



# OVS Victim Service Academy Trainings

## Registration Guidelines – In-Person Academies

### General Information

To help address the underlying needs of crime victims, the New York State Office of Victim Services (OVS) and the Institute for Disaster Mental Health at SUNY New Paltz (IDMH) have partnered to offer Victim Service Academy Trainings to victim service professionals from OVS-funded organizations.

Each training cohort will focus on providing **entry-level victim advocates** with basic principles of trauma-informed care, including how to support others and themselves. Course topics will also focus on adapting to the needs of different victim populations, and on providing culturally competent care that takes into consideration the worldviews and lived experiences of those served. Full Academy training details, including a downloadable course catalog, can be found on the [OVS Victim Service Academy website](https://ovs.ny.gov/academy) at [ovs.ny.gov/academy](https://ovs.ny.gov/academy).

### Registration Information

Registration for Victim Service Academy Trainings is **limited to entry-level victim advocates from OVS-funded organizations** and space is limited to **50 participants per 3-day cohort**. Registration is processed online via the [OVS Victim Service Academy website](https://ovs.ny.gov/academy) and will be handled on a **first-come, first-served** basis. The fee for participation is \$200.00 per participant and will cover course materials and administrative expenses.

### Location and Lodging

The winter 2023 Victim Service Academy Training cohorts will be held at [John Jay College](https://www.jay.edu/), located at 524 W 59<sup>th</sup> Street, New York, NY 10019. Participants are responsible for securing their own transportation and lodging for this event. Visit the [OVS Victim Service Academy website](https://ovs.ny.gov/academy) for more information, including conveniently located lodging recommendations.

### Meals

Information about meals covered during the OVS Victim Service Academy Training can be found on the [OVS Victim Service Academy website](https://ovs.ny.gov/academy). Dietary restrictions must be noted at the time of registration.

### Participant Requirements

As the Victim Service Academy Training is a limited-capacity event, participants will be required to be present for all academy training days. Certificates of completion will only be given to those present for all academy activities.

### Health and Safety

Health and safety measures for this event are subject to change based on the most recent and available guidance, and attendees will be required to follow all of New York State's public health recommendations in place at the time of the event. Should the format of the event be changed to a virtual event, no refunds will be given.

## Cancelation Policy

**Academy Training cancelations will only be permitted until 14 calendar days prior to the first day of the cohort. Cancelations made within 14 days of the first day of the cohort are non-refundable.** Substitutions are not allowed as registrants who have been waitlisted will be given preference in filling any cancelation vacancy. Room reservations are subject to terms outlined by the hotel booked. OVS is not responsible for rooms booked and left unused in the event of a cancelation.

## Reasonable Accommodations

If you require specific accommodations to fully participate in this event, this information must be submitted according to the [OVS Reasonable Accommodation guidelines](#) at least 10 business days before the start of the event.

For more information or if you have questions about the registration process, please email [training@ovs.ny.gov](mailto:training@ovs.ny.gov) or call (518) 485-0637. For information on whether registration, lodging and transportation costs are reimbursable under your specific grant, please reach out to your OVS Contract Manager.