

Florida Crime Prevention Training Institute

2009-2010 Schedule of Florida Victim Services Practitioner Courses



**Office of Attorney General
Bill McCollum**

Florida Crime Prevention Training Institute

VICTIM SERVICES PROFESSIONAL DEVELOPMENT PROGRAM



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INTRODUCTION

The Office of the Attorney General, Florida Crime Prevention Training Institute (FCPTI) is pleased to offer victim services training to new and experienced victim service providers throughout the state. The 2009-2010 Victim Services Training Schedule offers courses designed for victim service providers and allied professionals representing both the public and private sector, state attorneys' office staff, law enforcement professionals and other individuals who work with crime victims. Objectives of the trainings are to enhance crisis intervention skills, increase awareness of the services and resources available, and to encourage coordination and communication among professionals who assist victims of crime.

The 2009-2010 training schedule includes the comprehensive basic course, "Victim Services Practitioner Designation," as well as numerous other courses on topics of interest to the victim's discipline. All victim services training courses offered by FCPTI are **TUITION FREE**.

This project was supported by Award No. 2009-VA-GX-0056 awarded by the Office for Victims of Crime, Office of Justice Programs. Sponsored by the Office of the Attorney General, State of Florida.

REGISTRATION INFORMATION

HOW TO REGISTER

Complete the FCPTI/Victim Services Registration Form and submit it prior to the start date of the course. Seating is reserved based on the date registration is received. Victims of Crime Act (VOCA) priority registrations must be received six weeks in advance of the course to ensure enrollment. FCPTI will maintain a waiting list should cancellations arise. See registration form on page 46.

CLASS SIZE

Class size is limited to the noted participants per course and is determined by FCPTI.

ATTENDANCE REQUIREMENTS

Each participant **must attend all sessions** of a course in order to receive a certificate of completion or designation.

DRESS CODE

Casual business attire is acceptable for all courses.

SPECIAL ACCOMMODATIONS

If special accommodations are necessary due to a disability, contact FCPTI **at least 10 days** in advance of the training date to make the necessary arrangements.

CONFIRMATION OF ENROLLMENT

FCPTI will mail confirmation letters to VOCA priority participants upon receipt of the registration. Non-VOCA participants will not receive confirmation letters until six weeks in advance of the start date of the course. If a confirmation letter has not been received at least six weeks before the start date, please contact FCPTI at (850) 414-3360 to confirm status. **Participants should review the confirmation letter for any changes to lodging, training site locations, or spelling of name as it is to appear on the certificate.**

LODGING

Each student is responsible for making reservations and paying for his or her room and board directly to the hotel. Special room rates are not guaranteed beyond the hotel reservation deadline. **To receive the listed room rates, the student must reference the “Attorney General’s Office, Division of Victim Services” at the time the reservation is requested. Published room rates do not include taxes. Individuals should confirm tax rates at the time of reservation.** Participants should indicate method of payment and confirm documentation needed at time of reservation. See course descriptions for hotel reservation information. **If no hotel information is provided, it is up to the discretion of the student to obtain accommodation locations.**

Individuals claiming exemption from tax must pay by presenting a check from the exempt organization along with a copy of the organization’s Florida Certificate of Tax Exemption directly to the hotel.

CANCELLATIONS

To cancel a registration, notify FCPTI at least two weeks prior to the start date of the course. This may be done in writing and mailed to: Office of the Attorney General, FCPTI/Victim Services, The Capitol, PL-01, Tallahassee, Florida 32399-1050, or by faxing to: (850) 413-0633.

Due to the high demand of the training courses, please notify FCPTI as soon as possible to cancel a registration. This will allow those on the waiting list the opportunity to register for the course.

NO SHOW PENALTIES

Due to the large number of no shows during previous years, FCPTI has instituted a “No Show Policy.” **Programs will be held accountable should participants from their agency register for a course and not attend. This policy will be enforced! For more information and a listing of the penalty fees, see page 44.**

REFRESHMENTS

In accordance with Florida Administrative Code, 69I-40.103, FCPTI is prohibited from spending state funds for refreshments, i.e., coffee, doughnuts.

COURSE OFFERINGS AT-A-GLANCE

Course Date	Course Title	Course Location
October 5-9, 2009	Victim Services Practitioner Designation, page 7	Palm Beach Gardens
October 20, 2009	How Advocates Can Assist Victims of Child Abduction and Their Families, page 8	Coconut Creek
October 28-29, 2009	Crisis Intervention for Advocates Working with Victims of Terrorism, page 9	Tallahassee
November 18, 2009	The Criminal Justice System, page 10	Gainesville
November 30-December 4, 2009	Victim Services Practitioner Designation, page 11	Orlando
January 6, 2010	Sexual Violence – Victimization to Prosecution, page 12	Miami
January 13, 2010	Domestic Violence...High Risk, page 13	Ocala
January 25-29, 2010	Victim Services Practitioner Designation, page 14	Tallahassee
February 10, 2010	Working With Diverse Populations, page 15	Tampa
February 24, 2010	Gang Violence and Its Effect on Victims, page 16	Coconut Creek
March 2, 2010	Enhancing Victim Assistance Through Victim Compensation, page 17	Lake City
March 9-10, 2010	Crisis Intervention for Advocates Working with Victims of Terrorism, page 18	Miami

