



2026 Minnesota Victim Assistance Academy

Foundations in Victim Services Training

Academy Information and Application Process

About the Academy

The Minnesota Victim Assistance Academy (MNVAA) is a foundational-level educational opportunity for victim service providers and criminal justice professionals offered by the Minnesota Office of Justice Programs (OJP). MNVAA is an intensive course of study designed to improve the quality and consistency of victim services in Minnesota. It uses a multi-disciplinary educational approach to convey the knowledge, skills, and attitudes practitioners will need as they seek to restore victims and help them regain control of their lives. The comprehensive curriculum has been created specifically for Minnesota by a multidisciplinary committee assembled by OJP and its partners. MNVAA will be an in-person training this year, held at a metro location, to be announced very soon.

Academy information and selection criteria are described below, along with directions on how to apply. Applicants who are accepted will be notified via email. Academy students who attend all sessions and successfully complete the 40-hour training will receive a certificate of completion. Academic credit is available for an additional fee through St. Cloud State University, and professional CEU credits may be available.

The application process is competitive due to limited space. There are no “guaranteed” applications selected for the MNVAA. A waiting list of eligible students will be created if the number of applicants exceeds the number of available spots.

Academy Schedule and Details

Dates for the 2026 MNVAA are October 5-8 and November 17-19, 2026.

September 30:	Virtual Gathering for students and faculty over Zoom (30-45 minutes)
October 5:	Hotel arrival and academy registration with evening welcome reception (mandatory for all)
October 6-8:	Training days
November 16:	Hotel arrival only - no programming
November 17-19:	Training days

All dates are mandatory. Before applying, please make certain you can attend **all** the dates, in their entirety, including the virtual gathering on September 30. There are no make-up or recorded sessions. Students **must** attend and participate in all trainings to receive a certificate of completion. We will notify you as soon as possible in the event these dates change due to vendor/venue availability. Students do not have to stay in a hotel nearby but are required to be on-time and present for all sessions.

Registration/Welcome Reception

- Monday, October 5, 5:30 PM-6:00 PM—Registration (*all attendees must register during the designated time*)
- Monday, October 5, 6:00-7:30 PM— Welcome reception.

Daily Training Schedule

- 8 AM-5:00 PM* all days *except* October 8 and November 19, when we will adjourn at 12:00 PM.

Graduation Ceremony

11:30 AM on Thursday, November 19, 2026.

Daily Training Schedule

All training days start promptly at 8 AM. Please be in your seat early and ready to start at 8 AM, or a few minutes before. Students are required to attend ALL sessions with no exceptions, including registration and the welcome reception. If you think there may be any interruptions or distractions to your learning for any reason or work or family obligations, please apply next year and allow space for another student able to fully commit to the training.

Attendance

The 2026 MNVAA is an academic training conducted in-person. During the academy, our time is very similar to sitting in a classroom. Students are expected to contribute and share in the MNVAA community. Students are expected to be on time for all sessions, including coming back from all breaks and lunch ready to go, participate and engage device-free, and stay for each session, in its entirety. If all or parts of any session are missed, the certificate of completion cannot be awarded. Interruptions or distractions are not always predicted, however, if there is a chance you will miss a portion of the academy for any reason, please apply next year to be fair to yourself and everyone in the academy.

Student Selection Criteria

Applicants are selected for the academy using the following criteria:

1. Serve in a paid or volunteer position having direct contact with Minnesota crime victims.
2. Have five years or under experience working with victims.
3. Attend each session in its entirety.
4. Complete any readings, pretests, evaluations, or self-reflection exercises assigned to students before and during the MNVAA.
5. Participate in learning and discussion with the understanding that the MNVAA is an academic setting and that the content of some presentations may challenge one's upbringing, beliefs, and comfort level. Facilitator/faculty support will be made available to students who may be emotionally impacted by a topic, examples, or discussion.
6. Able and willing to complete student deliverables and annual plan (contract). Deliverables are listed below.

