

# CALIFORNIA SEX OFFENDER MANAGEMENT BOARD

## Sex Offender Treatment Provider Certification Requirements

Rev. September 2011



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# STATE OF CALIFORNIA SEX OFFENDER TREATMENT PROVIDER CERTIFICATION REQUIREMENTS



By  
CALIFORNIA SEX OFFENDER MANAGEMENT BOARD  
(CASOMB)

## Introduction:

Mental health professionals who provide treatment services for adult sexual offenders need to bring to the task specialized training, education and experience that prepares them to work within this specialized field. Sex offender- specific assessment and treatment require significant clinical skill and experience. A competent therapist will have specialized knowledge and techniques that are based on empirical evidence. The ultimate goal of treatment is to motivate and enable the offender to develop the ability to self-regulate his or her behavior and by doing so increase safety for children and other vulnerable persons in the community. Maintaining and demonstrating evidence of one's scope of practice and scope of competence in working with adult sexual offenders is a legal and ethical responsibility of each licensed psychotherapist in California treating these individuals.

Sex offender-specific treatment is an important part of the Containment Model of sex offender management. Collaboration among treatment providers, parole agents, probation officers, polygraph examiners, and victim advocates is the key to successful partnership necessary for the successful treatment and supervision of sexual offenders.

Applicants who fulfill the following requirements are eligible to become certified practitioners. Additionally, a provider who treats *PC 290 registered sexual offenders* under the jurisdiction of the criminal justice system pursuant to PC 1203.067 and 3.008 must also use sexual offender-specific treatment as described in the CASOMB Program Certification requirements.

*CASOMB reserves the right to revise these standards and requirements at any time. These criteria are for those mental health practitioners who provide treatment and evaluation of all sex offenders pursuant to Penal Code section 290.09. The Board recognizes that treatment and evaluation of adult sex offenders are significantly different from such services as provided to juveniles who have sexual behavior problems.*

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## **Definitions:**

**CASOMB:** CASOMB is an acronym standing for the California Sex Offender Management Board. It is used interchangeably with the expression “the Board.”

**Practitioner:** The term “practitioner” refers to an individual who offers or wishes to offer specialized assessment and treatment services as described in this document. “Practitioner” is used interchangeably with the term “provider.”

**Supervision:** The word “supervision” as used in this document refers to formal oversight provided to treatment professionals as delineated in the following sections. There is no intention to imply that such supervision is or is not identical to the supervision required for mental health licensure or for any other purpose. The “supervision” which must be provided to comply with these certification requirements may or may not be coextensive, in any particular case, with the hours of supervision required for other purposes. In other words, the various types of supervision requirements (license, certification, agency-specific, etc.) may or may not be met by the supervision provided by the same supervisor in the same supervision hour.

**Training:** The word “training” as used in this document refers to a comparatively formalized educational experience. To be acceptable as “training” for purposes of certification, an educational experience must be planned, be scheduled prior to its occurrence, be announced in written form, have a clear and announced time frame, be structured and have some form of written outline demonstrating internal structure. It must, of course, be focused on one or more of the content areas listed later in this document. It must be presented or led by one or more persons who have the needed expertise to present the content material. It is not necessary that it be continuing education units (CEU) certified as long as it meets CEU requirements.

The following are offered as examples of the types of educational experiences which would be considered acceptable “training” for certification purposes.

- formal trainings or conference presentations or similar experiences which clearly qualify as CEU for license renewal purposes
- online CEU education experiences
- educational experiences offered by a reputable organization such as California Coalition on Sexual Offending (CCOSO) or the Association for the Treatment of Sexual Abusers (ATSA) – including trainings provided at CCOSO Chapter meetings
- intra-agency staff trainings which are announced, structured, etc.

Just as with the CEU system, hours spent in actually providing such presentations may be counted as training hours for the presenter.

Examples of types of educational experiences which would not be considered acceptable “training” for certification purposes include, but are not limited to:

- consultations or conversations with experts
- non-formalized self-study such as reading a journal article or a book
- providing presentations to non-professionals, such as community groups, etc.
- reading or participating in list-serves, blogs, etc – even when the content is highly relevant
- supervision sessions, whether given or received
- case conferences, Containment Team meetings and similar events and meetings

## PART ONE: REQUIREMENTS THAT APPLY TO ALL PROVIDERS

The following requirements and explanations apply to all individuals seeking certification or renewal of certification at any one of the three levels.

### **A. Training Requirements for Initial Certification**

As will be detailed in the following sections, a specified amount of training is required for initial certification at each of the three levels of certified practitioners. Applicants are not required to submit documentation of their training as a required part of the process of seeking certification. However, applicants must sign attestation forms, under penalty of perjury, indicating that they have participated in the required training and that they are able to substantiate their claim to have met the requirements for hours of training if such substantiation is requested by CASOMB. The training must directly relate to sex offender evaluation, treatment, and management and may include but is not limited to the topics listed on the Approved Topic List found in Appendix A.

