

Pre-training (Coast Guard Victim Advocate Course)

Ensure 10hrs OVTTAC online training is completed and a copy of the transcript is attached to your application. The following required courses can be found at

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

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 hr
Basic: Ethics (Required)	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
Core Competencies & Skills: Basic Communication Skills	1.0 hrs

*There are over 10 hours above, it is however recommended that you take all of the courses above. Please keep in mind you only need to complete 10 hours' worth though.

SEE PAGES 2-4 FOR INSTRUCTIONS ON OBTAINING CERTIFICATES!

We recommend using **Google Chrome** to access to VAT Online training. This should minimize technical glitches.

Below is a list of courses that may not generate certificates upon completion. In case of this occurrence, please instruct your students to email us directly at ttac@ovcttac.org and provide us with their **Adobe ID (email address associated with their account)** and a **list of courses missing certificates**. We can then manually generate these certificates and send them via email.

- VAT Online - Basics and Core Competencies and Skills Overview- **this course does not have a certificate of completion associated with it because it does not count towards any course hours.**
- VAT Online – Basics - Types of Victim Services
- VAT Online - Basics - Victims’ Rights
- VAT Online - Core Competencies and Skills - Crisis Intervention
- VAT Online - Core Competencies and Skills - Conflict Management and Negotiation
- VAT Online - Core Competencies and Skills - Referrals
- VAT Online - Core Competencies and Skills – Documentation

In case courses remain incomplete in the Adobe system, please instruct students to take a screenshot of their final post-test score. They can then email us their proof of completion (along with their Adobe ID) and we can mark their course complete and generate a certificate of completion. Please follow the instructions below to take re-take the post-test and provide a screenshot of the final score. **Please note that if the pop-up box in Step 1 does not appear when you open the course, then you will also need to re-take the pre-test in order to access the course Table of Contents.**

1. Launch the course and select “Go to Bookmark”



2. Click on the right side of the screen to reveal the Table of Contents (half circle with a triangle)



3. Scroll to the bottom until you see a link for the course Post-Test



4. Click on the link and you will be directed to Question 1 of the post-test

5. Please screenshot the last page reflecting your score and email to ttac@ovcttac.org.

We hope you find this information helpful. Please feel free to reach out with questions or have students contact us directly with questions/issues. We are available at ttac@ovcttac.org or by phone at 1-866-682-8822 between 8:30am and 5:00pm (ET), Mon-Fri.

Sincerely,

OVC TTAC Administrator

Office for Victims of Crime Training and Technical Assistance Center

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