

**Coast Guard Victim Advocate (VA)
National Organization for Victim Assistance (NOVA)
National Advocate Credentialing Program (NACP)
Certification Process**

Background:

United States Coast Guard (USCG) Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs) will be credentialed via the National Advocate Credentialing Program, offered by the National Organization for Victim Assistance. The NACP is the credentialing program which the DOD credentialing program (D-SAACP) was modeled after. The Coast Guard is not a DOD component, therefore all USCG VAs will be credentialed under NACP.

NACP Certification Levels:

There are four levels of credentialing offered by NOVA:

- **Provisional - Initial** (CG VA Training & OVC Victim Advocate 10 hrs Training (\$40)
- **Renewal (at current level)** (\$60)
- **Basic** (2 years full-time experience (\$80)
- **Intermediate** (4 years full-time experience (\$80)
- **Advanced** (8 years full-time experience (\$80)
- **Upgrade – Renewals** (\$80)

Requirements:

USCG requires NACP certification at the **Provisional** level to carry out SARC and VA duties/responsibilities.

SARCs and VAs will submit “Initial” **Provisional** level applications upon successful completion of C-School VA Training and ten (10) hours of Office for Victims of Crime Training and Technical Assistance Center (OVCTTAC) – Online Training.

SARCs and VA will submit “Renewals” on a biennial cycle. The biennial cycle begins the first day after the “Initial” **Provisional** level NACP certification is awarded.

Application Fees:

The SAPR Program Office (CG-1111) is responsible for funding all USCG NACP application fees. USCG SARCs and VAs will incur “**NO COSTS**” for their Provisional level NACP credentialing applications to be processed by NOVA. Only those seeking to upgrade NACP levels will incur individual costs associated with upgrades.

Application Process:

NOVA accepts credentialing applications four times a year: **January (1-13); April (1-30); July (1-31); October (1-31).**

1. The SAPR Program (Ms. Cheek) will instruct SARCs on the NACP application submission suspense dates to NOVA.
2. SARCs will initiate this process by contacting their VAs with the enclosed package upon completion of Coast Guard VA training.

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3. VAs are to complete 10 hours of online OVCTTAC training to meet the 40 hour training requirement required for “Initial” NACP credentialing. The courses can be found at the following link:

https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm

The required courses are as follows:

Basic: The Military Justice System	1.0 hrs
Basic: The Civil Justice System	1.0 hrs
Basic: The Criminal Justice System	1.0 hrs
Basic: Types of Victim Services	1.0 hrs
Basic: Victim’s Rights	0.75 hrs
Basic: Communication Skills	0.75 hrs
Basic: Ethics	0.75 hrs
Core Competencies & Skills: Confidentiality	1.0 hrs
Core Competencies & Skills: Advocacy	0.5 hrs
Core Competencies & Skills: Crisis Intervention	0.5 hrs
Core Competencies & Skills: Culture, Diversity & Inclusion	0.75 hrs
Core Competencies & Skills: Assessing Victim’s Needs	0.75 hrs
Core Competencies & Skills: Documentation	0.75 hrs
Core Competencies & Skills: Trauma-Informed Care	0.5 hrs
Core Competencies & Skills: Referrals	0.5 hrs
Total Training Hours	11.5 hrs

4. SARCs and VAs are to complete the NACP application (attached) for Provisional level of NACP, and attach a copy of their C-School VA Training Certificate and OVCTTAC transcript **or** course completion certificates for the required 10 hrs of online training.
5. VAs are to submit the entire original application package to their SARC upon completion to be audited to ensure all application requirements have been met IAW NOVA credentialing guidelines.
6. SARCs will mail VAs entire packages to the SAPR Program (CG-1111) for accountability, funding, and submission to NOVA for boarding.
7. Victim Advocates failing to complete and submit a NACP application package will result in their removal from the master VA roster and revocation of their Competency Code.

*NOTE: Ms. Beth Cheek (Bethrece.O.Cheek@uscg.mil) is the POC for all NACP credentialing relations questions.