



# 2020 Minnesota Victim Assistance Academy Foundations in Victim Services Virtual Training

## Academy Information and Application Process

### About the Academy

The Minnesota Victim Assistance Academy (MNVAA) is a foundational-level educational opportunity for victim service providers and criminal justice professionals offered by the Minnesota Office of Justice Programs (OJP). MNVAA is an intensive course of study designed to improve the quality and consistency of victim services in Minnesota. It uses a multi-disciplinary educational approach to convey the knowledge, skills, and attitudes practitioners will need as they seek to restore victims and help them regain control of their lives. The comprehensive curriculum has been created specifically for Minnesota by a multidisciplinary committee assembled by the Minnesota Office of Justice Programs (OJP) and its partners.

Academy information and selection criteria are described below, along with directions on how to apply. Applicants who are accepted will be notified via email. Academy students who attend and successfully complete the 40-hour training will receive a certificate of completion. Academic credit is available for an additional fee, and CEUs/POST credits may be available.

The application process is competitive due to limited space. There are no “guaranteed” applications selected for the academy.

### Academy schedule and details

Tentative dates for the 2020 academy are:

#### Virtual Evening Welcome Reception

October 19, 2020 6:30-8:00 p.m.

#### Training days

Tuesdays and Thursdays, two sessions per day— one in the morning and one in the afternoon.

Target times are 9-11 a.m. and 1:30 – 3:30 p.m., but some sessions may require an earlier or later start.

Week 1	October 20 and 22
Week 2	October 27 and 29
Week 3	November 4 and 5
Week 4	November 10 and 12
Week 5	November 17 and 19

#### Graduation Ceremony

November 20, 11 a.m. (tentative)

*Before applying, please make certain you are able to attend **all** the dates, in their entirety. There are no make-up sessions. Students must attend and participate in all trainings to receive a certificate of completion.*

## Daily Training Schedule

All Tuesdays and Thursdays are tentatively scheduled for two hours in the morning and two hours in the afternoon. Students are required to attend both sessions each day. The target session times are tentative and are subject to change based on presenter availability (i.e., could be changed to 8-10 a.m. or 10 a.m.-12 p.m., etc.) Please note there are no sessions scheduled for November 3<sup>rd</sup>, 2020 (US observance of Election Day), and classes have been placed on **Wednesday**, November 4<sup>th</sup>, 2020.

## Software, Technical Requirements, and other Considerations

The 2020 academy is an academic training conducted on a virtual platform. All students are required to have a computer, reliable internet, functional camera, and microphone/speakers. If the applicant does not have access to this technology, please contact the MNVAA director about possible options.

Since consistent online connectivity is critical, if you have had issues with it in the past or have never accessed an online training before, we strongly recommend reviewing the Federal Communications Commission literature on [Broadband Speed Guide](#). While there are different options for bandwidth, speed and latency, much depends on the number of devices being used simultaneously and how much demand is being placed on each device. In an effort to prepare your devices, MNVAA will utilize the following:

- Video conferencing
- General browsing and email
- File downloading
- Watching standard and high definition videos with sound
- Standard online virtual platform meetings
- Standard online virtual webinars
- Ability to type/ask questions, participate in discussions using chat and/or Q & A features

Also, the content of MNVAA can be intense and sensitive, both in the materials and discussions. So, we strongly encourage students participate from a location free from interruption and distraction, where organic conversations can flow freely, and focused, mindful spaces are respected when others are sharing.

## Student Selection Criteria

Applicants are selected for the academy using the following criteria:

1. Serve in a paid or volunteer position having direct contact with Minnesota crime victims.
2. Have five years or less experience working with victims. Advanced professionals are welcome to apply, but priority will be given to those starting out in victim services as the academy uses a foundational-level curriculum.
3. Agree to participate in the academy, attending each session in its entirety, including potential learning opportunities.
4. Willingly participate in learning and discussion with the understanding that the academy is an academic setting and that the content of some presentations may challenge one's upbringing, beliefs, and comfort level.

\*Please note that facilitator/faculty support will be made available to students who may be triggered by a topic, examples, or discussion.

## Fees

The tuition fee for the academy is \$100 per student due within 10 days of notification of acceptance. The fee includes tuition, course materials, and supplies. Given the modest cost, OJP is not able to provide scholarships for the academy.

