



# NACP Continuing Education (CE) Guidance

## General CE Guidelines

NACP requires that victim advocates who are seeking renewal of their credentialing, which should occur prior to the expiration date indicated within their NACP approval documentation, engage in continued training specific to victim advocacy to stay current in the field. Applicants must document their completion of the following mandatory continuing education (CE) hours:

- A **total of 32 hours** of additional training, specific to victim advocacy, is required for renewal of credentials. Continuing Education (CE) training, by definition, should be more in depth than the renewal applicant's initial training.
- A **minimum of 2 hours** of the required 32 hours **must be in Victim Advocacy Ethics**.

NACP accepts training that the applicant has successfully completed within 2 years of submitting the renewal application. Training completed outside that timeframe is no longer applicable. For example, if you submit your application on November 1, 2025, you must have completed the required continuing education hours no earlier than November 1, 2023, to meet the requirements.

Please see the following pages for continuing education (CE) guidance specific to NACP Credentialing.



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## Acceptable Trainings for CE Credit

Renewing applicants may obtain CE credits by completing training conducted in a variety of approved formats:

- In-Person (IP): Attendees are physically present in the same space as the presenter(s).
- Virtual Live (VL): Attendees participate in an online live training event that allows them to engage with the instructor and other attendees.
- Virtual Recorded (VR): Attendees complete a recorded, self-directed online training module.

NACP accepts the following training content and format:

- Trainings provided by national, state, and local victim assistance coalitions and networks and by established victim service providers;
- Victim advocacy specific train-the-trainer courses;
- College coursework specific to victim advocacy (assessed as CEUs awarded on transcript for courses with a C or better);
- Self-study courses that consist of completing a reading assignment for CE credit (accepted for a maximum of 10 hours total for all CE hours submitted- see peripheral victim services training topic section below).
- Victim services specific ethics courses that have previously been completed and used toward NACP Credentialing (this is the only exception to NACP's policy regarding non-acceptance of repeat trainings).



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## Peripheral Victim Services Topics Accepted for CE Credit

NACP's focus in establishing continuing education requirements was, and still is, improving the provision of direct services to victims and survivors of crime; however, we acknowledge that the field of victim advocacy has ties to numerous other allied professions. As such, NACP recognizes that training in peripheral victim services topics related to allied professions may be beneficial to credentialed advocates. Therefore, the Review Committee considers and may approve up to a maximum of 10 continuing education hours within peripheral training topics. All other continuing education hours must be specific to providing direct services to victims and survivors of crime.

Peripheral training topics may include, but are not limited to the following:

- Self-Care.
- General Program Management (not specific to victim assistance).
- Legal and/or paralegal studies (not specific to victim assistance).
- Investigation Specific (in-depth training on criminal or civil investigations).
- Clinical Specific (in-depth training on treatments or therapeutic techniques, such as addiction studies, Eye Movement Desensitization and Reprocessing (EMDR), Dialectical Behavior Therapy (DBT), Post-Traumatic Stress Disorder (PTSD).
- Self-study courses that consist of completing a reading assignment for CE credit.

The Review Committee may consider allowing more than the 10-hour maximum for these training topics if the credentialed advocate provides a valid explanation of the topic's relevance to providing direct services to victims.



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## Trainings NOT Accepted for CE Credits

Certain types of training do not meet NACP's criteria for continuing education and therefore are not considered for CEU credit. These categories of courses include the following types:

- Training in which the applicant is the instructor.
- A repeat of a course previously submitted, unless the training has been significantly updated and the documentation reflects those updates.
  - This category includes many online training courses, including but not limited to those provided by the Office for Victims of Crime (OVC) (inclusive of OVC's Victim Assistance Training (VAT) Online), End Violence Against Women International (EVAWI).\*
  - \*Note: Victim Advocacy Ethics courses may be repeated and used toward NACP Credentialing to meet our CE ethics requirement.



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## CE Documentation Options

Renewal applicants for NACP credentialing must ensure that they accurately report a minimum of 32 hours of applicable continuing education to receive the CE credits required for renewal. The NACP Review Committee cannot approve continuing education without the proper documentation. Applicants may provide the documentation using the following means:

- A Certificate of Completion from the organization that sponsored the training. The Certificate of Completion is the preferred method of documentation, and it is required for all NOVA training. The Certificate of Completion must include the following information:
  - The complete training date (including the month, day, and year).
  - The complete title of the training.
  - The number of CEU hours awarded for the training or the duration of the training.
  - Applicant's name
- In addition, a NACP Continuing Education Documentation (CED) form to supplement a Certificate of Completion that does not contain all of the required information. This form should be attached to the Certificate of Completion and should reflect the title of the training, the trainer's name, the training date, and the number of hours earned. The form must contain the signature of the trainer, the training sponsor, or the applicant's supervisor. The Review Committee does not accept a form signed by the applicant as proper documentation.
- If requested, a copy of the training agenda. The Review Committee or the NACP staff may request the agenda if the training title on the Certificate of Completion does not clearly show the relevance of the training to victim assistance.