do I apply for the exception?	<p>SARCs applying for the exception <b>will submit page 13, Recommendation by Commanding Officer, of the DD Form 2950 or DD Form 2950-1.</b> The box stating: "I fall under the exception: the first person in my chain of command and senior commander are the same person and meets the rank requirements of O6, GS 15, or above.", must be checked.</p> <p><u>Victim Advocates are not eligible for the exception.</u></p>
Why must I use my military address and not my home address on my application?	Due to Privacy Regulations the certification program has only been authorized to accept military addresses.
I am a SAPR VA. Who should fill out my two letters of recommendation?	One letter should be from the SARC who will be supervising you. The second letter should be from the first person in your unit chain of command who supervises you in your daily work (E7, O3, W2, GS9 or above). Please note that the SARC cannot sign both letters of recommendation. All letters of recommendation must be dated after the completion of initial training or continuing education.
I am a SAPR VA and I have both an Installation (Lead) SARC and Command SARCs on my installation. Who is my designated SARC for completing the SARC Recommendation?	The SARC you report to is the preferred choice for completing your recommendation. If you are unable to get the signature of your SARC, you may have another SARC complete the recommendation if he/she has overseen you in the provision of your sexual assault advocacy services.
I am currently deployed as a SAPR VA and am not co-located	You should first attempt to email the SARC Recommendation Form to your Installation SARC and have him/her return the completed

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with my SARC. Who can sign my SARC Recommendation Form?	form to you via email. If this is not logistically possible, you may request an area SARC complete the recommendation if he/she has overseen you in the provision of your sexual assault advocacy services.
I am a full-time SARC/SAPR-VA and am also on call. How many hours can I seek credit for?	The maximum hours granted per year is 2,080.
Which D-SAACP Levels (I, II, III, or IV) can part-time SARCs and SAPR VAs apply for?	<p>Part-time or collateral duty, SARCs and SAPR VAs are eligible for all of the D-SAACP levels. Part-time hours can be calculated by actual hours worked performing SARC/SAPR VA duties, including on-call hours.</p> <p>For example, if you are on-call 8 hours per week/per year, the number of hours credited would be 416/per year. If you are a collateral duty SARC on-call 24/7, 365 days a year, the maximum number of hours credited is 2,080 hours/per year.</p> <p>The Verification of Sexual Assault Victim Advocacy Experience (page 7 of DD Forms 2950 and 2950-1) must verify your on-call assignment. If you have specific questions about calculating your service hours, contact NOVA at <a href="mailto:dsaacp-followup@trynova.org">dsaacp-followup@trynova.org</a>.</p>
I worked for several years at a local Rape Crisis Center prior to becoming a SARC/SAPR VA. Can I count these hours in determining my D-SAACP level?	Yes. All paid and volunteer work where you provided direct services to sexual assault victims should be aggregated when determining your D-SAACP level. This includes any work you completed prior to your appointment to SARC or SAPR VA, as well as any sexual assault advocacy services you continue to provide outside of your duties as a SARC/SAPR VA. This experience should be documented on your Verification of Sexual Assault Victim Advocacy Experience.
Does my experience have to be in sexual assault advocacy services?	Yes. D-SAACP certifies SARCs and SAPR VAs in sexual assault victim advocacy. All hours counted to certification must be related to providing direct services to sexual assault victims.
Is there any timeline for when I have to have attended the initial 40 hour training?	Yes, the initial 40-hour training must have been completed within one year of submitting your application. Check with your SAPR Program Manager to determine if you should repeat the 40-hour training, or need to obtain some additional training.
How often do I need the 32 hours of continuing education training to renew my certification?	You need to take 32 hours of continuing education training between the dates you are first certified until the date you apply for certification renewal. D-SAACP Certification expires after two years, so you must complete 32 hours of continuing education within this timeframe. CEU's must have been completed within two years of



