

GENERAL INFORMATION FOR CERTIFICATION AS A SEX OFFENDER TREATMENT PROVIDER

ELIGIBILITY

The criteria for eligibility are set forth in sections 18 VAC 125-30-40, 18 VAC 125-30-50 and 18 VAC 125-30-60 in the enclosed *Regulations Governing the Certification of Sex Offender Treatment Providers*. Please read the regulations prior to completing your application. The Board cannot make exceptions to requirements that are set forth in regulation.

You must meet the following criteria to be considered for certification as a sex offender treatment provider:

1. Degree requirement:
 - a. Hold a master's or doctoral degree in social work, psychology, counseling or nursing from a regionally accredited university; or
 - b. Hold a degree of Doctor of Medicine or Doctor of Osteopathic Medicine from an institution that is approved by an accrediting agency recognized by the Virginia Board of Medicine.
2. Specialized training in sex offender treatment:

Have 50 clock hours of training as specified in 18VAC125-30-40 of the *Regulations Governing the Certification of Sex Offender Treatment Providers*.

AND

3. Experience (Refer to 18VAC125-30-50 of the regulations):

Have a minimum of 100 hours of face-to-face supervision within the 2,000 hours experience with a minimum of six hours per month. Supervision must be provided by an individual who is a certified sex offender treatment provider and licensed by the Board of Medicine; Nursing; Licensed Professional Counselors, Marriage and Family Therapists and Substance Abuse Professionals, Psychology or Social Work.

(If you obtained post-degree clinical experience required for a mental health license within the past ten years, you can receive credit for those hours of supervised experience that were in the delivery of clinical assessment/treatment services with sex offender clients provided:

- a. *You can document that the hours were in the treatment and assessment with sex offender clients; and*
- b. *The supervisor for those hours can attest that he is licensed and qualified to render services to sex offender clients.)*

APPLICATION INSTRUCTIONS

Submit application materials in one package to the address indicated above.

Form I. Application

Part I. General Information

In accordance with §54.1-116 of the *Code of Virginia*, you are required to include your Social Security Number, or your *Virginia* Department of Motor Vehicles control number on your application. Applications that lack this information will not be processed, and fees will not be refunded. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law.

Part II. Education

To document completion of the degree requirement, you must submit an official transcript for each institution listed in an unopened envelope with the Registrar's stamp over the seal. Course descriptions or syllabi may be requested if the content of the course is not clear from the title.

Part III. Licensure/Certification

For each license or certificate listed, you must submit one copy of **Form 2**. **If your license or certificate was granted by one of the boards in the Virginia Department of Health Professions, there is no need to submit Form 2. Your Virginia licensing/certification information can be accessed directly from this office.**

Part IV. Training:

You must submit copies of certificates, diplomas, official transcripts or signature of the supervisor who provided the training to document fifty clock hours of training in sex offender treatment. Course descriptions or syllabi may be requested if the content of the course is not clear from the title.

Part V. Questions

Applications submitted without answers to any of the five questions in this section will not be processed.

Affidavit

Applications submitted without a signed, notarized affidavit will not be processed.

Form 2. Licensure or Certification Verification of Applicant

Submit one copy of this form for each license or certificate indicated on **Form 1**. Complete Part I and forward the form to the state or organization that granted the license or certification for completion. Submit the completed verification form(s) with the rest of your application package. Applications will not be processed if verification forms are not in the original sealed envelope. **If your license or certificate was granted by one of the boards in the Virginia Department of Health Professions, there is no need to submit Form 2. Your Virginia licensing/certification information can be accessed directly within the agency.**

Form 3. Verification of Supervision

Part I.

Complete only Part I of this form and forward to the supervisor for completion of the remainder of the form. Have the supervisor return the completed form to you in a sealed envelope with his or her signature across the envelope seal. Parts (c) and (d) do not have to be filled in until after August 6, 1998. Applications will not be processed if the verification forms are not in the original sealed envelopes. Supervisors who are not licensed in Virginia must have their license verified by their state licensing board on **Form 4**.

Form 4. Licensure Verification of Out-of-State Supervisor

Part I.

Have your supervisor complete only Part I of this form and forward the form with any necessary fees to the state that granted the license for completion. Submit the completed verification form(s) with the rest of your application package. Applications will not be processed if verification forms are not in the original sealed envelope.

Transcript.

You must submit an official transcript in a unopened envelope with the Registrar's stamp over the seal to document completion of the degree requirement set forth in 18 VAC 125-30-40. Applications will not be processed if the transcript is not in the original sealed envelope.

Reference Letters

Include reference letters from three licensed health care professionals who can attest to your skills and experience in sex offender treatment.

Fee

Include your check or money order for \$90.00 made payable to the "Treasurer of Virginia." **The fee is non-refundable.** Applications submitted without the required fee will be returned.

CERTIFICATION

You will be notified in writing of the status of your application within 30 days of receipt of your application in the Board office. If your application is approved, it will take about ten days for your certificate to be processed and mailed. **Copies of certificates cannot be faxed from the Board office.** Large wall diplomas will be mailed to certified individuals approximately 6 months after the initial certification date.