It is difficult to articulate a precise definition of “training” that can be applied clearly to every possible set of circumstances. As used in this document, “training” would certainly include formal continuing education experiences such as those provided in academic settings, at professional conferences or through formalized advertised training events.

The required training may also include less-formal educational experiences. Such less-formal training experiences may include meetings or events which are planned and structured, agency staff trainings, structured meetings of organizations and mini-conferences of various types. All such less-formal trainings need to have been provided in a face-to-face group setting.

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The less-formal educational experiences should not be considered to include such things as one-on-one supervision time, conversations with colleagues, reading of books or journal articles, perusal of list-serve messages or on-line searches on various topics, no matter how relevant.

In general, CASOMB intends to set a high and very professional but not unreasonable standard for identifying the experiences which should be allowable as “training” for purposes of certification.

### **B. Experience Requirements for Initial Certification**

As will be detailed in the following sections, a specified amount of specialized experience providing services to sex offenders is required for initial certification at each of the three levels of certified practitioners. The sex-offender specific experience detailed below can be obtained in a variety of settings, including, but not limited to, community-based outpatient settings, institutional settings, and residential treatment settings. This experience can have been obtained by working with registered or non-registered sex offenders in California or out of state. No more than 20% of a provider’s experience can have been obtained by working with juveniles who have engaged in problem sexual behavior. Applicants are not required to submit documentation of their experience as a required part of the process of seeking certification. However, applicants must sign attestation forms under penalty of perjury, indicating that they have accumulated the required amount of experience and that they are able to document their claim to have met the experience requirements if such substantiation is requested by CASOMB.

### **C. Licensure Requirements for Initial Certification**

Every individual providing services as a Certified Practitioner at any level needs to have and maintain a status which authorizes her or him to provide mental health services in California or in the jurisdiction where such services are offered. In some cases, such status will be through holding a license for independent practice. In other cases, the supporting structure will be formal status as a registered Intern, a Psychological Assistant or some similar arrangement. In yet other cases the status will be maintained through participation in the training program of an academic institution.

### **D. Background Check**

Applicants must submit to and pass a background check. In order to receive and maintain CASOMB certification, providers shall not have any prior convictions or pending charges for sexually-related or violent crimes. The required background check will be accomplished by obtaining fingerprint clearance through the California Department of Justice. Each applicant is required to pay the associated costs for this process, including the fees for “LiveScan” fingerprinting. (A list of LiveScan vendors in California can be found at <http://ag.ca.gov/fingerprints/publications/contact.php>.)

### **E. Fees**

As required by statute [PC 9003(a)(3)], each applicant must pay the application fee or renewal fee. Matriculation from Associate or Apprentice Practitioner level to a higher level of certification will be processed at no additional fee, but the original renewal date will remain the same.

### **F. Continued Placement on Certified Provider List**

Certification as a provider, both for initial certification and for renewals, will be for a period of two years. The initial approval period for some applicants may be longer than two years so that the Board can adjust the times when renewals become due to allow a more even distribution of staff administrative efforts. Certified providers must apply for continued placement on the Certified Provider list every two (2) years by the date provided by CASOMB. The Board's staff will make reasonable efforts to provide advance notice of each certified practitioner's renewal date, but the final responsibility for tracking such renewals will be remain with each practitioner.

The provider seeking renewal of certification must demonstrate compliance with the certification criteria for renewal as listed for each level.

### **G. Code of Ethics**

In addition to following the generally accepted standards of practice of the provider's mental health profession or discipline, the individual shall also sign a document stating a commitment to adhere to the *Code of Ethics* published by the Association for the Treatment of Sexual Abusers. All services are to be provided in a manner that is consistent with the accepted standard of practice in the sex offender provider community.

### **H. Letters of Reference**

There is no general requirement that every applicant submit letters of reference. However, as determined on a case-by-case basis, applicants may be required to submit letters of reference or verification related to their application if requested to do so by CASOMB. Letters of reference addressing any relevant aspect of the applicant's professional conduct may also be required by the Board.

### **I. Malpractice Insurance**

Professional malpractice insurance coverage is not required for certification but is strongly recommended.

### **J. Professional Organizations**

Applicants are not required to be members of professional associations, although this is strongly encouraged as a means of staying current on research and best practices in the field. Such organizations include the Association for the Treatment of Sexual Abusers (ATSA), the California Coalition On Sexual

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Offending (CCOSO), the National Organisation for the Treatment of Abusers (NOTA), and the International Association for the Treatment of Sexual Offenders (IATSO).