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	<p>your certification, if you have expired and are renewing, your CEU's will need to be within two years of submitting your renewal application. Please note, if you are renewing for the second time or more, your CEU trainings cannot be repeats from your prior renewal(s). If you take a training that has been updated, please be sure this is indicated in the documentation.</p>
<p>Where can I find resources for continuing education, specifically the "in-person" requirement?</p>	<p>DoD SAPRO requires in the updated Feb 2020 version of the DoDI 6495.03 that eight (8) hours are "in-person" (note that this requirement may also be met by attending live webinars (not recordings)). NOVA/D-SAACP does not maintain a list of in-person or live webinar training. If you are having trouble finding in-person or live webinar training, we encourage you to reach out to your SARC or SAPR Program Manager to identify opportunities available to you (oftentimes your state coalition or local sexual assault service provider will offer live webinars).</p>
<p>How do I know if a particular training will count for CEUs?</p>	<p>Just about any training related to victim advocacy will be acceptable for CEUs. Ideally, the topics will be more advanced or cover new developments in the field. Whenever possible, seek in-person training, as opposed to online. Please contact your SAPR office for further guidance. Please note that peripheral training topics like suicide, SANE, resiliency, MST will be limited to 12 CEU's.</p>
<p>What counts for the ethics requirement?</p>	<p>The two hours of ethics training must be related to victim advocacy. General professional ethics, even if it is a DoD ethics training, will not count towards the requirement.</p>
<p>What counts for the Safe Helpline 101 or 102 requirement?</p>	<p>RAINN (The Rape, Abuse &amp; Incest National Network) operates the Safe Helpline and provides Safe Helpline 101 on their website: <a href="https://www.safehelpline.org/101">https://www.safehelpline.org/101</a>.</p> <p>Additionally, you may obtain this training through your SARC, or by attending a training that RAINN has offered to your base/installation.</p>
<p>Can I get CEU credit for college/graduate courses?</p>	<p>Maybe. Submit a copy of the syllabus and highlight the relevant lectures. You cannot receive credit for independent study or homework assignments.</p>
<p>Can I get CEU credit for initial victim advocacy trainings?</p>	<p>Maybe. If you have not worked any cases during your certification period and you feel you can benefit from a straight refresher that is acceptable. You should avoid taking the exact same class you took for initial certification.</p>

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Can I get CEU credit if I am teaching a relevant training/course?	No, you must be an attendee to receive credit.
Can I get CEU credit for attending a court martial, reading a relevant book or watching a relevant TV show.	These activities will not be accepted unless there is a discussion led by a SARC or other victim services professional.
I submitted my certificates for my continuing education hours but received an email that more information was needed.	Each certificate needs to include the title of the training, number of hours, date of training and signature of the trainer. An applicant may be asked to provide an agenda if the training title is ambiguous. For example: A training course titled "Refresher" does not provide enough details about the course. What is the refresher course about? Does it even pertain to victim advocacy or prevention? But a training course titled "What is Restorative Justice?" is a descriptive title.
I am completing my renewal application, why does NOVA/NACP requires me to have new Letters of Recommendation?	DoD and the Services created the requirements for the certification program. While the program is based on the National Advocate Credentialing Program standards, our program exceeds the standards by requiring Letters of Recommendations with each renewal. DoD and the Services determined that due to the transient nature of the Military that this was critical to the success of the program.
I was originally certified as a Level II. I have completed my continuing education but have not had any cases in the last two years. Do I submit my recertification package for a level I?	No, once you are certified at a level II, III, or IV you do not go down a level. You will renewal at the same level.
I have more questions that are not answered by this instruction sheet. Who should I contact?	Please contact your SAPR Program Manager or SARC regarding Service-specific training, and other application requirements. For questions about your certification status, or if you have questions about the application process, please contact NOVA at <a href="mailto:dsaacp-followup@trynova.org">dsaacp-followup@trynova.org</a> .