



Required Foundational Academy Supplemental Online Training

Name: _____

Email: _____

**Agency/
Office:** _____

**Dates
Academy
Attended
(or plan to
attend):** _____

Did you...?

- Fill out the top portion
- Complete all the trainings
- Note date completed & have supervisor confirm with initials
- Sign
- Obtain supervisor's final signature
- Attach required certificates
- Complete an in-office orientation

Below is the information for the required online training that must be completed **in addition** to the classroom portion of Foundational Academy. You will **not** receive your *Certification of Completion Letter* until both this training AND the in-classroom portion have been successfully completed.

Please email the form along with all required certificates to Amy Smulkis, Restitution & Victim/Witness Training Consultant, at AJS@RestitutionConsulting.com.

All of the below courses are mandatory and must be completed.

MANDATORY COURSES The following are available on PCCD's PVST site: pavictimservicestraining.org Choose 2 other courses from the Victim Services Training category on the same site. Log in, click on Course Catalog, filter to show just "Victim Services Trainings" on the right side.	CREDIT HOURS <small>(not equal to CEUs or CLEs)</small>	Date Training Completed	Supervisor's Initials
Mandatory: Victims' Rights *certificate must be turned in with form*	2		

Choose 2 others to complete from this same site: ACT, CUL, ISS, or VIC	---	---	---
Training Name: *certificate must be turned in with form*	2		
Training Name: *certificate must be turned in with form*	2		

MANDATORY COURSE The following is available through the University of Pittsburgh, Act 31 Report Abuse training. www.reportabusepa.pitt.edu	CREDIT HOURS (not equal to CEUs or CLEs)	Date Completed	Supervisor's Initials
Mandated Reporting *certificate must be turned in with form*	3		

MANDATORY COURSE The following is a LIVE webinar in which you must pre-register, be online for the entire time, and participate in order to receive credit. Sessions can be found at pccd.webex.com by clicking on the 3-lined menu in the top left and choosing WebEx Events. If you have any questions, please contact the trainer directly at c-mreich@pa.gov .	CREDIT HOURS (not equal to CEUs or CLEs)	Date Completed	Supervisor's Initials
Basic Compensation *certificate must be turned in with form*	2		

MANDATORY COURSE This document must be completed by you and turned in with this form. It can be found here (Resource List) .	CREDIT HOURS (not equal to CEUs or CLEs)	Date Completed	Supervisor's Initials
Resource List *must be turned in with form*	1		

MANDATORY COURSES The following trainings are two WebEx Recordings. Please listen to the entirety of both found here: http://www.pccd.pa.gov/Pages/WebEx-Recordings.aspx/ .	CREDIT HOURS (not equal to CEUs or CLEs)	Date Completed	Supervisor's Initials
Sentencings & Appeals You will not receive a certificate at the conclusion; your supervisor must initial to confirm completion.	2		

PFA & SVP – What You Need to Know You will not receive a certificate at the conclusion; your supervisor must initial to confirm completion.	2		
---	---	--	--

COURSE (MANDATORY READING) Please review the following resources on the PDAA/I's Victim Services website: https://www.pdaa.org/pdai-victim-services/ .	CREDIT HOURS (not equal to CEUs or CLEs)	Date Completed	Supervisor's Initials
Bill of Rights Crime Victims Act CJS Materials JJS Materials OVA/Prison Materials Restitution Statute Safety Planning	2		

When you have completed the requirements of this form, please return the completed verification to Amy Smulkis by emailing it to AJS@restitutionconsulting.com. **Please remember to also attach a copy of your completed Resource List and any other certificates you received and are marked as required above.**

It is required that your supervisor initial each task confirming its completion, as well as to sign below verifying you have successfully completed this requirement. You will receive your *Foundational Academy Certification of Completion Letter* upon successful completion of these trainings PLUS the 3-day Foundational Academy. If you have any questions, please contact Amy Smulkis at AJS@restitutionconsulting.com.

I certify that I have completed the required hours of training as detailed above.

Participant's Name **Signature** **Date**

I certify that the above participant has completed the required hours of training as detailed above.

Supervisor's Name **Signature** **Date**

If you have any questions, please contact:
 Amelia (Amy) Smulkis
 Restitution & V/W Training Consultant
 E: AJS@restitutionconsulting.com
 P: 717.333.2319
 B: PDAA/I www.pdaa.org

Updated 9.21.2023

Foundational Academy Resource List

For each of the following core services, identify the primary contact person in your county. If you do not know the name of a contact, call or email the agency to find out the relevant information. This will be an important resource for you when you need to make referrals for a client/victim.

	Contact Name & Phone Number or Email
District Attorney's Office	<hr/> <hr/>
Domestic Violence Program	<hr/> <hr/>
Rape Crisis Services	<hr/> <hr/>
MADD	<hr/> <hr/>
Food Bank	<hr/> <hr/>
Homeless Shelter	<hr/> <hr/>
Mental Health Services	<hr/> <hr/>
Adult Probation & Parole	<hr/> <hr/>
Juvenile Probation	<hr/> <hr/>
Children & Youth	<hr/> <hr/>
Meditation Program/ Restorative Justice	<hr/> <hr/>
Drug & Alcohol Services	<hr/> <hr/>
County Public Assistance	<hr/> <hr/>