Course Date	Course Title	Course Location
March 24, 2010	Sexual Violence – Victimization to Prosecution, page 19	Winter Park
April 7, 2010	Enhancing Victim Assistance Through Victim Compensation, page 20	Ft. Myers
April 27, 2010	Enhancing Victim Assistance Through Victim Compensation, page 21	Merritt Island
May 4-5, 2010	Traumatic Grief - Helping Secondary Victims, page 22	Boynton Beach
May 11, 2010	Gang Violence and Its Effect on Victims, page 23	Sarasota
May 26, 2010	Victims of Internet Crimes, page 24	Vero Beach
June 7-11, 2010	Victim Services Practitioner Designation, page 25	Orlando
June 16, 2010	Victims of Internet Crimes, page 26	Pensacola
July 8, 2010	Legal Rights and Up-to-Date Legislation Affecting Crime Victims, page 27	Lake City
July 19-23, 2010	Victim Services Practitioner Designation, page 28	Sarasota
July 28-29, 2010	Crisis Intervention for Advocates Working with Victims of Terrorism, page 29	Orlando
August 4, 2010	How Advocates Can Assist Victims of Child Abduction and Their Families, page 30	Merritt Island

Course Date	Course Title	Course Location
August 11, 2010	The Legal Rights of Child Abuse Victims, page 31	Naples
August 16-20, 2010	Victim Services Practitioner Designation, page 32	Ft. Lauderdale
August 25, 2010	The Criminal Justice System, page 33	Naples
September 1-2, 2010	Traumatic Grief - Helping Secondary Victims, page 34	Tampa
September 13-17, 2010	Victim Services Practitioner Designation, page 35	Gainesville
September 22, 2010	How Advocates Can Assist Victims of Child Abduction and Their Families, page 36	Havana/Greater Tallahassee Area



Victim Services Practitioner Designation

October 5-9, 2009

Palm Beach Gardens

Tuition - Free

Course No. 510-09-07

Course Time: Monday 1:00 p.m. - 5:00 p.m.
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Embassy Suites Palm Beach Gardens, 4350 PGA Boulevard, Palm Beach Gardens, Florida 33410. For reservations call (561) 622-1000. The room rate is \$99.00 single/double and reservations must be made by September 4, 2009.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



How Advocates Can Assist Victims of Child Abduction and Their Families

October 20, 2009

Coconut Creek

Tuition - Free

Course No. 520-09-25

Course Time: 8:00 a.m. - 5:00 p.m.

Description: One of the most difficult situations for a victim advocate is to assist families of missing children. The first 48 hours following the report to law enforcement of the disappearance of a child are the most critical in terms of finding and returning the child safely home. In order to effectively assist the parents, victim advocates need to be aware of what parents can expect when their child is missing; what assistance resources are available; the role that various agencies and organizations can provide; and what some of the important issues are that the family may need to consider. Issues to be discussed include: the relationship between the family and law enforcement; missing children's categories; the need for parents and family members to take care of themselves, their children, extended family members and friends; and appropriate information sharing with families, the media and cooperating agencies. Other areas of focus for victim advocates include mentally preparing parents for the long term and steps that families and law enforcement take to forge a constructive partnership in their efforts to find the missing child. This course will provide information on the various programs and support activities available such as the Florida Amber Plan, The Child Identification Program, the Missing Endangered Persons Information Clearinghouse, and the Florida Missing Person's Database.

Instructor: Brad Dennis, Director of Search Operations, KlaasKIDS Foundation, National Center for Missing and Trafficked Children, Pensacola, Florida

Location: This course will be held at the Coconut Creek Community Center, 1100 Lyons Road, Coconut Creek, Florida 33063.

The attendance at this course is limited to 60.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Crisis Intervention for Advocates Working with Victims of Terrorism

October 28-29, 2009

Tallahassee

Tuition - Free

Course No. 540-09-01

Course Time: 8:00 a.m. - 5:00 p.m.

Description: The delineation of individual trauma and collective trauma is one that must be explored in attending to victims of terrorism or mass casualty events. Understanding the nature and scope of a large-scale event involves identifying the population groups in need of psychological first aid/crisis intervention, how to reach those critical population groups, and what resources are available to attend to the vast community impacted. Discussion will include brain function, acute stress factors and trauma response, crisis intervention techniques, death and death notification, and post-trauma implications.

Instructor: Cheryl Ricciardi, Program Director, Community Crisis Response, Bureau of Advocacy and Grants Management, Office of the Attorney General, Orlando, Florida

Location & Lodging: This course will be held at the Staybridge Suites Tallahassee, 1600 Summit Lake Drive, Tallahassee, Florida 32317. For reservations call (850) 219-7000. The room rate is \$89.00 and reservations must be made by November 25, 2009.

The attendance at this course is limited to 40.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



The Criminal Justice System

November 18, 2009

Gainesville

Tuition - Free

Course No. 520-09-26

Course Time: 8:00 a.m. - 5:00 p.m.

Description: Victim service professionals provide support and assistance to crime victims and survivors as they traverse the criminal justice system. This course will enhance participant's understanding of the criminal justice system, its terminology, protocols, and procedures. Statutes pertaining to victims' rights and responsibilities, as well as other statutes impacting victims, will be highlighted, such as non-reporting sexual violence victims. The roles and responsibilities of victim service providers will be integrated into the discussion. Issues to be addressed from an advocate perspective include: depositions, plea bargaining, court room etiquette, return of property, impact statements, restitution, review of the pre-sentence investigation report, uniqueness of capital cases, review of the appellate process, etc. Participants will receive practical suggestions and strategies for meeting the challenges and limitations they face in assisting crime victims and survivors through the criminal justice process.