Academic credit may be available for an additional fee through St. Cloud State University. Students arrange this with St. Cloud State University themselves, although the conference director can provide the appropriate contact information at the university. OJP does not make these arrangements for students.

**Refunds will not be issued.** OJP will not issue a refund in the event the student must cancel.

**No substitutions:** Please note that this is an application process for specific individuals, not organizations. If a student has to cancel, please let the MNVAA director know immediately to give the next person on the waiting list the opportunity to attend. *No replacements can be sent by individual organizations.*

## How to Apply

Please complete the attached application. Application forms are also available at [www.ojp.dps.mn.gov](http://www.ojp.dps.mn.gov). No alternative forms will be accepted.

Emailed applications must be received by **October 1, 2020**. Apply early! Late or incomplete applications will not be considered.

Submit the applications by email to:

Joann Jones  
[joann.jones@state.mn.us](mailto:joann.jones@state.mn.us)

Applicants will be notified by email regarding acceptance or non-acceptance.

**Application deadline: October 1, 2020.**



**2020 Minnesota Victim Assistance Academy  
Foundations in Victim Services  
APPLICATION**

<b>Applicant Name</b>	
<b>Organization</b>	
<b>Mailing Address</b>	
<b>City, State, Zip</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Current Position</b>	
<b>County or Area Served</b>	
<b>Number of Years in Direct Victim Service</b>	
<b>Strongest area of interest in victim services</b>	
<b>I have the following technology and work space</b>	<input type="checkbox"/> Computer <input type="checkbox"/> Stable internet <input type="checkbox"/> Camera <input type="checkbox"/> Microphone/speakers <input type="checkbox"/> Quiet place to work
<b>T shirt size for academy t shirt?</b>	
<b>I will need assistance with technology.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Accommodations or special services needed to attend?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No   If accepted to MNVAA, Director Joann Jones will contact you to discuss your special needs.

**Current position**

Paid Position    Volunteer Position    Full-time    Part-time Hours/Month

**Education Level**

GED    HS Diploma    AA    Bachelors    Advanced Degree(s)

*(Educational information used for statistical purposes only and will not impact eligibility.)*

**Please indicate any prior training below. This is not used for selection criteria.**

- Basic Domestic Violence training (DV 101)
- 40-Hour Sexual Assault training
- Structured Domestic Violence training; Enter location, hours & approximate date: [Click here to enter text.](#)
- On-the-job training
- Training by my supervisor
- Domestic Violence and/or Sexual Assault training at conferences; Enter sessions & conferences [Click here to enter text.](#)
- Other (please explain): [Click here to enter text.](#)

**Please explain how you heard about the Minnesota Victim Assistance Academy.**

[Click here to enter text.](#)

**CURRENT ACTIVITY RELATED TO CRIME VICTIMS**

**1. Select what *best* describes the type of organization you represent:**

- Tribal
- Federal
- State
- City
- County
- Private/Nonprofit
- Other (please explain): [Click here to enter text.](#)

**2. Your agency primarily serves clients in which type of community:**

- Urban
- Suburban
- Rural

**3. Select one category that best describes the organization or agency at which you work or volunteer:**

*Criminal Justice-Based*

- Police/Sheriff
- Prosecution
- Courts
- Probation
- Corrections
- Parole
- Juvenile
- Other (please explain): [Click here to enter text.](#)

*Community/Nonprofit-Based*

- All Victims
- Sexual Assault
- Domestic Violence
- Child Abuse/Sexual Assault
- Homeless Shelter
- Drunk Driving
- Homicide Support
- Missing/Exploited Children
- Elderly Victims
- Other (please explain): [Click here to enter text.](#)

**4. Indicate the types of crime victims that you primarily serve. (Check no more than three.)**

- Domestic Violence
- Sexual Assault
- Child Abuse/Sexual Abuse of children
- Survivors of Homicide
- Drunk Driving
- All Crimes Against Persons
- All Crimes Against Property
- Dating Violence
- Stalking
- Assault
- Elderly Victims
- Missing/Exploited Children
- Physical Abuse
- Victims with Disabilities
- Robbery/Theft
- Bias Violence/Hate Crimes
- Gang Violence
- Identity Theft
- Other (please explain):

[Click here to enter text.](#)

**5. Indicate the types of services that you *primarily* provide for victims of crime in your current position. (Check no more than five)**