#### **K. Provisional Approval and Extension Period for Compliance**

Individuals applying to be listed on the Certified Provider list prior to July 1, 2013 who do not meet one or more of the “Training” or “Experience” criteria for qualification may be granted Provisional Approval for a period not to exceed the extension period through June 2013. During this extension period, the provisionally-approved individual must rectify the area or areas of shortcoming. The applicant must complete a corrective action plan and sign a statement of commitment regarding his or her intent to comply with these criteria within the specified period.

Any applicants applying for certification for the first time on or after July 1, 2013, must be in full compliance with all criteria at the time when they apply.

#### **L. Revocation, Denial, or Non-Renewal of Certification**

Failure to comply with the requirements for certification or re-certification may result in removal from the certified provider list. CASOMB retains the right to revoke a certification, refuse to accept an application or refuse to renew a certification upon verification that the individual, whether a certified Independent Practitioner, Associate Practitioner or Apprentice Practitioner has incurred one or more of the following:

1. The individual has been convicted of any felony or misdemeanor involving a sexual or violent offense.
2. The individual has had state licensure or pre-license status currently revoked, canceled, suspended, not renewed, placed in inactive status or placed on probation by any state licensing body. Whether licensed or pre-licensed or in a training program, the provider must be in good standing with the appropriate licensing body or training program and must report any loss of that good standing status to CASOMB as soon as he or she becomes aware of it.
3. The individual has been determined by CASOMB to have engaged in deceit or fraud in connection with the delivery of services, supervision, or documentation of application requirements or eligibility.
4. The individual has otherwise been determined by CASOMB not to meet the criteria for certification.

### **M. Appeal Process**

Determinations made by the Board with regard to certification may be appealed by the affected individual. Particulars of the appeal procedures are provided in the Application Procedures document which is available on the CASOMB website.

### **N. Special Cases and Exceptions**

The CASOMB Board may consider additional factors relevant to the certification and determination.

## **PART TWO: SPECIFIC REQUIREMENTS FOR EACH CERTIFICATION LEVEL**

### **I. INDEPENDENT PRACTITIONER LEVEL**

The Independent Practitioner level is seen as identifying individuals who qualify for the highest level of CASOMB certification. The Certified Independent Practitioner is recognized as qualified to practice in the field of sex offender evaluation and treatment in a fully independent way.

An Independent Practitioner's competence to provide any specific type of service is, of course, governed by all of the standards and regulations of his or her state mental health provider licensure, by the relevant professional Code of Ethics and by the Code of Ethics of the Association for the Treatment of Sexual Abusers.

Specifics of the procedures for applying for Independent Practitioner status and the timetable for submissions are described in the Procedures Section.

#### **A. Services which may be provided by a Certified Independent Practitioner**

A provider certified at the Independent Practitioner level may practice independently and may provide evaluation, treatment and related services to sex offenders without supervision.

A Certified Independent Practitioner may supervise individuals at the Associate Practitioner or Apprentice Practitioner level who need such supervision in order to meet the requirements of these certification criteria. The amount of such supervision which can be provided is limited, based on the ratios described below.

For CASOMB certification purposes, the supervision ratio for any Independent Practitioner must not exceed a total of ten supervisee "points" regardless of the number of programs in which the Independent Practitioner is providing supervision.

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For the purpose of calculating points, each Associate Practitioner who is being supervised counts as one (1) point and each Apprentice Practitioner counts as two (2) points. In special cases, because of geographical or other considerations, the Board may grant exceptions to this standard.

An Independent Practitioner providing supervision to an Associate Practitioner or Apprentice Practitioner is not required to be on site if the supervisee is licensed or is working under the appropriate supervision of some other licensed mental health practitioner in accord with state licensing laws and regulations.

The supervision provided under these criteria may be the same as and overlap with any supervision required for licensure or to meet the requirements of a training program. On the other hand, the supervision provided under these criteria may be completely separate from and independent of any supervision required and provided for licensure or training purposes. These standards and criteria are established completely separate from and without consideration of any supervision required for other purposes.

#### **B. Requirements for Initial Certification of an Independent Practitioner**

To qualify to provide sex offender treatment at the Independent Practitioner level, an individual must demonstrate that he or she meets all of the following criteria:

1. **EDUCATION.** An Independent Practitioner will have completed all the educational requirements which were needed to become licensed and to maintain licensure.
2. **LICENSURE.** An Independent Practitioner shall have attained and shall maintain a current license to independently practice in the mental health field as described above. The license must be issued by a State of California licensing board. If the client is being treated outside of California, the license must be issued by the jurisdiction in which the practitioner provides the services.
3. **EXPERIENCE.** The applicant shall, within the last three years, have completed a minimum a minimum of seven hundred and fifty (750) hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders.