Instructor: Harriette Rowe Hill, Director, Victim/Witness Services, State Attorney's Office, Nineteenth Judicial Circuit, Ft. Pierce, Florida

Location: This course will be held at the Alachua County Sheriff's Office, Patrol Squad Room Entrance (far south side), 2621 Southeast Hawthorne Road, Gainesville, Florida 32640.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victim Services Practitioner Designation

November 30-December 4, 2009

Orlando

Tuition - Free

Course No. 510-09-08

Course Time: Monday 1:00 p.m. - 5:00 p.m.
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Buena Vista Suites, 8203 World Center Drive, Orlando, Florida 32821. For reservations call (407) 239-8588. The room rate is \$109.00 single/double and reservations must be made by November 13, 2009.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Sexual Violence - Victimization to Prosecution

January 6, 2010

Miami

Tuition - Free

Course No. 520-10-01

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This course will enhance the advocate's understanding of the criminal justice system, its terminology, protocols and procedures from the moment of a sexual battery through the resolution of the criminal case and help advocates prepare victims for the experience of participating in a criminal prosecution. Advocates will also discuss the differences and similarities between their programs and how providing effective services and support to the victim and their family benefits both the victim and the prosecution.

Instructor: Lorena Vollrath-Bueno, Assistant State Attorney, State Attorney's Office, Second Judicial Circuit, Tallahassee, Florida

Location: This course will be held at the Florida Department of Law Enforcement, Miami Regional Operations Center, 1030 Northwest 111th Avenue, Miami, Florida 33172.

The attendance at this course is limited to 50.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Domestic Violence...High Risk

January 13, 2010

Ocala

Tuition - Free

Course No. 520-10-02

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This course is intended to familiarize non-domestic violence center-based advocates with high risk situations in domestic violence cases. Every day, advocates are in the unique position to provide safety planning to victims. Although safety planning can be applied to many situations, it is critical in situations which could lead to death. Emphasis will be placed on identifying the pre-incident indicators and predictive behaviors that are often difficult to recognize when assisting victims. This course will also discuss the Intimate Violence Enhanced Services Team (InVEST), whose goal is to identify and intervene in potentially lethal situations by utilizing multi-disciplinary case management.

Instructor: Debra Burton, Victim Advocate, Broward County Sheriff's Office, Fort Lauderdale, Florida

Jodi Russell, Domestic Violence Project Specialist and InVEST Coordinator, Florida Coalition Against Domestic Violence, Tallahassee, Florida

Location: This course will be held at the Ocala Police Department, Community Room, 402 South Pine Avenue, Ocala, Florida 34471.

The attendance at this course is limited to 45.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victim Services Practitioner Designation

January 25-29, 2010

Tallahassee

Tuition - Free

Course No. 510-10-01

Course Time: **Monday 1:00 p.m. - 5:00 p.m.**
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Staybridge Suites Tallahassee, 1600 Summit Lake Drive, Tallahassee, Florida 32317. For reservations call (850) 219-7000. The room rate is \$89.00 and reservations must be made by December 25, 2009.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Working with Diverse Populations

February 10, 2010

Tampa

Tuition - Free

Course No. 520-10-03

Course Time: 8:00 a.m. - 5:00 p.m.

Description: In Florida, victims of crime are entitled to receive services regardless of their diverse background. It is imperative that victim advocates are able to assess and learn to work in diverse communities. The purpose of this course is to increase understanding among professionals in the field of victim services, to educate professionals on how to improve their interaction, and to equip them with techniques on how to provide appropriate services to diverse clientele.

Instructor: Captain Tammy R. White, Bureau of Fire and Arson Investigations, Division of State Fire Marshall, Tallahassee, Florida

Location: This course will be held at the Florida Department of Law Enforcement, Tampa Bay Regional Operations Center, Auditorium, 4211 North Lois Avenue, Tampa, Florida 33614-7774.

The attendance at this course is limited to 50.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Gang Violence and Its Effect on Victims

February 24, 2010

Coconut Creek

Tuition - Free

Course No. 520-10-04

Course Time: 8:00 a.m. - 5:00 p.m.

Description: Innocent victims of gang violence face an array of unique challenges. In many instances victims must live among the perpetrators leading to safety concerns. Advocates will learn how to work with the criminal justice system and improve death notification practices to ensure sensitivity to diverse cultures. Other topics of concern are issues of race and color, victim blaming and helping victims understand their role in the criminal justice system after a gang-related crime.

Instructor: To be announced.

Location: This course will be held at the Coconut Creek Community Center, 1100 Lyons Road, Coconut Creek, Florida 33063.

The attendance at this course is limited to 60.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Enhancing Victim Assistance Through Victim Compensation

March 2, 2010

Lake City

Tuition - Free

Course No. 520-10-05

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This annual interactive course is for both the novice and experienced advocate. It will improve their ability to assist victims with compensation claims through quality submission of forms. Topics include: a better understanding of the eligibility criteria, specific types of compensable crimes, formulas and calculations of benefits, benefit caps, statutory guidelines, and claims processing procedures. In addition, discussion will include property loss, domestic violence relocation assistance, and sexual battery forensic examination payments.

Instructor: Angela Buckhanan, Assistant Bureau Chief, Bureau of Victim Compensation, Office of the Attorney General, Tallahassee, Florida

Location: This course will be held at the Lake City Community College, 149 Southeast College Place, Lake City, Florida 32025. (Room to be determined)

The attendance at this course is limited to 75.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Crisis Intervention for Advocates Working with Victims of Terrorism

March 9-10, 2010

Miami

Tuition - Free

Course No. 540-10-01

Course Time: 8:00 a.m. - 5:00 p.m.

