

I. CATEGORIES OF SOMB-CERTIFIED PSYCHOSEXUAL EVALUATORS.

A. Pursuant to the statutory mandate and authority afforded to the SOMB, to be eligible to conduct psychosexual evaluations in accordance with this section, an individual must be formally certified by the SOMB. The two (2) established categories of certification are:

a. **Senior/Approved Psychosexual Evaluator.** A Senior/Approved Psychosexual Evaluator is a clinical professional who is currently authorized by the SOMB to:

- i. Independently conduct psychosexual evaluations in accordance with the requirements, standards, guidelines for such evaluations as outlined in this section; and
- ii. Is authorized to provide direct clinical supervision to individuals certified as an Associate/Supervised Psychosexual Evaluator or are otherwise seeking certification to conduct psychosexual evaluations.

b. **Associate/Supervised Psychosexual Evaluator.** An Associate/Supervised Psychosexual Evaluator is a professional who is currently authorized by the SOMB to conduct psychosexual evaluations only under the direct clinical supervision as approved by the SOMB of a Senior/Approved Psychosexual Evaluator in good standing, and whose work products must be reviewed and co-signed by a Senior/Approved Psychosexual Evaluator in good standing.

B. The SOMB shall provide authorization of the evaluator to conduct psychosexual evaluations of adult¹ sex offenders based on the minimum educational, experience, specialized training, and other criteria set forth in this section.

II. CENTRAL ROSTER OF CERTIFIED PSYCHOSEXUAL EVALUATORS.

A. The SOMB shall maintain a complete and current official roster of all Senior/Approved and Associate/Supervised Psychosexual Evaluators, to minimally include the:

- a. Name of the evaluator;

¹ Standards and guidelines pertaining to the evaluation of juveniles adjudicated for sex offenses will be addressed by the SOMB at a later date.

- b. Business name, address, telephone number, and other contact information;
 - c. Level of certification as designated by the SOMB; and
 - d. Population for which the evaluator is authorized by the SOMB to conduct evaluations (adult).
- B. The SOMB shall ensure the accuracy and currency of the official roster by updating the roster quarterly and indicating the official roster the date on which it was updated.
- C. The SOMB shall publish the central roster on the SOMB's website and make the written roster otherwise available upon request.
- D. A certified psychosexual evaluator so designated by the SOMB has a continuing duty and obligation to maintain eligibility under this section if desiring to remain on the central roster.
- E. The SOMB may remove an individual from the official roster of certified evaluators for reasons as outlined in this section.

III. REPRESENTATIONS AS A CERTIFIED PSYCHOSEXUAL EVALUATOR.

- A. A person conducting psychosexual evaluations pursuant to this section shall clearly and accurately indicate their level and scope of certification as either a Senior/Approved Psychosexual Evaluator or an Associate/Supervised Psychosexual Evaluator when:
- a. Making oneself available to accept referrals for psychosexual evaluations;
 - b. Advertising oneself as a psychosexual evaluator;
 - c. Communicating with the courts, other professionals, or the public regarding their certification to conduct psychosexual evaluations;
 - d. Providing informed consent to clients and/or their legal guardians at the time of the evaluation; and
 - e. Signing the written psychosexual evaluation report.
- B. In accordance with I.C. 18-8314, no person shall claim or imply oneself to be a certified psychosexual evaluator pursuant to this section, or use a title or any abbreviation that implies that the person is a certified psychosexual evaluator

pursuant to this section, unless so certified by the SOMB and currently in good standing on the official roster of psychosexual evaluators.