These hours may have been obtained while functioning either as an independently licensed mental health professional or while working under pre-licensure supervision.

At least five hundred (500) of these hours shall have involved direct face-to-face therapy with offenders.

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Practitioners who provide clinical supervision for therapists who are evaluating or treating sexual offenders may count hours of supervision directly related to such sexual offender services towards this experience requirement.

The Board recognizes that some clinicians may have accumulated a significant number of hours of direct client experience that may have been gained in years past. Applicants who have met a lifetime experience threshold of having provided at least two thousand (2,000) hours of direct sex offender specific treatment and assessment services and who continue to maintain professional involvement in the field will be allowed to submit their lifetime experience in lieu of the 750 hours of experience obtained within the last three years.

The Board may require substantiation of a claim that the applicant's current involvement in the field is substantially relevant to the field of sex offender evaluation, treatment and management services.

4. **TRAINING.** The individual shall, within the last three years prior to initial certification, have accumulated a minimum of forty-five (45) documented training hours related to sex offender evaluation, treatment, and management methods.

These training hours shall be in course topics included on the Approved Topic List provided in Appendix A. Twenty-five (25) hours of the forty-five hours must be in topic areas identified as Core Areas on the list of Approved Training Topics. (Appendix A)

The Independent Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

5. **SUPERVISION.** No additional supervision requirements are imposed upon an Independent Practitioner. The standard expectations for any mental health professional with respect to seeking consultation and supervision as needed are applicable.

### **C. Requirements for Certification Renewal for an Independent Practitioner**

A Certified Independent Practitioner will remain on the Certified Provider list, unless explicitly removed for cause, for a period of two years.

The initial listing period may vary depending upon the renewal date determined by the Board but will not be less than two years.

Prior to the expiration of his or her certification status, the Independent Practitioner must submit the documentation required for renewal. Specifics of the procedure and the timetable for submission are described in the Application Procedures document which is available on the CASOMB website.

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A new Live Scan fingerprinting procedure is not required for renewal. To renew certification status, an Independent Practitioner must take the following actions and meet the following criteria:

- a. **EXPERIENCE.** The Independent Practitioner shall attest under penalty of perjury that he or she has accumulated a minimum of five hundred (500) hours of clinical experience over the course of the previous two years. At least three-hundred-fifty (350) of those hours shall be face-to-face therapy or evaluation with sex offenders.

An Independent Practitioner who provides clinical supervision for therapists who are treating sexual offenders may count hours of supervision related to sexual offenders toward this experience requirement.

An Independent Practitioner who was certified on the basis of lifetime experience and current professional involvement in the field shall attest under penalty of perjury that he or she continues to be involved in the sexual offender assessment, treatment, and management field at a level equivalent to the original certification requirement.

- b. **TRAINING.** The Independent Practitioner shall attest under penalty of perjury that he or she has completed a minimum of thirty (30) hours of continuing education and training over the course of the previous two years.

At least twenty of those thirty hours must be in the Core Areas on the list of Approved Training Topics. (Appendix A)

- c. **SUPERVISION.** No specific amount of supervision is required for renewal as an Independent Practitioner.

## **II. ASSOCIATE PRACTITIONER LEVEL**

The Associate Practitioner level is seen as identifying individuals who already have a significant amount of experience and training in field of sex offender evaluation and treatment but who either are not yet licensed by the state to independently deliver mental health services or are not yet at the requisite level of experience and training needed to be certified as an Independent Practitioner by the Board.

An Associate Practitioner's competence to provide any specific type of service is, of course, governed by all of the standards and regulations of his or her state mental health provider licensure, by the relevant professional Code of Ethics and by the Code of Ethics of the Association for the Treatment of Sexual Abusers.

Specifics of the procedures for applying for Associate Practitioner status and the timetable for submissions are described in the Procedures Section.

## **A. Services which may be provided by a Certified Independent Practitioner**

A provider certified at the Associate Practitioner level may evaluate and treat sex offenders while working under the supervision of a Certified Independent Practitioner.

A Certified Associate Practitioner may supervise individuals at the Apprentice Practitioner level who need such supervision in order to meet the requirements of these certification criteria. The amount of such supervision which can be provided is limited, based on the ratios described below.

For CASOMB certification purposes, the supervision ratio for any Associate Practitioner must not exceed a total six (6) supervisee “points” regardless of the number of programs in which the Associate Practitioner is providing supervision.

For the purpose of calculating points, each Apprentice Practitioner who is being supervised counts as two (2) points. In special cases, because of geographical or other considerations, the Board may grant exceptions to this standard.

An Associate Practitioner providing supervision to an Apprentice Practitioner is not required to be on site if the supervisee is licensed or is working under the appropriate supervision of some other licensed mental health practitioner in accord with state licensing laws and regulations.

