



NOVA VICTIM ASSISTANCE ACADEMY APPLICATION: SPRING 2020

The National Organization for Victim Assistance

The Spring 2020 NVAA will be offered **April 29- June 24, 2020 (every Wednesday)**. Applications will be received, reviewed and accepted on a rolling basis. To register, please complete this form and submit it to NOVA via fax (703-535-5500) or mail (NVAA, 510 King Street, Suite 424, Alexandria, VA 22314). You will receive a confirmation email within five (5) business days of receipt. Please contact nvaa@trynova.org if you do not receive this confirmation.

CONTACT INFORMATION	First Name: _____	Last Name: _____	MI: _____
	Organization: _____		Title: _____
	Primary Mailing Address: _____		
	Email Address: _____		Phone Number: _____
CLASS INFORMATION	Training Fee: Applicants who apply by the Early Bird deadline (3/20/20) are eligible for the discounted rate; applications received after that date will be charged <i>the</i> standard rate. A group rate of \$275/per student is available for groups of five (5) or more. Contact NOVA for information on group applications.		
	Training Requirements: Students are required to participate in all nine (9) weeks of live training (36 hours) and four (4) hours of outside assignments.		
	Select Class Session (REQUIRED): _____ Class One (9:00AM-1:00PM ET) _____ Class Two (5:00PM-9:00PM ET)		
PAYMENT INFORMATION	Name on card: _____		Card Number: _____
	Expiration Date: _____		Billing Street: _____
	Total Payment Amount Authorized: NOVA MEMBER: ___\$270 (early bird rate) ___ \$300 (after 3/20/20) NON-MEMBER: ___ \$335 (early bird rate) ___ \$375 (after 3/20/20)		
	Authorized Signature: _____		Date: _____

Refund Policy: Full refund less \$65 processing fee prior to 3/31/20; after 3/31/20 there will be NO refunds unless training has been cancelled by NOVA. NOVA reserves the right to cancel any training due to lack of minimum registration and will provide a full refund.

APPLICANT COMMITMENT:

Please read and indicate below (with your initials) your acknowledgement of the following:

___ I am required to attend four (4) hours of NVAA training each Wednesday from April 29- June 24, 2020. **No more than one class can be missed** and a make-up assignment must be completed. I understand that I must adhere to this attendance policy to graduate.

___ I must participate in one-hour NVAA Orientation one-week prior to the start of the NVAA.

___ I am required to complete the four (4) hours of outside assignments and pre/post-tests to graduate.

___ I must meet ALL of the following technical capabilities: **Desktop or laptop** with access to **High-speed internet, Windows 7+ OR Mac OS X 10.7+, and microphone**). For more information on Adobe Connect system requirements, see: <http://clarix.com/systemrequirements.html>. **Access via a mobile device is not permitted.**

___ I understand that the NVAA will cover difficult topics of abuse and crime. I am aware these lectures could potentially trigger a powerful emotional response.

I, the applicant, hereby certify that I have read and agree to the NVAA *Applicant Agreement*, policies and deadlines.

Applicant Signature _____ **Date** _____

Any questions regarding the NVAA Application or the Academy? Please contact us: nvaa@trynova.org or 703-535-6682.