IV. MINIMUM REQUIREMENTS FOR SOMB-CERTIFICATION AS A PSYCHOSEXUAL EVALUATOR

- A. A person who conducts a psychosexual evaluation pursuant to this section must meet the eligibility criteria and minimum requirements as set forth in this section and be certified by the SOMB as a Senior/Approved Psychosexual Evaluator or an Associate/Supervised Evaluator.
- B. A person seeking authorization by the SOMB to conduct psychosexual evaluations of adults must meet any and all minimum requirements specific to that population as noted in this section.
- C. A person certified by the SOMB to conduct psychosexual evaluations has a continuing duty to notify the SOMB in writing should circumstances result in the ineligibility of the evaluator to meet the minimum requirements for the level of certification designated by the SOMB.
- D. The minimum requirements for certification by the SOMB as a psychosexual evaluator include criteria, requirements, and expectations in the following categories:
 - a. Formal educational requirements;
 - b. Professional licensure requirements;
 - c. Clinical experience requirements;
 - d. Specialized training requirements; and
 - e. Continuing education/ongoing professional development requirements.
- E. For purposes of clinical practice supervision for Associate/Supervised Psychosexual Evaluator certification, "Supervision" is generally considered as face-to-face direct contact using a ratio of 1 hour of clinical supervision for every 20 hours of direct service provided. Documented teleconferencing and/or interactive video conferencing may also be utilized. If no approved supervisor is available within a 50 mile radius, applicants may submit a request to the SOMB to utilize an alternate supervisor.

- a. Clinical supervision for purposes of Associate/Supervised Psychosexual Evaluator certification may not meet standard requirements for professional licensure, as it is intended specifically for conducting psychosexual evaluations.

V. REQUIREMENTS FOR CERTIFICATION AS A SENIOR/APPROVED PSYCHOSEXUAL EVALUATOR

To be eligible for SOMB certification as a Senior/Approved Psychosexual Evaluator, a person must:

A. Formal Education Requirements.

- a. Possess an advanced/graduate degree (e.g., Masters, Doctoral) in an applied clinical practice field such as psychiatry, psychology, counseling, or social work from an accredited university or college and program of study, preferably with an emphasis on the application of forensic clinical practice and for which a bachelor's degree was a pre-requisite.
- b. The course of study for the graduate program should have included or have been subsequently supplemented by coursework in the following subject areas:
 - i. Clinical interviewing
 - ii. Clinical psychopathology
 - iii. Diagnosis
 - iv. Psychometric testing/assessment
 - v. Forensic assessment
 - vi. Evidence-based principles and practices in adult corrections/criminal justice
 - vii. Contemporary theories regarding the etiology of sexually abusive behavior
 - viii. Research-identified risk factors for the development and continuation of general delinquent and/or criminal behavior
 - ix. Research-identified risk factors for the development and continuation of sexually abusive/offending behavior

- x. Research-identified protective factors for justice-involved adults
- xi. Evidence-based and research-supported treatment interventions
- xii. Family dynamics
- xiii. Working with non-voluntary clients
- xiv. Professional ethics

B. Professional Licensure Requirements

- a. Possess a valid license to practice as a psychiatrist, psychologist, social worker, professional counselor, or marriage and family therapist, with such license issued by the appropriate/respective regulatory body for the discipline or profession;
- b. Maintain such licensure for the duration of the certification period authorized by the SOMB; and
- c. Remain in good standing with the licensing body for the regulated profession, and not currently be under formal sanction or suspension of practice for ethical or other disciplinary matters.

C. Clinical Experience

- a. Engaged in direct, face-to-face clinical practice with adult sex offenders for a minimum of 2000 hours.
 - i. Of the 2000 hours requirement, a minimum of 500 hours shall be specific to conducting psychosexual evaluations;
 - ii. Of the 2000 hours requirement, no more than 300 hours shall be attributed to supervised case treatment staffing/planning or crisis management; and
 - iii. Shall have been accumulated within the 5 years immediately preceding the initial application for SOMB certification as a Senior/Approved Psychosexual Evaluator.
- b. Conducted a minimum of fifteen (15) psychosexual evaluations within the past 5 years, at least three (3) of which have been conducted within the 1 year preceding the initial application for certification as a Senior/Approved Psychosexual Evaluator.

