



Non-Accredited Certification Request

Submit to: Office of Victim Services Education and Certification
 1205 Pendleton Street
 Columbia, South Carolina 29201
Phone: 803.734.0357
Fax: 803.734.1428
E-mail: ovsec@admin.sc.gov
http://ovsec.sc.gov

Each Victim Service Provider (VSP) who attends a training that was not submitted to OVSEC for accreditation by the sponsor, must complete this request within 30 days after attending training in order to possibly receive credit. Requests can also be submitted for approval prior to attending a non-approved training. Proof of attendance must be submitted within 30 days (example: certificate of attendance/completion, etc.). If certificates are not issued, a notarized letter from the trainer/presenter can also be submitted.

OVSEC OFFICE USE ONLY

NOTICE OF DECISION

(To be completed by accreditation office and returned to the applicant.)

APPROVED for _____ credit hours

DENIED

RETURNED for more information
 Please complete each item on this form indicated by the numbers circled:

1 2 3 4 5

Date of above decision: _____

 Signature

1. Victim Service Provider's (VSP) information:

Name: Title:
 VSP #:

2. Employer's information:

Name: Address:
 Phone:

3. Sponsoring agency/organization:

Government agency (federal, state or local) Private organization

Name: Phone:
 Address: Fax:
 City: State: Zip:
 Email:

4. Program information:

Title: **PROGRAM DATES:** Begin date:
 Location: End date:
 PROGRAM TIMES: Begin time:
 End time:

5. Topics of program:

Domestic Violence White Collar Misdemeanor General Crimes Elder Abuse Special Populations Felony
 Drunk Driving Child Abuse Sexual Assault Homicide Other (please list):

Signature of Applicant: _____

Date: _____

IMPORTANT:

Please attach: brochure, itinerary of program/training, course outline & description with this request for OVSEC's review.