

## **Certified Human Trafficking Assistance Organization Application** **Required Documentation and Credentials**

**To become a Certified Human Trafficking Victim Assistance Program, an agency must show it provides trauma informed, comprehensive and culturally competent services to CSEC victims including residential, educational, life skills, therapeutic and legal services.**

- Adoption of a Trauma Informed Culture: values, principles and development of a trauma informed system of care ensuring safety and preventing re-traumatization.
- Engagement in organizational self-assessment of trauma informed care.
- Screening for trauma exposure and related symptoms for each client.
- Trauma-specific services based upon evidence-based practices or evidence informed practices.
- Joining community organizations, agencies, faith-based organizations, community collaboratives and coalitions to support the development of a trauma informed community that promotes healthy environments for children, adults and their families.

Example documentation includes:

- Policies and procedures.
- Strategic plan, organization/board meeting minutes.
- Intake forms/process and screening tools, e.g. ACE.
- MOU's or proof of membership in a human trafficking task force.

**To become a Certified Human Trafficking Victim Assistance Program, agencies must submit evidence that AT LEAST ONE staff member (employed in direct victim services) has the necessary credentials.**

Valid credentials include:

- A license; in social work or mental health services;
- Graduation from the Georgia Victim's Assistance Academy;
- Graduation from the National Victim's Assistance Academy;
- Completion of the Office for Victims of Crime Victim's Assistance Training (VAT) online;
- Completion of the Georgia Coalition Against Domestic Violence (GCADV) Frontline Training; and/or
- Completion of the Georgia Network to End Sexual Assault (GNESA) Advocacy Training.

**Please submit all documentation here: [https://cjcc.formstack.com/forms/untitled\\_form](https://cjcc.formstack.com/forms/untitled_form)**

If you have any questions, please log on to our website [here](#) for additional information. If you need further assistance, please do not hesitate to contact Scott Burnett at [Scott.Burnett@cjcc.ga.gov](mailto:Scott.Burnett@cjcc.ga.gov) if you have questions regarding the online report or Michelle Smith at [Michelle.Smith@cjcc.ga.gov](mailto:Michelle.Smith@cjcc.ga.gov) if you have questions about the certification.