- c. For renewal eligibility as a Senior/Approved Psychosexual Evaluator a person must:
 - i. Accumulate a minimum of 1000 direct face-to-face clinical practice hours during the 2 year period of certification preceding the renewal application, of which 500 must be specific to psychosexual evaluations; and
 - ii. Conduct a minimum of six (6) psychosexual evaluations within the 2 year period of certification preceding the renewal application for certification as a Senior/Approved Psychosexual Evaluator.
 - iii. The SOMB may consider modifications to the renewal clinical practice or evaluation requirements on a case by case basis as circumstances warrant.

The clinical experience requirements should be met for working with adult clients in order to be eligible for SOMB-authorization to conduct evaluations of adults. The SOMB may consider experience with combined populations (adults and juveniles) on a case by case basis.

D. Specialized Training for Initial Certification

- a. Applicants requesting initial SOMB certification as a Senior/Approved Psychosexual Evaluator shall have received a minimum of 100 cumulative hours of specialized training within the past 5 years, which may be in a combination of the areas of:
 - i. Contemporary theories regarding the etiology of sexually abusive behavior;
 - ii. Research-identified risk factors for the development and continuation of sexually abusive/offending behavior for adults;
 - iii. Contemporary research and practice in the areas of assessment, treatment, and management of adults;
 - iv. Research-supported, sex offender-specific risk assessment tools for adults; and

- v. Physiological assessment of deviant sexual arousal and/or interests.
- b. A minimum of half of these hours shall be specific to the assessment and evaluation of adult sex offenders.
- c. No more than 10 hours of training specific to the treatment of victims of sexual abuse can be used to count toward the minimum number of specialized training hours.

VI. REQUIREMENTS FOR CERTIFICATION AS AN ASSOCIATE/SUPERVISED PSYCHOSEXUAL EVALUATOR

To be eligible for SOMB certification as an Associate/Supervised Psychosexual Evaluator, a person must:

- A. **Formal Education Requirements.**
 - a. Hold a bachelor's degree from an accredited university or college, generally in an area of study relevant or leading to advanced/graduate education in a clinical practice area such as psychology, social work, counseling, or pre-medicine.
 - b. Possess – or be currently enrolled in a graduate program of study toward the attainment of – an advanced/graduate degree (e.g., Masters, Doctoral) in an applied clinical practice field such as psychiatry, psychology, counseling, or social work from an accredited university or college and program of study, preferably with an emphasis on the application of forensic clinical practice.
 - c. The course of study for the graduate program should have included or have been subsequently supplemented by coursework in the subject areas specified for Senior/Approved Psychosexual Evaluators above.
- B. **Professional Licensure Requirements.**
 - a. Possess a valid license to practice as a psychiatrist, psychologist, social worker, professional counselor, or marriage and family therapist, with such license issued by the appropriate/respective regulatory body for the discipline or profession;
 - b. Maintain such licensure for the duration of the certification period authorized by the SOMB; and

- c. Remain in good standing with the licensing body for the regulated profession, and not currently be under formal sanction or suspension of practice for ethical or other disciplinary matters.
- d. If a person does not fully meet the licensing requirements, a person may be eligible for SOMB certification as Associate/Supervised Psychosexual Evaluator only if:
 - i. Practicing under the direct clinical supervision, as defined by and immediate oversight of a qualified professional who is:
 - 1. Appropriately licensed as outlined above; and
 - 2. Currently designated by the SOMB as a Senior/Approved Psychosexual Evaluator; and
 - ii. Practicing under a current and formal clinical supervision agreement approved by the SOMB as specified in the Formal Clinical Supervision Agreement section.