Fees

The tuition fee for the academy is \$200 per student due within 10 days of notification of acceptance. The fee includes tuition, course materials, meals and snacks, and supplies. Given the modest cost, OJP is not able to provide scholarships for the MNVAA. A nutritionally accommodating breakfast, lunch, two snacks, and beverages throughout the day (coffee, tea, and water) are provided by a professional caterer onsite. Dinner is not available at academy and will be on your own.

Academic credit may be available for an additional fee through St. Cloud State University. Students arrange and pay for this with St. Cloud State University themselves, although the conference director can provide the appropriate contact information at the university. *OJP does not make these arrangements* for students.

Refunds will not be issued. OJP is not able to issue a refund in the event the student must cancel or leave the academy prematurely for **any** reason. If you elect to leave the academy prematurely you will still be responsible for the cost of MNVAA.

No substitutions: Please note that this is an application process for specific individuals, not organizations. If a student must cancel, please let the MNVAA director know immediately to give the next person on the waiting list the opportunity to attend. *No replacements can be sent by individual organizations.*

Students must commit to attending when applying for the MNVAA. The number of spots in each category are set in advance, along with food and other accommodations that are made for everyone, based on those numbers.

Deliverables to be completed upon graduation

All students are required to complete the below deliverables as part of MNVAA. Those who are attending and decide to stay overnight in a hotel are responsible for reserving and paying for their hotel/lodging and evening meal costs, and can be reimbursed for expenses under their annual plan (contract) providing the following deliverables have been completed:

1. Attended and completed all 40 hours of MNVAA coursework.
2. Submitted their original individual implementation plan to the MNVAA Director (this will be explained in class).
3. Completed all session evaluations.
4. Completed all OVC TTAC courses and submitted the OVC TTAC certificates of completion to the MNVAA Director.

Annual Plan/Contract

Once accepted, students will be contacted by OJP to sign an annual plan outlining the above deliverables for the MNVAA. Once the deliverables have been met for those students staying in a hotel, reimbursement for hotel/lodging and evening meal costs will be made via their annual plan (contract). Reimbursement can be submitted once MNVAA has concluded.

- Lodging costs can be reimbursed for up to \$100 per evening on the following dates: October 5, 6 and 7 and November 16, 17, and 18.
- Evening meal costs can be reimbursed for up to \$19 per evening on the following dates: October 6 and 7 and November 16, 17, and 18.

We're able to reimburse meals for people staying overnight in a hotel whether they traveled to the MNVAA from outside the metro area or prefer to stay in a hotel while participating in the MNVAA even if they live in the metro area. Mileage is not reimbursable.

How to Apply

Complete the attached application by typing and saving it as a PDF under your name (Last name, First name). No alternative forms will be accepted. Typed personal statements can be emailed in Microsoft Word or PDF format and saved under your full name. Please see the examples below.

For Example:

- Jones, Joann_ MNVAA Application
- Jones, Joann_ MNVAA Personal Statement
- Jones, Joann_ MNVAA Resume and References

Emailed applications must be received by **September 10, 2026**. Please apply early! Late or incomplete applications will not be considered.

Submit the applications by email to:

Joann Jones

joann.jones@state.mn.us

Applicants will be notified by email regarding acceptance or non-acceptance or if they have been placed on a waiting list. **Application deadline: September 10, 2026.**



2026 Minnesota Victim Assistance Academy Foundations in Victim Services APPLICATION

Applicant Name	
Organization	
Mailing Address	
City, State, Zip	
Phone	
Email	
Current Position	
County or Area Served	
Number of years in direct victim service?	
Strongest area of interest in victim services	
Do you have dietary needs?	☐ Yes ☐ No more info:
T-shirt size for academy t-shirt?	
I will be staying at a nearby hotel	☐ Yes ☐ No Which hotel:
Any accommodations or special services needed to attend?	☐ Yes ☐ No If accepted to MNVAA, Director Joann Jones will contact you to discuss your special needs.