Description: The delineation of individual trauma and collective trauma is one that must be explored in attending to victims of terrorism or mass casualty events. Understanding the nature and scope of a large-scale event involves identifying the population groups in need of psychological first aid/crisis intervention, how to reach those critical population groups, and what resources are available to attend to the vast community impacted. Discussion will include brain function, acute stress factors and trauma response, crisis intervention techniques, death and death notification, and post-trauma implications.

Instructor: Cheryl Ricciardi, Program Director, Community Crisis Response, Bureau of Advocacy and Grants Management, Office of the Attorney General, Orlando, Florida

Location: This course will be held at the Florida Department of Law Enforcement, Miami Regional Operations Center, 1030 Northwest 111th Avenue, Miami, Florida 33172.

The attendance at this course is limited to 50.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Sexual Violence - Victimization to Prosecution

March 24, 2010

Winter Park

Tuition - Free

Course No. 520-10-06

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This course will enhance the advocate's understanding of the criminal justice system, its terminology, protocols and procedures from the moment of a sexual battery through the resolution of the criminal case and help advocates prepare victims for the experience of participating in a criminal prosecution. Advocates will also discuss the differences and similarities between their programs and how providing effective services and support to the victim and their family benefits both the victim and the prosecution.

Instructor: Lorena Vollrath-Bueno, Assistant State Attorney, State Attorney's Office, Fourteenth Judicial Circuit, Tallahassee, Florida

Location: This course will be held at the Winter Park Civic Center, 1050 West Morse Boulevard, Winter Park, Florida 32789.

The attendance at this course is limited to 100.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information**. For additional information, contact FCPTI at (850) 414-3360.



Enhancing Victim Assistance Through Victim Compensation

April 7, 2010

Fort Myers

Tuition - Free

Course No. 520-10-07

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This annual interactive course is for both the novice and experienced advocate. It will improve their ability to assist victims with compensation claims through quality submission of forms. Topics include: a better understanding of the eligibility criteria, specific types of compensable crimes, formulas and calculations of benefits, benefit caps, statutory guidelines, and claims processing procedures. In addition, discussion will include property loss, domestic violence relocation assistance, and sexual battery forensic examination payments.

Instructor: Angela Buckhanan, Assistant Bureau Chief, Bureau of Victim Compensation, Office of the Attorney General, Tallahassee, Florida

Location: This course will be held at the Lee County Sheriff's Office, 6570 Felix Romano Avenue, Fort Myers, Florida 33905.

The attendance at this course is limited to 45.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Enhancing Victim Assistance Through Victim Compensation

April 27, 2010

Merritt Island

Tuition - Free

Course No. 520-10-08

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This annual interactive course is for both the novice and experienced advocate. It will improve their ability to assist victims with compensation claims through quality submission of forms. Topics include: a better understanding of the eligibility criteria, specific types of compensable crimes, formulas and calculations of benefits, benefit caps, statutory guidelines, and claims processing procedures. In addition, discussion will include property loss, domestic violence relocation assistance, and sexual battery forensic examination payments.

Instructor: Angela Buckhanan, Assistant Bureau Chief, Bureau of Victim Compensation, Office of the Attorney General, Tallahassee, Florida

Location: This course will be held at the Brevard County Sheriff's Office, East Precinct, 2575 North Courtenay Parkway, Merritt Island, Florida 32953.

The attendance at this course is limited to 50.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Traumatic Grief - Helping Secondary Victims

May 4-5, 2010

Boynton Beach

Tuition - Free

Course No. 540-10-02

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This interactive training is designed to introduce participants to the unique impact of traumatic grief on secondary victims and provide skills and appropriate interventions. Content will include grieving rituals; death notification; communication and response strategies; fostering resiliencies; power therapies and trauma treatment; and helping secondary victims gain satisfaction from the criminal justice system.

Instructor: Jayne Crisp, Executive Director, Mental Health America for Greenville and Anderson Counties, International Board Certified Trauma Specialist and Certified Victim Assistance Specialist, Greenville, South Carolina

Location: This course will be held at the United Way of Palm Beach County, Auditorium, 2600 Quantum Boulevard, Boynton Beach, Florida 33426.

The attendance at this course is limited to 40.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Gang Violence and Its Effect on Victims

May 11, 2010

Sarasota

Tuition - Free

Course No. 520-10-09

Course Time: 8:00 a.m. - 5:00 p.m.

Description: Innocent victims of gang violence face an array of unique challenges. In many instances victims must live among the perpetrators leading to safety concerns. Advocates will learn how to work with the criminal justice system and improve death notification practices to ensure sensitivity to diverse cultures. Other topics of concern are issues of race and color, victim blaming and helping victims understand their role in the criminal justice system after a gang-related crime.

Instructor: To be announced.

Location: This course will be held at the Colonial Oaks Park, Room A, 5300 Colonial Oaks Boulevard, Sarasota, Florida 34232.

The attendance at this course is limited to 40.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victims of Internet Crimes

May 26, 2010

Vero Beach

Tuition - Free

Course No. 520-10-10

Course Time: 8:00 a.m. - 5:00 p.m.

Description: Internet crimes are one of the fastest growing criminal activities and can be committed by using the internet from the privacy of one's home or office. Generally it includes traditional crimes such as fraud, theft or forgery but can also include a number of other crimes. This course will address internet crimes such as cyberstalking, cyberbullying, identity theft, and mortgage fraud to ensure that advocates can assist these victims.

Instructor: Pam Bennett, Program Administrator, CyberCrime Unit, Office of the Attorney General, Jacksonville, Florida

Location: This course will be held at the Indian River County Sheriff's Office, 4055 41st Avenue, Vero Beach, Florida 32960.