C. Clinical Experience.

To be eligible for SOMB certification as an Associate/Supervised Psychosexual Evaluator, a person must have:

- a. Practiced only under the supervision of a Senior/Approved Evaluator and in accordance with a formal clinical supervision plan as outlined in this section;
- b. Engaged in direct, face-to-face clinical practice with adult sex offenders for a minimum of 1000 hours.
 - i. Clinical practice is defined as sexual offender assessment, individual and/or group treatment, case treatment staffing/planning, and crisis management; and
 - ii. Of this 1000 hours requirement, a minimum of 250 hours shall be specific to conducting psychosexual evaluations; and
 - iii. Shall have been accumulated within the 5 years immediately preceding the initial application for certification as an Associate/Supervised Psychosexual Evaluator.

- c. Conducted a minimum of ten (10) psychosexual evaluations within the past five (5) years, at least two (2) of which have been conducted within the 1 year immediately preceding the initial application for SOMB certification as an Associate/Supervised Psychosexual Evaluator.

The clinical experience requirements should be met for working with adult clients in order to be eligible for SOMB-authorization to conduct evaluations of adults.

The SOMB may consider experience with combined populations on a case by case basis.

- d. For *renewal certification* as an Associate/Supervised Psychosexual Evaluator, a person must:
 - i. Accumulate a minimum of 500 direct face-to-face clinical practice hours under the supervision of a Senior/Approved Psychosexual Evaluator or Treatment Provider during the 2 year period of certification preceding the renewal application, 100 hours of which shall be evaluation-related, under the supervision of a Senior/Approved Psychosexual Evaluator.
 - ii. Conduct a minimum of four (4) psychosexual evaluations during the 2 year effective period of certification preceding the renewal application under the direct clinical supervision of a Senior/Approved Psychosexual Evaluator.
 - iii. The SOMB may consider modifications to the renewal clinical practice or evaluation requirements on a case by case basis as circumstances warrant.
- e. Face-to-face supervision is required during any period of time in which a supervisee is conducting psychosexual evaluations in accordance with this section, and should be commensurate with the number of hours of direct service provision, generally using a ratio of 1 hour of clinical supervision for every 20 hours of direct service provided.
- f. To maximally support any application for SOMB certification as a psychosexual evaluator, supervisees are encouraged to maintain a

cumulative log that includes the dates of face-to-face or telephone/teleconferencing, or other “live” and interactive web-based verbal conversation; number of hours of clinical supervision received; number of hours of evaluation practice and dates of service; and number and nature and completion dates of supervised evaluations conducted, all of which can be verified and signed by the supervisor.

- g. A cumulative log may be required by the SOMB as a condition of approval of a formal supervision plan or application for certification; such a log may be subject to audit or requested by the SOMB in support of decision making regarding certification or quality assurances processes.
- h. Formal clinical supervision agreement.
 - i. A person seeking designation or currently designated by the SOMB as an Associate/Supervised Psychosexual Evaluator shall only conduct psychosexual evaluations under the direct clinical supervision by a Senior/Approved Psychosexual Evaluator and in accordance with the terms of a formal clinical supervision agreement to be approved in advance by the SOMB.
 - ii. The formal clinical supervision agreement shall minimally address the following criteria:
 - 1. The name and contact information of the supervisee and supervisor(s);
 - 2. Population to be served/evaluated (adults);
 - 3. Location, setting, nature of practice in which evaluation services will be conducted;
 - 4. Effective period of clinical supervision;
 - 5. The ratio of face-to-face or other “live” supervision hours to hours of direct service delivery; and
 - 6. Any other methods of clinical supervision that are anticipated to be employed.

- iii. The formal clinical supervision agreement must accompany any initial or renewal application for Associate/Supervised Psychosexual Evaluator or application for change of certification category to the level of Senior/Approved Psychosexual Evaluator.