The supervision provided under these criteria may be the same as and overlap with any supervision required for licensure or to meet the requirements of a training program. On the other hand, the supervision provided under these criteria may be completely separate from and independent of any supervision required and provided for licensure or training purposes. These standards and criteria are established completely separate from and without consideration of any supervision required for other purposes.

## **B. Requirements for Initial Certification of an Associate Practitioner**

To qualify to provide sex offender treatment at the Associate Practitioner level, an individual must demonstrate that he or she meets all of the following criteria:

1. **EDUCATION.** An Associate Practitioner shall have a Master’s degree or above in a behavioral science area of study recognized by a California licensing board or by the licensing jurisdiction in which the individual practices.
2. **LICENSURE.** An Associate Practitioner shall meet one of the following requirements:
  - i. The individual shall have attained and shall maintain a current license to independently practice in the mental health field as described above. The license must be issued by a State of California licensing board. If the client is being treated outside of California, the license must be issued by the jurisdiction in which the practitioner provides the services.

- ii. The individual shall have the required status as a trainee, intern, Psychological Assistant or the equivalent to qualify to provide mental health services, under supervision, in California or in the jurisdiction in which the services are actually provided.
3. **EXPERIENCE.** The applicant shall, within the last three years, have completed a minimum of five hundred (500) hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders.

These hours may have been obtained while functioning either as an independently licensed mental health professional or while working under pre-licensure supervision.

At least three hundred fifty (350) of these hours must be face-to-face therapy with adult sex offenders, either alone or as a co-therapist. Co-therapy experience is strongly encouraged.

Practitioners who provide clinical supervision for therapists who are evaluating or treating sexual offenders may count hours of supervision directly related to such sexual offender services towards this experience requirement.

Unless the individual is already licensed, hours accrued before July 1, 2012 must have been completed under the supervision of a licensed mental health professional.

Hours accrued after July 1, 2012 must have been completed under the supervision of a Certified Independent Practitioner.

Alternatively, the individual may apply under the "lifetime experience" criteria explained previously in the Independent Practitioner section.

4. **TRAINING.** The individual shall, within the last three years prior to initial certification, have accumulated a minimum of twenty-five (25) documented training hours related to sex offender evaluation, treatment, and management methods.

These training hours shall be in course topics included on the Approved Topic List provided in Appendix A. Fifteen (15) hours of the twenty-five hours must be in topic areas identified as Core Areas on the list of Approved Training Topics. (Appendix A)

The Associate Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

Additionally, the Independent Practitioner providing clinical supervision for the Associate Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

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5. **SUPERVISION:** Any sex-offender related services regulated by the CASOMB criteria and provided by an Associate Practitioner must be provided under the direct supervision of an Independent Practitioner.

If the Associate Practitioner is not licensed, it is to be understood that the individual will continue to receive supervision as required by the state licensing authority or, if applicable, by his or her academic training program.

The supervision described in this document may or may not be coextensive with any other supervision requirements for the Associate Practitioner so that the various types of supervision requirements may or may not be met by the same supervisor in the same supervision session.

Unless the individual is already licensed, hours accrued before July 1, 2012, must have been completed under the supervision of a licensed mental health professional.

Any hours accrued after July 1, 2012, must have been completed under the supervision of a Certified Independent Practitioner.

The required supervision may either be provided in a face-to-face setting or provided by telephone or other electronic means.

For purposes of this certification an Associate Practitioner must receive a minimum of one (1) hour of supervision for every twenty (20) hours of direct sex offender services.

### **C. Requirements for Certification Renewal for an Associate Practitioner**

An Associate Practitioner will remain on the Certified Provider list, unless explicitly removed for cause, for a period of two years.

The initial listing period may vary depending upon the renewal date determined by the Board. The initial period will not be less than two years.

Prior to the expiration of his or her certification status, the Associate Practitioner must submit the documentation required for renewal. Specifics of the procedure and the timetable for submission are described in the Procedures Section.

There is no limit to the length of time an individual may remain in the Associate Practitioner classification, provided the required renewals are successfully completed as specified.

A new Live Scan fingerprinting procedure is not required for renewal. To renew certification status, an Associate Practitioner must take the following actions and meet the following criteria:

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- a. **Experience.** The Associate Practitioner shall attest under penalty of perjury that he or she has accumulated a minimum of two hundred and fifty (250) hours of clinical experience over the course of the previous two years. At least two hundred (200) of those hours shall be face-to-face therapy or evaluation with sex offenders.

An Associate Practitioner who provides clinical supervision for therapists who are treating sexual offenders may count hours of supervision related to sexual offenders toward this experience requirement.

An Associate Practitioner who was certified on the basis of lifetime experience and current professional involvement in the field shall attest under penalty of perjury that he or she continues to be involved in the sexual offender assessment, treatment, and management field at a level equivalent to the original certification requirement.

