



Notifiers/Support Staff Requirements

The state of South Carolina requires that all individuals who work directly with victims of crime must be certified through the Department of Crime Victim Training, Certification, and Statistical Analysis (CVST). Below is helpful information regarding the statute, training requirements, how to apply for certification, and how to take the course.

SC Code Section 16-3-1410(B)

All Court employees (Notifiers/Support Staff), whose job duties include notification to crime victims as mandated by state law, must complete a specific 2-hour Notifiers/Support Staff training track every other calendar year. Even if providing victim services is not the employee's main job, the employee must be certified if he or she provides direct victim services (e.g., victim notification of hearings). This requirement is for full and part-time employees.

The training track consists of the following:

Notifiers/Support Staff Training Track

1st hour

Review of Victim's Bill of Rights (Section 24) & Section 16-3-1400 & Section 16-3-1620(D)

2nd hour

Review of S.C. Code Section 16, Article 15 (Section 16-3-1510, 1515, 1520, 1525, 1530, 1535, 1540, 1545, 1550, 1555) & Section 16-3-1620 - 1690

Prior to taking the required training, all Notifiers/Support Staff must complete a **Victim Service Provider Application** through the Department of Crime Victim Training, Certification, and Statistical Analysis (CVST). The application can be found at our website at <https://www.scag.gov/inside-the-office/crime-victim-services-division/crime-victim-services-training-provider-certification-and-statistical-analysis/>.

Once you have been approved by our office and have received your **VSP #**, you will need to email us the following information at cvst@scag.gov to receive an invitation to take the online course.

Name

Agency

VSP #

Email address

You may also take the in-person training if it is offered by your agency.

If you have any questions regarding the required training, you may email us at cvst@scag.gov or contact Ginger Dukes at 803-734-0792.