D. Specialized Training for Initial Certification

- a. Applicants requesting SOMB initial certification as an Associate/Supervised Psychosexual Evaluator shall have received a minimum of 100 cumulative hours of specialized training within the past 5 years, which may be in a combination of the areas of:
 - i. Contemporary theories regarding the etiology of sexually abusive behavior;
 - ii. Research-identified risk factors for the development and continuation of sexually abusive/offending behavior for adults;
 - iii. Contemporary research and practice in the areas of assessment, treatment, and management of adult sex offenders;
 - iv. Research-supported, sex offender-specific risk assessment tools for adults; and
 - v. Physiological assessment of deviant sexual arousal and/or interests.
- b. A minimum of half of these hours shall be specific to the assessment and evaluation of adult sex offenders.
- c. No more than 10 hours of training specific to the treatment of victims of sexual abuse can be used to count toward the minimum number of specialized training hours.

VII. CONTINUING EDUCATION/ONGOING PROFESSIONAL DEVELOPMENT REQUIREMENTS.

- A. To maintain eligibility as a Senior/Approved Psychosexual Evaluator or an Associate/Supervised Psychosexual Evaluator, a person must receive a minimum of 40 verifiable hours of continuing education in the form of workshops, conferences, symposia, or on-line training over the course of the 2 year period prior to each

renewal period subsequent to the initial application and certification by the SOMB.

This continuing education must be:

- a. Consistent with maintaining licensure in their individual discipline of practice;
- b. Address a combination of the following specialized areas:
 - i. Contemporary research regarding the etiology of sexually abusive behaviors;
 - ii. Research-identified risk factors for the development and continuation of sexually abusive/offending behavior for adults;
 - iii. Contemporary research and practice in the areas of assessment, treatment, and management of adult sex offenders;
 - iv. Research-supported, sex offender-specific risk assessment tools for adults; and
 - v. Physiological assessment of deviant sexual arousal and/or interests.
- c. No more than 10 hours of training specific to the treatment of victims of sexual abuse can be used to count toward the minimum number of specialized training hours.
- d. Any on-line education must be from a recognized educational institution, and no more than 10 hours of continuing education credits obtained from such on-line educational resources shall count toward the 40 hour continuing education requirement.
- e. Teaching relevant coursework at an accredited university or college, or providing training at a conference or workshop training (to be reviewed and approved by the SOMB) can substitute for one-half of the continuing education hours (20 hours) for an applicant.

VIII. CONDITIONAL WAIVER.

- A. Initial application for certification. A person not meeting the minimum *clinical experience and/or specialized training requirements* set forth in this section at the time of *initial* application for certification may formally petition the SOMB in writing for a one-time, time-limited conditional waiver and exception.

- B. Renewal application for certification. A person not meeting the *continuing education requirements* set forth in this section when submitting a *renewal* application for certification may formally petition the SOMB in writing for a one-time, time-limited conditional waiver and exception.
- C. Conditional waivers are not permitted and requests shall not be considered by the SOMB with respect to the *formal educational and professional licensure* requirements for psychosexual evaluators as specified in this section.
- D. A person submitting a petition for conditional waiver shall clearly articulate in writing the reasons that the one-time, time-limited exception for this requirement should be considered by the SOMB.
- E. The ongoing practice of the applicant, if granted a conditional waiver and certified during the initial application process, will be subject to the terms and any remedial action as established by the SOMB.
- F. A conditional waiver shall generally remain in effect for no longer than the two (2) year period of initial certification as outlined in this section.
- G. To be eligible for renewal certification as a psychosexual evaluator, a person granted a conditional waiver shall be required to fully meet the minimum requirements and qualifications outlined in this section at the time of application for renewal.
- H. The SOMB has sole discretion and final authority for granting or denying any conditional waiver requests, and determining any terms of waiver if so granted.

IX. APPLICATION PROCESS.

- A. Any person seeking certification by the SOMB to conduct psychosexual evaluations pursuant to this section does so voluntary and shall apply for certification only upon reviewing and understanding the educational, licensure, clinical experience, specialized training, and continuing education criteria for Senior/Approved Psychosexual Evaluators and Supervised/Associate Psychosexual Evaluators as set forth in this section.