- b. **Training.** The Associate Practitioner shall attest under penalty of perjury that he or she has completed a minimum of thirty (30) hours of continuing education and training over the course of the previous two years.

At least twenty of those thirty hours must be in the Core Areas on the list of Approved Training Topic. (Appendix A)

- c. **Supervision.** The individual shall obtain supervision, in the amount specified above in Section 5 - Supervision, from an Independent Practitioner, whether face-to-face, by telephone or through other electronic methods.

#### **D. Movement of Associate Practitioner to Independent Practitioner Status**

An Associate Practitioner may, but is not required to, matriculate to Independent Practitioner status if he or she meets all of the criteria for the Independent Practitioner level.

An Associate Practitioner wishing to move to Independent Practitioner status may initiate the process to do so at any point. To apply for Independent Practitioner status, the individual must complete and submit attestation under penalty of perjury verifying that he or she has acquired the requisite hours of training and experience.

In addition, the applicant shall submit a statement from each Certified Independent Practitioner providing the claimed supervision verifying the individual's readiness to become an Independent Practitioner.

### **III. APPRENTICE PRACTITIONER LEVEL**

The Apprentice Practitioner level is seen as identifying individuals who are only beginning to work in the field of sex offender evaluation and treatment but who have a specified minimal level of training and exposure to the required knowledge base.

An Apprentice Practitioner may or may not be licensed as a mental health professional but has met or is currently working to meet the basic educational or experience requirements needed for licensure as a mental health provider.

An applicant at this level would be an individual who meets the criteria in the previous sentence but does not yet possess the level of education or experience or training needed to be certified as an Associate Practitioner by the Board.

An Apprentice Practitioner's competence to provide any specific type of service is, of course, governed by all of the standards and regulations of his or her state mental health provider licensure, by the relevant professional Code of Ethics and by the Code of Ethics of the Association for the Treatment of Sexual Abusers.

Specifics of the procedures for applying for Apprentice Practitioner status and the timetable for submissions are described in the Procedures Section.

#### **A. Services which may be provided by a Certified Apprentice Practitioner**

A provider certified at the Apprentice Practitioner level may treat sexual offenders under the supervision of a Certified Independent Practitioner or Associate Practitioner.

The Apprentice Practitioner may co-lead groups or family therapy sessions but only with an Independent Practitioner or an Associate Practitioner present as co-facilitator.

A Certified Apprentice Practitioner, whether licensed or unlicensed, may not provide the supervision regulated by these criteria to any other person.

#### **B. Requirements for Initial Certification of an Apprentice Practitioner**

To qualify to provide sex offender treatment at the Apprentice Practitioner level, an individual must demonstrate that he or she meets all of the following criteria:

1. **EDUCATION.** An Apprentice Practitioner shall hold at least a Bachelor's Degree or above granted by a recognized educational institution and shall be enrolled in a program of study leading to a Master's degree or above in behavioral science area of study recognized by a California licensing board or by the licensing jurisdiction in which the individual practices.
2. **LICENSURE.** An Apprentice Practitioner shall meet one of the following requirements:

- i. The individual shall have attained and shall maintain a current license to independently practice in the mental health field as described above. The license must be issued by a State of California licensing board. If the client is being treated outside of California, the license must be issued by the jurisdiction in which the practitioner provides the services.
  - ii. The individual shall have the required status as a trainee, intern, Psychological Assistant or the equivalent to qualify to provide mental health services, under supervision, in California or in the jurisdiction in which the services are actually provided.
3. **EXPERIENCE.** For applicants applying prior to July 1, 2012: the applicant shall, within the last three years, have completed a minimum of two hundred (200) hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders.

These hours may have been obtained while functioning either as an independently licensed mental health professional or while working under pre-licensure supervision.

For Applicants applying after July 1, 2012: The applicant shall, within the last three years, have completed thirty (30) hours of observation of a Certified Independent or Associate Practitioner working with adult sexual offenders in individual or group sessions before starting to work without the experienced provider present. Observed sessions may include videotaped sessions or live viewing through one-way mirrors.

Although the Apprentice Practitioner cannot be the primary clinician responsible for assessment or treatment planning, observation of these processes counts towards the required training hours.

4. **TRAINING.** The individual shall, within the last three years prior to initial certification, have accumulated a minimum of ten (10) documented training hours related to sex offender evaluation, treatment, and management methods.

All of these hours must be in topic areas identified as Core Areas on the list of Approved Training Topics. (Appendix A)

The Apprentice Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

Additionally, the Independent Practitioner or Associate Practitioner providing clinical supervision for the Apprentice Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

5. **SUPERVISION.** Any sex-offender related services regulated by the CASOMB criteria and provided by an Apprentice Practitioner must be

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provided under the direct supervision of an Independent Practitioner or an Associate Practitioner.