Current position

☐ Paid Position ☐ Volunteer Position ☐ Full-time ☐ Part-time Hours/Month_____

Education Level

☐ GED ☐ HS Diploma ☐ AA ☐ Bachelors ☐ Advanced Degree(s)

(Educational information used for statistical purposes only and will not impact eligibility.)

Please indicate any prior training below. This is not used for selection criteria.

- ☐ Basic Domestic Violence training (DV 101)
- ☐ 40-Hour Sexual Assault training
- ☐ Structured Domestic Violence training; Enter location, hours & approximate date: [Click here to enter text.](#)
- ☐ On-the-job training
- ☐ Training by my supervisor
- ☐ Domestic Violence and/or Sexual Assault training at conferences; Enter sessions & conferences [Click here to enter text.](#)
- ☐ Other (please explain): [Click here to enter text.](#)

Please explain how you heard about the Minnesota Victim Assistance Academy.

Click here to enter text.

CURRENT ACTIVITY RELATED TO CRIME VICTIMS

1. Select what *best* describes the type of organization you represent:

☐ Tribal

☐ County

☐ Other (please explain): Click here to enter text.

☐ Federal

☐

Community/Nonprofit

☐ State

☐ City

2. Your agency primarily serves clients in which type of community:

☐ Urban

☐ Suburban

☐ Rural

3. Select one category that best describes the organization or agency where you work or volunteer:

Criminal Justice-Based

☐ Police/Sheriff

☐ Supervised Release

☐ Prosecution

☐ Juvenile

☐ Courts

☐ Other (please explain):

☐ Probation

Click here to enter text.

☐ Corrections

Community/Nonprofit-Based

☐ All Victims

☐ Homeless Shelter

☐ Elderly Victims

☐ Sexual Assault

☐ Drunk Driving

☐ General Crime

☐ Domestic Violence

☐ Homicide Support

☐ Other (please explain):

☐ Child Abuse/Sexual Assault

☐ Missing/Exploited Children

Click here to enter text.

4. Indicate the types of crime victims that you primarily serve. (Check no more than three.)

- ☐ Domestic Violence
- ☐ Sexual Assault
- ☐ Child Abuse/Sexual Abuse of children
- ☐ Homicide
- ☐ Drunk Driving
- ☐ All Crimes Against Persons
- ☐ All Crimes Against Property
- ☐ Dating Violence
- ☐ Stalking
- ☐ Assault

- ☐ Elderly
- ☐ Missing/Exploited Children
- ☐ Physical Abuse
- ☐ Disabled
- ☐ Robbery/Theft
- ☐ Bias Violence/Hate Crimes
- ☐ Gang Violence
- ☐ Identity Theft
- ☐ Other (please explain):
[Click here to enter text.](#)

5. Indicate the types of services that you *primarily* provide for victims of crime in your current position.

(Check no more than five)

- | | |
|---|--|
| ☐ Crisis Intervention | ☐ Restitution Assistance |
| 24-Hour Hotline | ☐ Notification |
| ☐ Medical Advocacy | ☐ Victim Impact Statement Assistance |
| ☐ Shelter | ☐ Crime Victim Compensation Assistance |
| ☐ Therapy/Psychological Counseling | ☐ Legal Advocacy |
| ☐ Systems/Institutional Advocacy | ☐ Information Referral |
| ☐ Case Management | ☐ Community Education |
| ☐ Support Groups | ☐ Transportation |
| ☐ Assistance with restraining orders | ☐ Social Service Advocacy |
| ☐ Child Care | ☐ Training and Technical Assistance |
| ☐ Emotional Support/Issue Counseling | ☐ Multidisciplinary Teams |
| ☐ Aftercare/Transition | ☐ Other (please explain): Click here to enter text. |
| ☐ Court Advocacy | |

6. Are you interested in receiving:

Academic credit ☐ Yes ☐ No ☐ Maybe *(those interested will be provided information on how to apply)*