The attendance at this course is limited to 50.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victim Services Practitioner Designation

June 7-11, 2010

Orlando

Tuition - Free

Course No. 510-10-02

Course Time: Monday 1:00 p.m. - 5:00 p.m.
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Buena Vista Suites, 8203 World Center Drive, Orlando, Florida 32821. For reservations call (407) 239-8588. The room rate is \$109.00 single/double and reservations must be made by May 9, 2010.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victims of Internet Crimes

June 16, 2010

Pensacola

Tuition - Free

Course No. 520-10-11

Course Time: 8:00 a.m. - 5:00 p.m.

Description: Internet crimes are one of the fastest growing criminal activities and can be committed by using the internet from the privacy of one's home or office. Generally it includes traditional crimes such as fraud, theft or forgery but can also include a number of other crimes. This course will address internet crimes such as cyberstalking, cyberbullying, identity theft, and mortgage fraud to ensure that advocates can assist these victims.

Instructors: Pam Bennett, Program Administrator, CyberCrime Unit, Office of the Attorney General, Jacksonville, Florida

Location: This course will be held at the Baptist Medical Park, Azalea Room, 9400 University Parkway, Pensacola, Florida 32514.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Legal Rights and Up-to-Date Legislation Affecting Crime Victims

July 8, 2010

Lake City

Tuition - Free

Course No. 520-10-12

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This annual course provides information on identifying and implementing legal protections for crime victims, how advocates can utilize legal resources to protect and compensate crime victims, and the critical role of victim advocates and social service providers during the criminal justice process. The presentation will focus on current national and 2010 Florida specific legislative initiatives affecting the rights of victims of crime.

Instructor: Jay Howell, Esq., Jay Howell and Associates, P.A., A Professional Association, Jacksonville, Florida

Location: This course will be held at the Lake City Community College, 149 Southeast College Place, Lake City, Florida 32025. (Room to be determined)

The attendance at this course is limited to 100.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victim Services Practitioner Designation Training

July 19-23, 2010

Sarasota

Tuition - Free

Course No. 510-10-03

Course Time: Monday 1:00 p.m. - 5:00 p.m.
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Holiday Inn Sarasota Bradenton Airport Hotel, 8009 Fifteenth Street East, Sarasota, Florida 34243. For reservations call (941) 358-3800. The room rate is \$85.00 king and reservations must be made by June 21, 2010.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Crisis Intervention for Advocates Working with Victims of Terrorism

July 28-29, 2010

Orlando

Tuition - Free

Course No. 540-10-03

Course Time: 8:00 a.m. - 5:00 p.m.

Description: The delineation of individual trauma and collective trauma is one that must be explored in attending to victims of terrorism or mass casualty events. Understanding the nature and scope of a large-scale event involves identifying the population groups in need of psychological first aid/crisis intervention, how to reach those critical population groups, and what resources are available to attend to the vast community impacted. Discussion will include brain function, acute stress factors and trauma response, crisis intervention techniques, death and death notification, and post-trauma implications.

Instructor: Cheryl Ricciardi, Program Director, Community Crisis Response, Bureau of Advocacy and Grants Management, Office of the Attorney General, Orlando, Florida

Location & Lodging: This course will be held at the Buena Vista Suites, 8203 World Center Drive, Orlando, Florida 32821. For reservations call (407) 239-8588. The room rate is \$109.00 single/double and reservations must be made by July 13, 2010.

The attendance at this course is limited to 60.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



How Advocates Can Assist Victims of Child Abduction and Their Families

August 4, 2010

Merritt Island

Tuition - Free

Course No. 520-10-13

Course Time: 8:00 a.m. - 5:00 p.m.

Description: One of the most difficult situations for a victim advocate is to assist families of missing children. The first 48 hours following the report to law enforcement of the disappearance of a child are the most critical in terms of finding and returning the child safely home. In order to effectively assist the parents, victim advocates need to be aware of what parents can expect when their child is missing; what assistance resources are available; the role that various agencies and organizations can provide; and what some of the important issues are that the family may need to consider. Issues to be discussed include: the relationship between the family and law enforcement; missing children's categories; the need for parents and family members to take care of themselves, their children, extended family members and friends; and appropriate information sharing with families, the media and cooperating agencies. Other areas of focus for victim advocates include mentally preparing parents for the long term and steps that families and law enforcement take to forge a constructive partnership in their efforts to find the missing child. This course will provide information on the various programs and support activities available such as the Florida Amber Plan, The Child Identification Program, the Missing Endangered Persons Information Clearinghouse, and the Florida Missing Person's Database.

Instructor: Brad Dennis, Director of Search Operations, KlaasKIDS Foundation, National Center for Missing and Trafficked Children, Pensacola, Florida

Location: This course will be held at the Brevard County Sheriff's Office, East Precinct, 2575 North Courtenay Parkway, Merritt Island, Florida 32953.

The attendance at this course is limited to 50.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



The Legal Rights of Child Abuse Victims

August 11, 2010

Naples

Tuition - Free

Course No. 520-10-14

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This training is designed for child advocates, law enforcement personnel, criminal justice professionals, child protection teams, child advocacy centers, guardians ad litem, and all other individuals that provide front-line services to abused children. Topics include: new Florida laws and court decisions that protect children; the Jessica Lunsford, Jimmy Ryce and Rilya Wilson Acts; children in court; the legal line between abuse and parental discipline; stalking; and domestic violence injunctions for children. Advocates will become aware of what they can do to minimize the stress on children as they go through the criminal justice process.

Instructor: Jay Howell, Esq., Jay Howell and Associates, P.A., A Professional Association, Jacksonville, Florida

Location: This course will be held at the Collier County Sheriff's Office, 615 Third Avenue, South, Naples, Florida 34102.

