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STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

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EXECUTIVE 405-264-5000 FAX 405-264-5099	FINANCE 405-264-5004 405-264-5099	GRANTS 405-264-5008 405-264-5095	VICTIMS SVS 405-264-5006 405-264-5097	IT 405-264-5002 405-264-5099	TRAINING 405-264-5000 405-264-5099
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Policy and Procedure: Required Training for Subgrantee VOCA-Funded Personnel

I. Purpose

It is the policy of the District Attorneys Council to ensure that all personnel funded in whole or in part with Victims of Crime Act (VOCA) funds complete required training to maintain competency in delivering high-quality, victim-centered services.

II. Annual Training Requirement

All personnel whose positions are funded in whole or in part with VOCA funds are required to complete a minimum of six (6) hours of training during each grant period (October 1 through September 30).

All required training must:

- Be victim-centered and trauma-informed
- Be relevant to the individual's role in providing services to victims of crime
- Promote best practices in victim services
- Support the physical, emotional, and psychological safety of victims

Training hours may include:

- Victims Assistance Training (VAT)
- Oklahoma Victim Assistance Academy (OVAA)
- National Children's Alliance (NCA) Accredited Victim Advocacy Training
- Specialized continuing education units (CEUs) required for the staff member's professional license, certification, or degree, provided the content aligns with the criteria above

III. Victims Assistance Training (VAT) Requirement

VOCA-funded staff are required to complete foundational victim-services training within six (6) months of hire. Staff may meet this requirement by completing:

- All available Victims Assistance Training (VAT) coursework **OR**
- The Oklahoma Victim Assistance Academy (OVAA) **OR**
- National Children's Alliance (NCA) Accredited Victim Advocacy Training **OR**
- Specialized continuing education units (CEUs) required for the staff member's professional license, certification, or degree, provided the content aligns with the criteria above

Implementation Date: February 27, 2026

IV. Subgrantee Responsibilities

Subgrantees are responsible for ensuring compliance with all training requirements.

Subgrantees must:

- Maintain documentation of all completed training
- Upload certificates of completion for all required training into OGX
- Ensure documentation is accurate and timely

Training documentation must be made available upon request for monitoring, audit, or compliance review purposes. Staff who have not completed one of the above training courses must complete one of these options no later than January 1, 2027.

V. Noncompliance

Failure to comply with training requirements may result in corrective action, monitoring findings, or other administrative remedies as determined by the District Attorneys Council.

2/27/26

Date

B. N. V. A., DIRECTOR OF VICTIM

Signature and Title