

D-SAACP Application Received at NOVA

NOVA staff enters application information into a secure database

Applicant is notified via email **within 5 business days** following receipt

NOVA staff screens application for completeness

Application is Complete; applicant is notified via email **within 4 additional weeks**

Application is Incomplete; applicant is notified via email **within 4 additional weeks**; Staff updates application status **within 1 business day** following receipt of resubmissions

The D-SAACP Review Committee travels to NOVA from nation-wide locations to review applications each quarter
A minimum of 2 Committee Members reviews the application for D-SAACP Certification approval

Application is Approved; applicant is notified via email **within 5 business days** following the approval date

Application is Denied; applicant is notified via email **within 5 business days** following the denial date; If requested resubmissions are provided, Application may be Approved

D-SAACP Certificate Package is mailed to newly-Certified Advocate

Certificate package is sent to the military address provided on the application **4-6 weeks after the approval date**; The email notification serves as official documentation for Commanders of D-SAACP Certification approval