The attendance at this course is limited to 60.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victim Services Practitioner Designation

August 16-20, 2010

Fort Lauderdale

Tuition - Free

Course No. 510-10-04

Course Time: **Monday 1:00 p.m. - 5:00 p.m.**
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Crowne Plaza Fort Lauderdale at Sawgrass Mills, 13400 West Sunrise Boulevard, Sunrise, Florida 33323. For reservations call (954) 851-1020. The room rate is \$99.00 single/double and reservations must be made by July 25, 2010.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



The Criminal Justice System

August 25, 2010

Naples

Tuition - Free

Course No. 520-10-15

Course Time: 8:00 a.m. - 5:00 p.m.

Description: Victim service professionals provide support and assistance to crime victims and survivors as they traverse the criminal justice system. This course will enhance participant's understanding of the criminal justice system, its terminology, protocols, and procedures. Statutes pertaining to victims' rights and responsibilities, as well as other statutes impacting victims, will be highlighted, such as non-reporting sexual violence victims. The roles and responsibilities of victim service providers will be integrated into the discussion. Issues to be addressed from an advocate perspective include: depositions, plea bargaining, court room etiquette, return of property, impact statements, restitution, review of the pre-sentence investigation report, uniqueness of capital cases, review of the appellate process, etc. Participants will receive practical suggestions and strategies for meeting the challenges and limitations they face in assisting crime victims and survivors through the criminal justice process.

Instructor: Harriette Rowe Hill, Director, Victim/Witness Services, State Attorney's Office, Nineteenth Judicial Circuit, Ft. Pierce, Florida

Location: This course will be held at the Collier County Sheriff's Office, 615 Third Avenue, South, Naples, Florida 34102.

The attendance at this course is limited to 60.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Traumatic Grief - Helping Secondary Victims

September 1-2, 2010

Tampa

Tuition - Free

Course No. 540-10-04

Course Time: 8:00 a.m. - 5:00 p.m.

Description: This interactive training is designed to introduce participants to the unique impact of traumatic grief on secondary victims and provide skills and appropriate interventions. Content will include grieving rituals; death notification; communication and response strategies; fostering resiliencies; power therapies and trauma treatment; and helping secondary victims gain satisfaction from the criminal justice system.

Instructor: Jayne Crisp, Executive Director, Mental Health America for Greenville and Anderson Counties, International Board Certified Trauma Specialist and Certified Victim Assistance Specialist, Greenville, South Carolina

Location: This course will be held at the Florida Department of Law Enforcement, Tampa Bay Regional Operations Center, Auditorium, 4211 North Lois Avenue, Tampa, Florida 33614-7774.

The attendance at this course is limited to 50.

Please review the **“No Show Policy”** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



Victim Services Practitioner Designation

September 13-17, 2010

Gainesville

Tuition - Free

Course No. 510-10-05

Course Time: **Monday 1:00 p.m. - 5:00 p.m.**
 Tuesday thru Thursday 8:00 a.m. - 5:00 p.m.
 Friday 8:00 a.m. - 12:00 p.m.

Description: This 32-hour course provides basic training and skill development to improve the knowledge and abilities of victim service providers. Issues related to victimology, victims' rights and the role of the victim advocate, including ethical concerns, are explored at length. Emphasis is placed on community resources and available services to assist victims of crime. Other topics include the impact of crime; crisis intervention strategies; cultural/ethnic issues; legislatively mandated services; and presentations on child abuse, homicide, domestic violence, sexual assault, identity theft, victims with disabilities, elderly populations, CyberCrime, and global victim issues. National, regional and local victim service providers serve as instructors. There is no prerequisite for enrollment in this basic course. **Attendance is mandatory for all sessions in order to receive a designation certificate.**

Location & Lodging: This course will be held at the Country Inn & Suites, 4015 Southwest 43rd Street, Gainesville, Florida 32608. For reservations call (352) 375-1550. The room rate is \$93.00 double queen standard and reservations must be made by August 12, 2010.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.



How Advocates Can Assist Victims of Child Abduction and Their Families

September 22, 2010

Havana/Greater Tallahassee Area

Tuition - Free

Course No. 520-10-16

Course Time: 8:00 a.m. - 5:00 p.m.

Description: One of the most difficult situations for a victim advocate is to assist families of missing children. The first 48 hours following the report to law enforcement of the disappearance of a child are the most critical in terms of finding and returning the child safely home. In order to effectively assist the parents, victim advocates need to be aware of what parents can expect when their child is missing; what assistance resources are available; the role that various agencies and organizations can provide; and what some of the important issues are that the family may need to consider. Issues to be discussed include: the relationship between the family and law enforcement; missing children's categories; the need for parents and family members to take care of themselves, their children, extended family members and friends; and appropriate information sharing with families, the media and cooperating agencies. Other areas of focus for victim advocates include mentally preparing parents for the long term and steps that families and law enforcement take to forge a constructive partnership in their efforts to find the missing child. This course will provide information on the various programs and support activities available such as the Florida Amber Plan, The Child Identification Program, the Missing Endangered Persons Information Clearinghouse, and the Florida Missing Person's Database.

Instructor: Brad Dennis, Director of Search Operations, KlaasKIDS Foundation, National Center for Missing and Trafficked Children, Pensacola, Florida

Location: This course will be held at the Pat Thomas Law Enforcement Academy, Classroom Building, 75 College Drive, Havana, Florida 32333.

The attendance at this course is limited to 40.

Please review the **"No Show Policy"** before registering for a course. **This policy will be enforced.**

How to Register: **See Registration Information.** For additional information, contact FCPTI at (850) 414-3360.