- |   |  |
|---|--|
| <input type="checkbox"/> Crisis Intervention                  | <input type="checkbox"/> Restitution Assistance  |
| <input type="checkbox"/> 24-Hour Hotline                      | <input type="checkbox"/> Notification  |
| <input type="checkbox"/> Medical Advocacy                     | <input type="checkbox"/> Victim Impact Statement Assistance                                |
| <input type="checkbox"/> Shelter                              | <input type="checkbox"/> Crime Victim Compensation Assistance                              |
| <input type="checkbox"/> Therapy/Psychological Counseling     | <input type="checkbox"/> Legal Advocacy  |
| <input type="checkbox"/> Systems/Institutional Advocacy       | <input type="checkbox"/> Information Referral  |
| <input type="checkbox"/> Case Management                      | <input type="checkbox"/> Community Education   |
| <input type="checkbox"/> Support Groups                       | <input type="checkbox"/> Transportation  |
| <input type="checkbox"/> Assistance with Orders of Protection | <input type="checkbox"/> Social Service Advocacy   |
| <input type="checkbox"/> Child Care                           | <input type="checkbox"/> Training and Technical Assistance                                 |
| <input type="checkbox"/> Emotional Support/Issue Counseling   | <input type="checkbox"/> Multidisciplinary Teams   |
| <input type="checkbox"/> Aftercare/Transition                 | <input type="checkbox"/> Other (please explain): <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> Court Advocacy                       |  |

**6. Are you interested in receiving:**

- Academic credit  Yes  No  Maybe *(those interested will be provided information on how to apply)*
- POST credit  Yes  No  Maybe
- CEUs  Yes  No  Maybe

## RESUME AND STATEMENT

### Resume

Please attach a current resume with two references, including their contact information. On past employment, please list who supervised you with their current phone number.

*\*Note: Work history and experience are not the only determining factors in acceptance. This information provides the faculty with an understanding of who the students are and assists in creating the most balanced academy class.*

### Personal statement

Attach a brief statement explaining why you want to attend the academy and how your participation will benefit you professionally and personally. Include additional information you would like the application selection committee to consider.

*Please limit this response to one typed, double-spaced page.*

## ACKNOWLEDGEMENT

The notice is provided pursuant to Minnesota Statutes section 13.04, subd. 2 (Tennessee Warning)

You are asked to supply information about you for your application for the Minnesota Victim Assistance Academy. The information collected from you, or from other agencies or individuals authorized by you, is used to determine whether to allow you to be selected as an academy student. If you do not provide the requested information, you will not be considered for selection for the academy. The information collected by the Office of Justice Programs in the application process will be stored and retained according to the Minnesota Government Data Practices Act.

## SIGNATURES

The applicant must sign the application. In addition, a supervisor's signature is required for an application to be considered complete. (Not required for students who are self-sponsored.)

### Applicant

By signing this application, you signify your commitment to participate in the academy, attend each session in its entirety, including any learning opportunities between classes, and make all transportation arrangements necessary to attend. You also acknowledge that, if accepted, a \$100 tuition fee must be paid, which is not refundable and cannot be transferred to another person in your organization.

Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

### Supervisor

By signing this application, you signify your commitment for your employee to attend the 40-hour Minnesota Victim Assistance Academy *in its entirety*, acknowledging and agreeing to relief from ongoing agency duties (e.g., on-call crisis line). In addition, you agree to participate in the evaluation process for the academy.

Supervisor's signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Supervisor: \_\_\_\_\_

Supervisor phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_



## REFERENCES

### Reference Release of Information Statement

Former employers listed in your application and/or resume may be contacted to furnish the MNVAA selection committee with any follow-up information required to complete the selection process.

I certify the information provided on this application is true, to the best of my knowledge, and I understand that any omission or misrepresentation of facts or failure to disclose requested information will automatically disqualify my application.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Signing above is an indication of both your understanding of the release of information and agreement in the event your prior employer contacts are completed.

## SUBMISSION

Applications must be emailed by October 1, 2020.

Please send applications and all attachments to:

Joann Jones  
Minnesota Victim Assistance Academy  
Office of Justice Programs  
[joann.jones@state.mn.us](mailto:joann.jones@state.mn.us)

## QUESTIONS

If you have any questions or need additional information, please contact Joann Jones:

651.201.7318 or 1.888.622.8799  
[joann.jones@state.mn.us](mailto:joann.jones@state.mn.us)