- B. By submitting an application for SOMB certification to conduct psychosexual evaluations pursuant to this section, the applicant:
- a. Attests that they meet the minimum requirements and qualifications for the category of certification for which they are applying;
 - b. Agrees that the information provided through the application process is truthful and accurate;
 - c. Agrees to participate in any quality assurance or auditing processes as established by the SOMB in support of upholding the goals, objectives, and guiding principles as set forth in this chapter; and
 - d. Understands that the SOMB has statutory responsibility and final authority for making all initial and renewal certification decisions – including approval, denial, suspension, or revocation of certification.
- C. Application for initial certification. A person seeking certification to conduct psychosexual evaluations in accordance with this section shall submit the following:
- a. A completed application using any forms developed by the SOMB for the purposes of certification;
 - b. Any and all accompanying supporting documentation as indicated on such application form(s) and in accordance with the criteria and requirements set forth in this section, including, but not limited to:
 - i. Proof of licensure
 - ii. Verification of educational requirements
 - iii. Attestation of clinical experience and specialized training requirements
 - iv. Copies of two (2) psychosexual evaluation reports that:
 1. Were conducted by the applicant on separate adult clients;
 2. Were completed within the one (1) year preceding the application;
 3. Have the identifying information and characteristics redacted; and
 4. Have not been previously submitted to the SOMB as part of any review and certification process as set forth in this section.

- v. Any additional information or documentation as deemed necessary by the SOMB to make an appropriate certification decision
- vi. The assurances and release form; and
- vii. A non-refundable initial application fee of seventy-five dollars (\$75) payable to the Idaho Sexual Offender Management Board.

D. Application for renewal of certification. A person seeking renewal of certification to conduct psychosexual evaluations shall submit, within thirty (30) days of the expiration of the effective dates of the initial certification period indicated on the certificate issued by the SOMB:

- a. A completed application using any forms developed by the SOMB for the purposes of certification;
- b. Any and all accompanying supporting documentation as indicated on such application form(s) and in accordance with the criteria and requirements set forth in this chapter, including, but not limited to:
 - i. Proof of licensure;
 - ii. Verification of educational requirements;
 - iii. Attestation of clinical experience and specialized training requirements;
 - iv. Copies of two (2) psychosexual evaluation reports that:
 - 1. Were conducted by the applicant on separate adult clients;
 - 2. Were completed within the one (1) year preceding the application;
 - 3. Have the identifying information and characteristics redacted; and
 - 4. Have not been previously submitted to the SOMB as part of any review and certification process as set forth in this chapter.
 - v. Any additional information or documentation as deemed necessary by the SOMB to make an appropriate certification decision;
 - vi. The assurances and release form; and
 - vii. A non-refundable renewal application fee of fifty dollars (\$50) payable to the Idaho Sexual Offender Management Board.

Certification renewal application review shall typically occur during a person's month of birth two (2) years following initial certification, and every two (2) years thereafter.

E. Request for change in level of certification.

- a. *Request to advance to an independent level of certification.* A person currently certified as an Associate/Supervised Psychosexual Evaluator may apply, at any time during an effective period of certification as an Associate/Supervised Psychosexual Evaluator, for a change of certification status to a Senior/Approved Psychosexual Evaluator level, provided that:
 - i. The person meets the established requirements and qualifications for a Senior/Approved Psychosexual Evaluator;
 - ii. A completed application is received, using proper forms developed by the SOMB for the purposes of certification, along with any accompanying supporting documentation as indicated on such application form;
 - iii. A letter of attestation and support is received from the Senior/Approved Psychosexual Evaluator responsible for the supervision of the applicant and as outlined in the formal clinical supervision agreement previously approved by the SOMB; and
 - iv. A non-refundable renewal application processing fee of fifty dollars (\$50) made payable to the Idaho Sexual Offender Management Board has been received. If, however, a completed application for change in certification status is submitted less than 365 days from a person's most recent effective certification date, the processing fees shall be waived for the change in certification application.
- b. *Request to change to less independent level of certification.* A person currently certified as a Senior/Approved Psychosexual Evaluator may apply, at any time during an effective period of certification for a change in the

certification status to an Associate/Supervised Psychosexual Evaluator level in the event that:

