



Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Frequently Asked Questions

Certification & Application

Who is eligible to apply for D-SAACP Certification?

All SARW professionals currently serving or are selected to serve as a SAPR PM, SARC, or SAPR VA are eligible for D-SAACP certification.

Where should D-SAACP certification applications be submitted?

All applications can be submitted through the following options:

E-mail: dsaacp@trynova.org (This e-mail box is not monitored)

Mail: 510 King Street, Suite 220, Alexandria, VA 22314

Fax: 703-535-6621

What supporting documentation is required for initial certification?

First-time applicants must complete and submit DD Form 2950 along with a certificate of completion from a DoD-Approved 40-hour initial Service training. This certificate of completion must be dated within one year of the application submission date. Instructions on completing the form and submission details are provided on DD Form 2950.

How will I know if my D-SAACP application was received?

Once your D-SAACP application has been successfully submitted, you should receive a confirmation email from NOVA acknowledging receipt within 5-7 business days. If you do not receive confirmation within 5-7 business days, you may follow up at dsaacp-followup@trynova.org to verify that your application was received.

What is the expected processing time for certifying applications?

Assuming all required documentation is complete and accurate, please allow up to 30 business days from the date NOVA receives your initial D-SAACP certification or renewal application for processing. To check the status of your application, you may email dsaacp-followup@trynova.org.

Renewal & Recertification

When should a D-SAACP certified SARW professional submit their renewal application?

To ensure uninterrupted certification, certified SARW professionals should submit their D-SAACP renewal application between 30 and 60 calendar days before their current certification expires. Applications submitted earlier than 60 days before the expiration date may not be processed.

What are the requirements for D-SAACP recertification?

Applicants must complete and submit the DD Form 2950-1 and provide proof of continuing education training for renewal every two (2) years. Instructions including how to complete the form and where to submit it are provided on DD Form 2950-1. Renewal applications must be submitted by the pre-set deadline that precedes the credentialing expiration date.

Pre-set deadlines are available at: <https://www.sapr.mil/d-saacp> and <https://trynova.org/d-saacp>.

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What are the implications of not renewing D-SAACP certification prior to its expiration date?

If your D-SAACP certification expires and is not renewed by the expiration date, your certification will lapse. An expired certification means you are no longer authorized to perform duties as a SARW professional, including providing direct victim advocacy services within the DoD Sexual Assault Prevention and Response (SAPR) program.

How should I proceed if my D-SAACP certification has expired due to a missed renewal deadline?

If your D-SAACP certification has expired, the next steps depend on how many renewal deadlines have been missed:

If one to seven renewal deadlines have been missed, you must submit DD Form 2950-1 along with documentation confirming completion of 32 Continuing Education Units (CEUs). The CEUs must include 2 hours of victim advocacy ethics and Safe Helpline 101 training.

If eight or more renewal deadlines have been missed, you must submit DD Form 2950-1 and documentation verifying completion of the pre-approved initial Service training within the past 12 months.

Is early renewal submission permitted?

Renewal applications can only be reviewed during a specific period related to your certification expiration date. Submitting your renewal application too early is not permitted, and any application received outside of this review window will not be processed. If you submit your application prematurely, you will receive an email notification instructing you to resubmit it closer to your expiration date, ensuring it is reviewed during the correct recertification cycle.

Application Review & Resolution

How can I correct an error in my application after submission?

If an incorrect document was submitted, applicants should promptly email the correct file to dsaacp-followup@trynova.org. NOVA staff will update the application.

What should I do if I have not received confirmation of my application submission?

If confirmation has not been received within 5–7 business days, applicants are encouraged to follow up at dsaacp-followup@trynova.org to ensure their application was properly received and is under review.

What does it mean if my application is marked “Incomplete”?

Incomplete applications typically result from missing signatures, outdated or invalid documents, or insufficient CEU documentation. NOVA will notify applicants via email of specific deficiencies and provide instructions for correction.

What does it mean if my application is marked “Abeyance”?

An application is placed in abeyance when no corrections or required documents are submitted within 30 days after the second incomplete notice is sent to the applicant. During this period, the application is temporarily paused and will not move forward in the review process.

