



National Advocate Credentialing Program®

Instructions for Verification of Experience

All first-time applicants and renewal/upgrade applicants for NACP® credentialing must submit verification of their experience which satisfies the minimum requirements for their desired *credentialing level*. The minimum amount of experience for each NACP® credentialing level is based on the number of hours worked as a crime victim advocate in a professional framework, whether as an employee, a volunteer, an intern, or a participant in a practicum.

Victim Advocate Experience: Defining Terms

To qualify as victim advocate experience, an applicant's work should encompass a range of characteristics and services, as detailed in the following definitions:

- **Victim advocate:** One who provides victim-centered and trauma-responsive supportive services, specific to the distinct circumstances and needs of individuals who have experienced crime victimization. A victim advocate recognizes and respects the victim's circumstances and needs; achieves a working knowledge of the common legal, social, and psychological issues that impact crime victims; and maintains the necessary skill set to offer focused assistance within a victim-oriented professional and ethical framework. Empowering individuals to achieve resiliency, recovery, and improved circumstances is a victim advocate's primary goal.

Allied professionals: Persons who provide supportive direct services to crime victims as part of their professional or volunteer duties, but whose primary responsibilities fall outside the role of victim advocate and whose organization's primary mission is not victim advocacy. Examples include professionals who serve crime victims in a counseling center, a hospital emergency department, or a law enforcement agency.

- **Supportive direct services:** Services that are specifically designed to assist crime victims and survivors. These services may include crisis-intervention; protection of the crime victims' constitutional and statutory rights; empowerment of the individual through emotional, physical, and informational assistance; advocacy and intervention with other systems that a crime victim may encounter; and inter-agency linkage and community resource referral.



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Verification of Experience Submission Requirements

The Verification of Experience must be submitted on letterhead stationery from the agency associated with the applicant's experience. The Verification of Experience must be signed by the supervisor or other authority who oversees or oversaw or can verify (e.g. Human Resources) the applicant's work.

Verification of experience is needed only for the number of hours required for the credential level for which you are applying. Submit forms for multiple agencies if needed to show that your cumulative work experience satisfies the requirements at that level. However, if your work in your current capacity satisfies the requirements, documentation of previous experience is not necessary.

Provide the [Verification of Experience Template](#) to each agency's appropriate authority so that they may create the verification form on the agency's letterhead to complete, sign, and return to you. Submit each signed form as part of your application packet.

NACP® accepts verification of past work experience that is relevant in cases where records of the experience are no longer available, or when the supervising agency no longer exists. In such a case, use the [Verification of Experience Exception Template](#) to create this verification form on your current agency's letterhead and forward it to your current supervisor to complete, sign, and return to you. Submit the signed *Verification of Experience Exception Form* as part of your application packet.

Guidelines for Calculating Hours of Experience

NACP® uses the information reported on your Verification of Experience submissions to confirm that your experience meets the required number of hours for your desired level of credentialing. For the total number of hours worked, NACP® determines the number of weeks between the start and end dates of a position and then multiplies that number times the number of hours worked per week. You should use an online [date calculator](#) to ensure that you calculate the number of weeks correctly when determining if you have sufficient hours of experience.

The number of work hours that qualify depends on your employment/volunteer status, as detailed in the following list.



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- **Full-time advocate:** Organizations define the number of hours that constitute full-time status differently. NACP® gives credit only for the actual number of hours worked per week, with the maximum of 40 hours per week for full-time status, or 2,080 hours for a full year of service. If your full-time position is based on fewer than 40 hours per week, you should use only the actual number of hours in your work week for your calculations.
- **On-call advocate:** Additional on-call hours that a *full-time* employee works as part of the position do not count as additional qualifying hours toward credentialing. Applicants who provide round-the-clock (24/7) on-call hours independently or in a part-time position may claim the actual number of hours spent on call to provide services to victims. The maximum credit that NACP gives for this type of on-call service is 1,950 hours during a 12-month period or actual on-call hours served per week in a year
- **Allied professional:** Allied professionals who provide supportive direct services to crime victims as part of their responsibilities may claim hours of experience based on the percentage of time spent in an advocate role, even though these activities are not their primary mission or that of their agencies. The maximum credit that NACP® gives for the number of hours is 25% of their work time in most cases. However, applicants in some allied professional positions may claim 100% of their hours if they serve in a full-time advocate role.
 - Examples include: full-time Sexual Assault Nurse Examiners (SANE) in a hospital emergency department who have no other emergency care responsibilities or a mental health therapist who provides full-time counseling services for crime victims.