

# **INSTRUCTIONS FOR COMPLETEING THE TRAINING VERIFICATION FORM FOR WEB-BASED TRAINING**

According to the Consolidated Victim Service Program Standards through PCCD, all VOCA, RASA and/or VOJO-funded employees whose role consists primarily of direct client contact or supervision of employees having direct client contact must attend 20 hours of annual training. Ten of these 20 hours can be web-based.

## **When can this form be used?**

The Office of Victims' Services realizes that some agencies have the technological capacity to have multiple staff viewing webinars together. This form is to be used specifically for web-based trainings where more than one staff views a webinar at the same time.

## **What trainings are eligible?**

Eligible trainings must be on topics that clearly relate to understanding a victim issue and/or building the skill level of the Victims' Services Program Staff member in meeting the needs of victims. Up to 5 hours of the 20 hour requirement can be for training on technology or supervision/management issues that enhance the operational effectiveness of the program.

## **Are there any exceptions?**

The exceptions to this policy are:

- Any online trainings offered by PCCD's Victims Compensation Assistance Program (VCAP) - Online trainings sponsored by VCAP require completion of skills tests and other interactive activities and must be completed individually so that the staff member participating receives credit for his/her participation.;
- Victim Assistance Training Modules required for completion of the independent study requirement of the Victims' Services Foundational Academy – There is a separate process for documentation of completion of this requirement.

## **Who completes this form?**

This form must be completed by the staff person attending the training and signed and dated by the employee's supervisor.

## **Where do I keep this form?**

Completed training forms must be placed in the employee's personnel file as documentation of PCCD training hours.