If the Apprentice Practitioner is not licensed, it is to be understood that the individual will continue to receive supervision as required by the state licensing authority or, if applicable, by his or her academic training program.

The supervision described in this document may or may not be coextensive with any other supervision requirements for the Apprentice Practitioner so that the various types of supervision requirements may or may not be met by the same supervisor in the same supervision session.

Unless the individual is already licensed, hours accrued before July 1, 2012, must have been completed under the supervision of a licensed mental health professional.

Any hours accrued after July 1, 2012 must have been completed under the supervision of a Certified Independent Practitioner or Associate Practitioner.

The required supervision may either be provided in a face-to-face setting or provided by telephone or other electronic means.

For purposes of this certification an Apprentice Practitioner must receive a minimum of one (1) hour of supervision for every ten (10) hours of direct sex offender services.

### **C. Requirements for Certification Renewal for an Apprentice Practitioner**

An Apprentice Practitioner will remain on the Certified Provider list, unless explicitly removed for cause, for a period of two years.

The initial listing period may vary depending upon the renewal date determined by the Board. The initial period will not be less than two years.

Prior to the expiration of his or her certification status, the Apprentice Practitioner must submit the documentation required for renewal. Specifics of the procedure and the timetable for submission are described in the Procedures section.

There is no limit to the length of time an individual may remain in the Apprentice Practitioner classification, provided the required renewals are successfully completed as specified.

A new Live Scan fingerprinting procedure is not required for renewal. To renew certification status, an Apprentice Practitioner must take the following actions and meet the following criteria:

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- a. **Experience.** The Apprentice Practitioner shall attest under penalty of perjury that he or she has accumulated a minimum of two hundred and fifty (250) hours of clinical experience over the course of the previous two years. At least two hundred (200) of those hours shall be face-to-face therapy or evaluation with sex offenders.
  - b. **Training.** The Apprentice Practitioner shall attest under penalty of perjury that he or she has completed a minimum of thirty (30) hours of continuing education and training over the course of the previous two years.

At least twenty of those thirty hours must be in the Core Areas on the list of Approved Training Topics . (Appendix A)

- c. **Supervision.** The individual shall obtain supervision, in the amount specified above in Section 5 - Supervision, from an Independent or Associate Practitioner, whether face-to-face, by telephone or through other electronic methods.

#### **D. Movement from Apprentice Practitioner to Associate Practitioner Status**

An Apprentice Practitioner may, but is not required to, matriculate to Associate Practitioner status if he or she meets all of the criteria for the Associate Practitioner level.

An Apprentice Practitioner wishing to move to Associate Practitioner status may initiate the process to do so at any point. To apply for Associate Practitioner status, the individual must complete and submit attestation under penalty of perjury verifying that he or she has acquired the requisite hours of training and experience.

In addition, the applicant shall submit a statement from each Certified Independent Practitioner or Associate Practitioner providing the claimed supervision verifying the individual's readiness to become an Associate Practitioner.

## PART THREE: APPEAL OF DENIAL OF CERTIFICATION PROCEDURE

### I. APPEAL OF CERTIFICATION DENIAL

An applicant whose application for certification as a treatment provider has been denied may appeal the decision to the Certification Review Committee. The Certification Review Committee [CRC] will be comprised of the Board Coordinator and two other persons. The two other persons may be CASOMB members. Non-board members with treatment expertise may also be designated to serve by CASOMB.

- A. The appeal must be made in writing and be received by the CRC within 30 days after the denial was mailed to the business address supplied by the applicant.
- B. The CRC will consider only information that addresses the reasons for denial outlined in the denial letter. Other information will not be considered in the appeal process.
- C. The applicant must submit with the appeal all of the documentation necessary and available to support the challenge to denial of certification.
- D. The applicant may request either a hearing or a conference call with the CRC in addition to the submission of the written appeal. The request must be made in writing at the time the written appeal is submitted. An applicant may bring one representative to the appellate hearing or conference call. Hearings or calls will be 30 minutes; 15 minutes for a verbal presentation by the appellant and 15 minutes for questions by the CRC members.
- E. The CRC will notify the appellant of the result in writing within two weeks after the CRC determination, and the decision of the CRC will be final.
- F. Individuals whose application has been denied and/or appeal has been denied, may re-apply for certification when the circumstances leading to the original denial of certification have substantively changed.

## **PART FOUR: COMPLAINTS AGAINST TREATMENT PROVIDERS**

### **I. COMPLAINT BY CLIENT ( RECIPIENT OF SERVICES)**

Any person receiving treatment services, who believes a certified treatment provider is not operating in compliance with a Certification Requirement, must address the issue with the provider prior to submitting a written complaint to CASOMB staff. If the matter is not resolved, then the person receiving treatment services may file a written complaint in accordance with the procedure delineated below.