Office of the Attorney General Victim Advocates

TERRIE COLON

135 West Central Boulevard
Suite 1500
Orlando, Florida 32801
PH: (407) 317-7037 FAX: (407) 317-7041
5th Circuit/Counties: Citrus, Hernando, Lake,
Marion & Sumter
9th Circuit/Counties: Orange & Osceola
10th Circuit/Counties: Hardee, Highlands &
Polk

D. MICHELLE JOHNSON

The Capitol, PL-01
Tallahassee, Florida 32399-1050
PH: (850) 414-3300 FAX: (850) 487-3013
2nd Circuit/Counties: Franklin, Gadsden,
Jefferson, Leon, Liberty & Wakulla
3rd Circuit/Counties: Columbia, Dixie, Hamilton,
Lafayette, Madison, Suwannee & Taylor

SUSAN LARSEN

1515 North Flagler Drive, Ninth Floor
West Palm Beach, Florida 33401-3432
PH: (561) 837-5000 FAX: (561) 837-5108
15th Circuit/County: Palm Beach
19th Circuit/Counties: Indian River, Martin,
Okeechobee & St. Lucie

ROLAND MONTAS

Auto Nations Tower
110 Southeast Sixth Street
Fort Lauderdale, Florida 33301
PH: (954) 712-4600 FAX: (954) 712-4656
11th Circuit/County: Miami-Dade
15th Circuit/County: Palm Beach
17th Circuit/County: Broward

NANCY CORDEN

Concourse Center #4
3507 East Frontage Road, Suite 200
Tampa, Florida 33607
PH: (813) 287-7900 FAX: (813) 281-5500
6th Circuit/Counties: Pasco & Pinellas
13th Circuit/County: Hillsborough

KRISTEN KLEIN

226 South Palafox Street, Third Floor
Pensacola, Florida 32502
PH: (850) 595-6067 FAX: (850) 595-6040
1st Circuit/Counties: Escambia, Okaloosa,
Santa Rosa & Walton
14th Circuit/Counties: Bay, Calhoun, Gulf,
Holmes, Jackson & Washington

EDYLEIDY MIRABAL-URRA

444 Brickell Avenue, Suite 650
Miami, Florida 33131
PH: (305) 377-5441 FAX: (305) 377-5655
11th Circuit/County: Miami-Dade

DWIGHT PHIPPS

Riverfront Center
2075 West First Street, Suite 201
Ft. Myers, Florida 33901
PH: (239) 338-2443 FAX: (239) 338-2304
12th Circuit/Counties: DeSoto, Manatee &
Sarasota
20th Circuit/Counties: Charlotte, Glades,
Hendry, Lee & Collier

JUDITH ROSSETTI

444 Seabreeze Boulevard, Suite 500
Daytona Beach, Florida 32118
PH: (386) 238-4990 FAX: (386) 238-4997
7th Circuit/Counties: Flagler, Putnam, St. Johns
& Volusia
18th Circuit/Counties: Brevard and Seminole

TANIA SANCHEZ

444 Brickell Avenue, Suite 650
Miami, Florida 33131
PH: (305) 377-5441 FAX: (305) 377-5655
11th Circuit/County: Miami-Dade
16th Circuit/County: Monroe

YULONDA THOMPSON

1300 Riverplace Boulevard, Suite 405
Jacksonville, Florida 32207
PH: (904) 858-6925 FAX: (904) 346-5089
4th Circuit/Counties: Clay, Duval & Nassau
8th Circuit/Counties: Alachua, Baker, Bradford,
Gilchrist, Levy & Union

JESSICA ALLARD

The Capitol, PL-01
Tallahassee, Florida 32399-1050
PH: (850) 414-3300 FAX: (850) 487-0997
All Circuits, Statewide Capital Cases

THERESA RONNEBAUM

135 West Central Boulevard, Suite 1000
Orlando, Florida 32801
PH: (407) 245-0893 FAX: (407) 245-0356
All Circuits, Identity Theft

Florida Crisis Response Team

CHERYL RICCIARDI**Program Director**

135 West Central Boulevard, Suite 1150
Orlando, Florida 32801
PH: (407) 999-5588 FAX: (407) 317-7041
All Circuits

2009-2010 VICTIM SERVICES PRACTITIONER DESIGNATION REQUIREMENTS

BACKGROUND

The Office of the Attorney General established the **Victim Services Practitioner Designation** in 1995 to document an individual's successful participation in the "Victim Services Practitioner Designation" course. A participant who completes the Designation has been provided information on the basic issues and concerns related to victims of violent crime and the role of a victim advocate.

INITIAL DESIGNATION

An individual will automatically receive the designation of **Victim Services Practitioner** upon completion of **all segments** of the "Victim Services Practitioner Designation" course offered by the Office of the Attorney General, Florida Crime Prevention Training Institute (FCPTI).

RENEWING THE DESIGNATION

The **Victim Services Practitioner Designation** is valid for a period of four years from the date that appears on the "Victim Services Practitioner" designation certificate. ***(It is the responsibility of the individual to renew his/her designation if he/she wishes to remain current.)*** To renew the designation, a Victim Services Practitioner must meet the following requirements and file the appropriate forms and paperwork prior to the expiration of the designation:

- Applicant must have completed a minimum of 40 hours of additional out-service victim services related training in a seminar, course or workshop setting;
- Of the 40 hours of training required above, at least sixteen (16) hours must be from victim advocate training courses offered through FCPTI; and
- Apply for renewal of the designation with the Office of the Attorney General and provide copies of all certificates on which you base the renewal, including a copy of your original designation certificate and any subsequent renewal certificates.