If no action is taken during the 90-day abeyance period, the application will be closed and considered incomplete. A new application must then be submitted if the individual still seeks certification.

To resolve an application in abeyance, submit the required documentation as soon as possible or email dsaacp-followup@trynova.org.



Continuing Education

What subject areas qualify for CEUs under D-SAACP?

Acceptable CEU topics include victim advocacy, trauma-informed care, victim advocacy ethical practice, military-specific sexual assault policy, and related training that maintains or enhances competency in accordance with DoD standards. These requirements are outlined in DoDI 6495.03.

Are virtual or asynchronous training eligible for CEUs?

Yes. A maximum of 24 CEU hours may be earned through online, asynchronous training formats subject to the approval and guidance of the applicable Service SAPR program office. This limit does not include live, instructor-led webinars, or virtual training that require real-time participation and interaction, which are categorized separately. All CEUs, regardless of delivery format, must meet the content criteria outlined in DoD Instruction 6495.03 and be relevant to the SARW professional role.

What documentation is required to verify CEU completion?

All continuing education activities must be verified through appropriate documentation. Acceptable forms of documentation include a certificate of completion, a properly completed DD Form 2950-1, or a Defense Sexual Assault Incident Database (DSAID) continuing education printout. Each must be signed by the applicant's commander, supervisor, or other designated approving authority to confirm attendance and successful completion of the training.

Does NOVA provide guidance on acceptable CEU providers?

While NOVA does not officially endorse specific CEUs providers, we offer general guidance on continued education requirements based on DoDI regulation and provide resources for organized training on our website <https://trynova.org/d-saacp>. It is recommended that applicants use Victim Advocates Learning, Innovating, and Network Together (VALIANT) or contact their respective Service SAPR Program Office for further guidance and access to DoD approved or recommended CEU training resources.

Ethical Standards & Code of Professional Ethics

What is the D-SAACP Code of Professional Ethics and why is it required?

The D-SAACP Code of Professional Ethics establishes professional standards of conduct for SAPR PMs, SARCs and SAPR VAs. It is designed to uphold the integrity of the advocacy profession and must be signed and adhered to by all applicants and certified SARW professionals.

What actions may be taken in the event of an ethics violation?

Consequences for substantiated violations may include suspension or revocation of certification. Any suspension or revocation of D-SAACP certification must be supported by clear justification and documentation. In such cases, the commander, supervisor, or other appointing authority is required to follow the procedures outlined in DoDI 6495.03, Section 3.6, to ensure due process and compliance with established policy.

What is the process for suspension and revocation?

To request reinstatement, the Service SAPR Program Office must submit written notification from the commander, supervisor, or appointing authority to DoD SAPRO. DoD SAPRO will forward the reinstatement letter and a completed DD Form 2950-1 to the D-SAACP administrator for review.

Is there a formal process for reporting ethical concerns or violations?

Yes. Alleged violations shall be submitted to NOVA with supporting documentation. Reports are reviewed



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confidentially and processed to DoD SAPRO. Future guidance and procedures will be provided as they are available.

Contact, Resources & Referral Information

What is the appropriate method to contact NOVA regarding D-SAACP matters?

For all inquiries related to D-SAACP, please e-mail dsaacp-followup@trynova.org. To ensure prompt assistance, include the following in your message: Your full name, your D-SAACP ID number, and a concise description of your request or issue. Do not include sensitive personal information beyond what is required to address your inquiry.

Where can I access the most current D-SAACP application materials and policy updates?

Official forms, instructions, and policy updates are available on the following websites:

NOVA's D-SAACP Webpage: <https://trynova.org/d-saacp/>

DoD SAPRO Website: <https://www.sapr.mil>

Victim Advocates Learning, Innovating, and Networking Together (VALIANT): <https://www.sapr.mil/valiant>

For direct assistance, e-mail dsaacp-followup@trynova.org. Include your full name, D-SAACP ID number, and a concise description of your request or issue.

What additional resources are available to support SARCs and SAPR VAs?

In addition to NOVA, resources are available through DoD SAPRO, including VALIANT, DoD Safe Helpline (877-995-5247), and your Service SAPR program office.