POST credit ☐ Yes ☐ No ☐ Maybe

CEUs ☐ Yes ☐ No ☐ Maybe

7. Please indicate if you will be staying nearby:

- ☐ Yes - I will stay at a hotel ☐ No - I will not be staying at the hotel, but will be commuting from my home to the venue

**Please note – consider if you'd like to stay "in-residence" as we encourage people to consider time, traffic to and from academy, and start time each day of 8:00 AM. You can expect to be reimbursed up to \$100 per night for your hotel stay. Mileage is not reimbursable. You are responsible to arrange and set up your lodging. More information will be forthcoming as we announce the location of academy.*

RESUME AND STATEMENT

Resume

Please attach a current resume with two references, including their contact information (email preferred). On past employment, please be as accurate as possible with dates of prior jobs and list who supervised you with their current email and phone number.

Personal statement

Attach a typed, brief statement explaining why you want to attend the MNVAA and how your participation will benefit you professionally and personally. Include additional information you would like the application selection committee to consider.

Please limit this response to one typed, double-spaced page.

ACKNOWLEDGEMENT

The notice is provided pursuant to Minnesota Statutes section 13.04, subd. 2 (Tennessee Warning)

You are asked to supply information about yourself for your application for the Minnesota Victim Assistance Academy. The information collected from you, or from other agencies or individuals you authorize, is used to determine whether to allow you to be selected as an academy student. If you do not provide the requested information, you will not be considered for selection for the academy. The information collected by the Office of Justice Programs in the application process will be stored and retained as private data according to the Minnesota Government Data Practices Act.

SIGNATURES

The applicant must sign the application. In addition, a supervisor's signature is required for an application to be considered complete. (A supervisor's signature is not required for students who are self-sponsored.)

Applicant

By signing this application, you signify your commitment to fully participate in the academy; attend each session in its entirety, including any learning opportunities between classes; and make all transportation arrangements necessary to attend. You also acknowledge that, if accepted, a \$200 tuition fee must be paid within 10 days of acceptance, which is not refundable and cannot be transferred to another person in your organization.

Applicant: _____ Date _____

Printed Name of Applicant: _____

Supervisor

By signing this application, you signify your commitment for your employee to attend the 40-hour Minnesota Victim Assistance Academy *in its entirety*, acknowledging and agreeing to relief from ongoing agency duties and to find coverage, if necessary, for the employee's work (e.g., answering an on-call crisis line). In addition, you agree to participate in the evaluation process for the academy.

Supervisor's signature: _____
Date

Printed Name of Supervisor: _____
Supervisor phone: _____
Supervisor email: _____

REFERENCES

Reference Release of Information Statement

Former employers listed in your application and/or resume may be contacted to furnish the MNVAA selection committee with any follow-up information required to complete the selection process.

I certify the information provided on this application is true, to the best of my knowledge, and I understand that any omission or misrepresentation of facts or failure to disclose requested information will automatically disqualify my application.

Signature of Applicant: _____
Date

Printed Name of Applicant: _____

Signing above is an indication of both your understanding of the release of information and agreement in the event your prior employers are contacted.

SUBMISSION

Please complete the application by typing and saving it as a PDF under your first and last name. Information and application forms can be found on our webpage dps.mn.gov. No alternative forms will be accepted. Typed personal statements can be emailed in Microsoft Word or PDF format and saved under your full name (Last, First).

For Example:

- Jones, Joann_ MNVAA Application
- Jones, Joann_ MNVAA Personal Statement
- Jones, Joann_ MNVAA Resume and References

Emailed applications must be received by 4:00 PM on **September 10, 2026**. Please apply early! Late or incomplete applications will not be considered.

Submit the applications by email to:

Joann Jones

joann.jones@state.mn.us

Applicants will be notified by email regarding acceptance or non-acceptance or if they have been placed on a waiting list.

Application deadline: September 10, 2026.

QUESTIONS

If you have any questions or need additional information, please contact Joann Jones:

651.283.1658

joann.jones@state.mn.us