NOTE: These requirements are only valid from October 1, 2009, through September 30, 2010. Renewal requirements are subject to change every October 1st.

2009-2010 VICTIM SERVICES PRACTITIONER DESIGNATION REQUIREMENTS

Continuation

EXPIRED CERTIFICATES

If an individual allows his or her designation to expire, he or she must complete all of the above requirements during a period not to exceed 12 months from the date of expiration.

In the event the individual has allowed the designation to expire for a period of more than 12 months from the date of the expiration, additional steps must be taken. The individual must complete 24 hours of Victim Advocate Training offered through FCPTI and an additional 16 hours of other victim services related training for a total of 40 hours within a 12-month period.

APPLICATION FOR RENEWAL

To apply for renewal of the Victim Services Practitioner Designation, an individual must complete a "Victim Services Practitioner Renewal Application" (pages 47-49). Mail the completed renewal application along with the required supporting documentation to the Office of the Attorney General, FCPTI/Victim Services, PL-01, The Capitol, Tallahassee, Florida 32399-1050.

2009-2010 VICTIM SERVICES PRACTITIONER RENEWAL APPLICATION

(PLEASE TYPE OR PRINT)

Section I. Applicant Information

Name: _____
(As it appears on designation certificate)

Agency: _____

Address: _____

City, State and Zip: _____

(Telephone Number)

(Fax Number)

Birth Month ____ Day ____ Last four digits of SSN: ____

Month, Day and Year of Designation Certificate: ____/____/____

(Please provide copies of your original certificate and any renewals)

Section II. Victim Services Related Training Courses Completed (Any combination courses offered by FCPTI)

A. Victim Advocate Training Provided by FCPTI:

(Please provide a copy of your certificates)

Course Title: _____

Date(s) Attended: _____

B. Victim Advocate Training Provided by FCPTI:

(Please provide a copy of your certificates)

Course Title: _____

Date(s) Attended: _____

C. Victim Advocate Training Provided by FCPTI:

(Please provide a copy of your certificates)

Course Title: _____

Date(s) Attended: _____

D. Victim Advocate Training Provided by FCPTI:

(Please provide a copy of your certificates)

Course Title: _____

Date(s) Attended: _____

E. Additional Victim Services Related Training *(Must be at least 24 hours and include copies of certificates for documentation of attendance. Attach additional pages if necessary):*

1) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours: _____

2) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours _____

3) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours: _____

4) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours: _____

5) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours: _____

6) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours: _____

7) Name of Course: _____

Name of Training Agency or Organization: _____

Date of Training: _____ Number of Training Hours: _____

Section III: Signatures and Certification

A. Applicant Signature: _____

B. Supervisor's Certification and Signature:

I certify that the applicant has received the training listed above and the training listed is related to the provision of services to victims of violent crimes.

Supervisor Signature: _____

Date: _____

Printed Name of Supervisor: _____

Title: _____

NO SHOW POLICY

Due to the large number of no shows, FCPTI has instituted a no show penalty. Programs will be held accountable should staff register for a course and not attend. By submitting a registration form, the agency listed on the registration form is the responsible party to ensure that the employee attends the training or that a substitute is arranged. If the registrant does not attend the training and has not cancelled in a timely manner (at least two weeks prior to the start date of the training), the following fees will be assessed:

Designation Courses:	\$40.00
16-Hour Advocate Courses	\$30.00
8-Hour Advocate Courses:	\$20.00

In the event the agency feels good cause exists why the registrant could not attend the training, the agency must provide the reason in writing to FCPTI. There will be no exceptions. If it is determined by FCPTI that good cause exists, then the no show fee will be waived. Should a registrant not provide an agency name on the registration form, then the individual registrant will be held responsible for payment of the no show penalty. If this office is unable to collect the no show fee, the agency (or an individual as defined above) will be prohibited from sending staff to future training until the fee has been paid. The agency or individual registrant has 30 days from the end date of the class to submit payment to this office.

ON-SITE TRAINING

Most programs listed can be presented on-site to an agency or group of agencies. When this option is chosen, the training can be customized to meet local needs. In addition, FCPTI can develop a specialized victim services training program to meet the individual needs of an agency or administrative area. Contact FCPTI/Victim Services at (850) 414-3360 for additional information about on-site or specialized training programs.

FOR MORE INFORMATION

Additional information on the Victim Services Practitioner Designation or any other FCPTI/Victim Services courses may be obtained by writing the Florida Crime Prevention Training Institute/Victim Services, Office of the Attorney General, The Capitol, PL-01, Tallahassee, Florida 32399-1050, visiting our website at <http://www.fcpti.com> or by calling (850) 414-3360.

FCPTI/VICTIM SERVICES REGISTRATION FORM

- Indicate the course you plan to attend
- One registration form per person
- One registration form per course
- Photocopy the form as needed for registrations
- Registration form is due at least 21 days prior to the start date of training

Name _____
(Please print full name legibly as it is to appear on certificate.)

Birth Date: Month ___ Day ___ Last 4 digits of SSN ___ ___ ___

Agency Name _____

Agency Address _____
(Street or box)

(city) (state) (zip code)

(Telephone Number) (Fax Number)

VOCA Funded Position VOCA Funded Program Other Program

E-mail Address _____

Course Title _____

Course No. _____

Course Date _____

Send registration to:

FCPTI/Victim Services
Bureau of Criminal Justice Programs
Office of the Attorney General
PL-01, The Capitol
Tallahassee, FL 32399-1050
Tel: (850) 414-3360
Fax: (850) 413-0633

For Office Use Only:
Entered _____
Initials _____