- i. The person no longer meets the established requirements and qualifications for a Senior/Approved Psychosexual Evaluator;
- ii. The person meets the established requirements and qualifications for an Associate/Supervised Psychosexual Evaluator;
- iii. A completed change-in-application is received, using proper forms developed by the SOMB for the purposes of certification, along with any accompanying supporting documentation as indicated on such application form, and specifying in writing the reason(s) for the request for a lower level of certification; and
- iv. A non-refundable renewal application processing fee of fifty dollars (\$50) made payable to the Idaho Sexual Offender Management Board has been received. If, however, a completed application for change in certification status is submitted less than 365 days from a person's most recent effective certification date, the processing fees shall be waived for the change in certification application.

c. *Voluntary request for placement on inactive status or removal from central roster.*

- i. A person certified in accordance with this section may, at any time, voluntarily request placement on inactive status or removal from the central roster of certified evaluators by submitting a written request to the SOMB, specifying the reason(s) for the request and indicating the date at which their inactivity or removal is requested to be effective.
- ii. The SOMB shall respond in writing within 14 days of receipt of the request to provide confirmation of the request.
- iii. An evaluator who has been placed voluntarily on inactive status for less than 365 days may reapply for certification in accordance with the certification *renewal* process as outlined in this section, and any processing fees shall be waived.

- iv. An evaluator who has been placed voluntarily on inactive status for 365 days or more may reapply for certification in accordance with the *initial* certification process as outlined in this section and submit the applicable processing fees.

X. APPLICABLE FEES. Non-refundable fees established by the SOMB for processing certification applications are as follows:

- A. \$75 for each person submitting an application for initial certification as a Senior/Approved Psychosexual Evaluator or as an Associate/Supervised Psychosexual Evaluator;
- B. \$50 for each person applying for a 2-year renewal of certification as a Senior/Approved Psychosexual Evaluator or as an Associate/Supervised Psychosexual Evaluator; and
- C. \$50 renewal processing fee for each person submitting an application for change in certification status 365 days or more subsequent to the most recent effective certification date issued by the SOMB.

XI. SOMB DECISIONMAKING PROCESSES FOR CERTIFYING PSYCHOSEXUAL EVALUATORS.

- A. **Credentialing Committee.** The SOMB shall establish/appoint a Credentialing Committee composed of no fewer than four (4) members to oversee the certification of psychosexual evaluators pursuant to this section. The Credentialing Committee shall minimally include:
 - a. Two current SOMB members who are eligible for certification as a Senior/Approved Evaluator or Treatment Provider;
 - b. A non-clinical SOMB member; and
 - c. A SOMB member of the board's choosing.
- B. **Credentialing Committee Protocols.** The SOMB shall establish in writing the proposed processes by which the Credentialing Committee shall review, render, and document certification decision making, or may authorize the Credentialing Committee to propose these processes, which will be subject to final approval by the SOMB.