### **II. WRITTEN COMPLAINT FILED WITH CASOMB STAFF**

Should any person have reason to believe that a certified treatment provider is not operating in compliance with a Certification Requirement, the person may submit a complaint in writing to the Sex Offender Management Board staff, together with any available documentation. A complaint must be submitted on the Complaint Form in Appendix B; it must be signed by the complainant, and it must identify the specific Requirement that has allegedly been violated. Review of complaints will be in accordance with the procedures set forth below:

- A. The staff member may request more information from the complainant, a response from the provider, or take whatever other action is deemed appropriate.
- B. The following are possible findings and actions regarding complaints:
  - 1. Dismiss the complaint, identifying it as unfounded.
  - 2. Refer the complainant to a licensing agency.
  - 3. Contact the provider and/or the complainant to determine if the complaint can be resolved through mutual agreement. If mutual agreement is reached, the decision will be documented and placed in the provider's file.
  - 4. Find the complaint well founded and place a letter of admonition in the provider's file. A change in the provider's services may be recommended, or a provider may be asked to seek additional training or supervision. The letter of admonition and the provider's response to the recommendations may be taken into consideration when the provider is reviewed for recertification.
  - 5. Find the complaint well founded and take action to decertify the provider for failure to comply with Certification Requirements.
  - 6. Written notice of the findings and the reasons for those findings will be provided to the complainant and identified provider along with a notice of the right to file a written appeal within 30 days.

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- C. Any complainant or identified provider who wishes to appeal a finding on a complaint may appeal the decision to the Complaint Appeal Committee [CAC], which will be comprised of the Board Coordinator and two other persons, comprised of staff members, who were not involved in addressing the complaint, and/or CASOMB members, and/or non-board members designated by CASOMB.
1. The appeal must be made in writing within 30 days after receiving notification of the finding.
  2. The CAC will consider only information that addresses the reason for the finding outlined in the written notice.
  3. Either the party requesting the appeal or the other party may request either a hearing with the CAC or a conference call with the CAC. The request must be made in writing at the time of the appeal. Hearings or conference calls will be scheduled by the CAC. Either party may have one representative with them. Hearings or calls will be 45 minutes long; 15 minutes for a verbal presentation by each party and 15 minutes for questions.
  4. The CAC will notify both parties of its decision in writing.
  5. The decision of the CAC will be final in the appeal process.

## APPROVED TRAINING TOPICS

### CASOMB Required Core Training Topics

- Statistics on sex offense/victimization rates
- Sex offender/offense characteristics
- Sex offender risk assessment tools Certified by SARATSO
- Sex offender assessment procedures
- Sex offender evaluation and treatment planning
- Sex offender treatment and management techniques
- Risk, needs, and responsivity principles
- Evaluating and reducing denial in sex offenders
- Behavioral treatment techniques used with sexual offenders
- Cognitive behavioral techniques used with sexual offenders
- Relapse prevention with sexual offenders
- Physiological techniques including:
  - Penile plethysmography
  - Polygraph examination
  - Viewing measures of sexual interest
- Legal and ethical issues regarding sex offenders
- Special sex offender populations including:
  - Sadistic sex offenders
  - Offenders who have developmental disabilities
  - Compulsive sexual offenders
  - Female sex offenders
- Pharmacotherapy with sex offenders
- Group therapy dynamics
- Cycle of sexual abuse
- Thinking errors/ cognitive distortions used by sex offenders
- Development of deviant sexual fantasies
- Disturbances of sexual arousal
- Techniques for sexual arousal treatment
- Implementation of the Containment Model

## **APPROVED TRAINING TOPICS**

### **CASOMB Required Adjunct Training Topics**

- California child, dependent adult, and elder abuse reporting requirements
- Motivational interviewing
  - Empathy training
- Victim Issues such as the effects of victimization
- Family reunification/visitation
- Impact of sex offenses on society
- Assessing treatment progress
- Secondary and vicarious trauma
- Wellness and self care
- Anger management
- Alcohol and other drug abuse assessment and treatment with sex offenders
- Human sexuality
- Supervision techniques with sex offenders
- Understanding the effects of psychiatric disorders on sexual offending including:
  - Psychopathy
  - Anti-social personality disorder
  - Bi-polar disorder
  - Attention deficit hyperactivity disorder
  - Post traumatic stress disorder
  - Neuro-developmental impairments
  - Traumatic brain injury
- Clinical supervision of therapists treating sexual offenders
- Requirements established by the Sex Offender Management
- Global positioning satellite technologies

Other topics listed, certified, or posted by the Board