- a. No Credentialing Committee member holding a personal or financial interest in an application before the committee shall participate in the deliberation or voting on approval of the application.
- C. Verification of Completeness of Applications. The SOMB Coordinator shall:
 - a. Determine, using an established checklist, the completeness of any application submitted for certification;
 - b. Provide written notification to the applicant within 5 business days of the receipt of the application and indicate whether:
 - i. All required items (the application, supporting documentation, fees) have been received and the application is complete and ready for review by the Credentialing Committee; and
 - ii. Note any required items that are absent needed to complete the application in order to be forwarded to the Credentialing Committee for review and a deadline for submitting these items.
 - c. Provide to the Credentialing Committee the completed packet of applications to allow committee members time to review the materials prior to the regularly scheduled monthly meeting.
- D. The Credentialing Committee shall review as a committee the applicant materials on an as-needed basis on a recurring/routine date to be established (e.g., 2nd working Friday of each month, with such meeting dates published on the SOMB calendar/website).
- E. To be considered for review by the Certification Committee in a given month, the completed application and all supporting documentation must be received no less than 30 days prior to the scheduled meeting date.
- F. The Credentialing Committee shall utilize the quality assurance checklist/protocol/guidelines established by the SOMB for reviewing:
 - a. The educational, specialized training, and continuing education qualifications and required for certification;
 - b. Any formal clinical supervision agreements; and

- c. The redacted psychosexual evaluations submitted by an applicant as part of the supporting documentation.
- G. A Certification Review Form shall be completed for each applicant reviewed on the date of the meeting, noting the decision of the committee.
- H. The Credentialing Committee shall, on an as-needed basis and subsequent to their scheduled review date of pending applications, provide the SOMB with the list of applicant names, the nature of the requests for certification, the Credentialing Committee's recommended decisions to approve or deny certification to the SOMB and any reasons denying certification. The SOMB shall review this information and vote to accept or oppose any certification decisions recommended by the Credentialing Committee.
- I. The SOMB shall provide each applicant a written notification, within 7 business days, of the final approval/denial status as voted on by the SOMB.
- J. Forms. The SOMB shall be responsible for developing forms for use by the Credentialing Committee for the certification review and decision making processes, or shall authorize the Credentialing Committee to develop draft forms, which will be subject to final approval by the SOMB.
- K. The SOMB shall retain a complete file for each applicant seeking certification, including all written correspondence, applications and supporting documentation, and approval/denial decisions.
- L. Denial of Certification. The Credentialing Committee shall specify the reasons for the denial of certification for any applicant in accordance with the reasons set forth in this section.
 - a. The SOMB shall provide written notification to the applicant within 7 days of the denial decision and the reason(s) for the denial; and
 - b. The SOMB shall provide the applicant for whom certification was not granted any recommended remedial steps or actions that can be taken to support further consideration for certification and any deadlines or timeframes in which such remedial action should occur.

- c. A person who submits, less than 365 days from the submission of the previously denied application for certification, a revised application subsequent to completing any remedial steps completed as recommended by the SOMB shall not be required to provide another application processing fee.

XII. CERTIFICATION PERIOD.

- A. Certification as a Senior/Approved Psychosexual Evaluator or an Associate/Supervised Psychosexual Evaluator shall remain in effect for two (2) years from the date of issuance printed on the certificate issued by the SOMB, provided that the evaluator continues to meet the criteria for such certification and such certification has not been suspended or revoked.
- B. The SOMB shall issue to each applicant approved for certification a certificate that:
 - a. Designates the person as a certified evaluator for the appropriate level of certification and population the person is authorized to evaluate (adults);
 - b. Indicates the effective period of the person's certification status, including the expiration date; and
 - c. Is signed by the Chair and Vice Chair of the SOMB.
- C. The SOMB shall notify in writing each certified evaluator of the expiration of their approved status within 60 days of the expiration of their effective term of certification, outline the steps necessary to apply for renewal, and the deadline for providing a completed application for renewal.
- D. An evaluator whose certification has not been renewed by the expiration date on the certificate issued by the SOMB shall no longer be certified as such and shall be removed from the central roster within thirty (30) days of the expiration of their certification.
- E. Expiration. An SOMB-certified evaluator whose certification has expired may reapply at any time for certification as follows:
 - a. A person whose certification has been expired for less than 365 days may reapply for certification following the certification *renewal* process as outlined in this section.

- b. An evaluator whose certification has been expired for 365 days or more may reapply for certification by following the *initial* certification process as outlined in this section.

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