



**APPLICATION INSTRUCTIONS FOR**  
**ADD/CHANGE REGISTRATION OF SUPERVISION FOR**  
**SEX OFFENDER TREATMENT PROVIDERS**

**REQUIRED DOCUMENTATION**

**APPLICATION:** The attached application must be completed and mailed to the Virginia Board of Psychology. *Only one (1) supervisor can be registered with this application. A new and different application, fee and supporting documentation must be submitted for each addition or change in supervisor.*

**APPLICATION FEE:** A **\$25.00** initial application fee by check, cashier's check or money order made payable to the **Treasurer of Virginia** must be mailed with your application. Your application will not be reviewed or considered until you have submitted payment. Pursuant to [18VAC125-30-20\(B\)](#), all fees submitted to the Board are **non-refundable**.

**SUPERVISORY CONTRACT:** Signed contract that outlines the expectations and responsibilities of the supervisor and trainee in accordance with the regulations of the Board is required. (Supervisory contract example can be found on the Board's website)

**ADDITIONAL SUPPORTING DOCUMENTATION (if applicable)**

**PROOF OF NAME CHANGE:** Documentation must be provided to show each name change(s) if your name has ever been legally changed from the time you attended school or other than what is listed on your application. Acceptable forms of documentation include a **photocopy** of a marriage license, court order or divorce decree.

**CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS:** If you answer "YES" to any of the questions in **Part IV** of the application, please include a detailed explanation **and** supporting documentation. *Please refer to **Guidance Document 125-2**, available on the Board's website, for a list of required documentation that will be needed regarding criminal convictions, past actions, or possible impairments.*

**GENERAL INFORMATION**

- Applications are processed in the order received. Please allow adequate processing time for applications. Applications that are complete, fully documented and meet the minimum requirements for the [Regulations Governing the Certification of Sex Offender Treatment Providers](#) will be processed within **30 days** of receipt of a **complete** application packet.
- An incomplete application for licensure will be retained on file for one (1) year. If not completed within one year of receipt, a new application and fee will be necessary.
- Application and required documentation should be **mailed** to:

Department of Health Professions  
Attn: Board of Psychology  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233

- Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number or your control number issued by the *Virginia* Department of Motor Vehicles\*. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. 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. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. **NO CERTIFICATION WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.**



- Supervision should include at least six hours per month of face-to-face supervision for a total of at least 100 hours within the 2,000 hours of experience. Group supervision involving up to six members in a group will be acceptable for a maximum of 50 hours.
- The board may waive the registration requirement for individuals who have obtained at least five years documented work experience in sex offender treatment in another jurisdiction.
- If the applicant has obtained the required post-degree clinical experience for a mental health license within the past 10 years, the applicant can receive credit for those hours that were in the delivery of clinical assessment/treatment services with sex offender clients provided:
  - a. The applicant 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 was licensed and qualified to render services to sex offender clients at the time of the supervision.

*Supervised work experience occurring in Virginia, in any setting, must be registered and approved by the Board prior to beginning that supervision. An applicant may not count hours towards certification unless that supervised experience has been registered with the Board.*

**Read the Virginia Board of Psychology Regulations carefully for the requirements for certification as a [Sex Offender Treatment Provider](#).**



## ADD/CHANGE REGISTRATION OF SUPERVISION EXPERIENCE FOR SEX OFFENDER TREATMENT PROVIDERS

### TO BE COMPLETED BY APPLICANT/TRAINEE

#### Part I. Trainee's Identification & Contact Information

Trainee's Last Name:	First Name:	Middle/Maiden Name:	Suffix:
Social Security Number or Virginia DMV Control Number _____		Date of Birth: (MM/DD/YYYY) ____ / ____ / _____	
<b>Published Address:</b> <i>This address is subject to public disclosure under the Freedom of Information Act. You may provide an address other than a residence, such as a Post Office Box or practice location if you wish.</i>			
Address:			
City:	State:	Zip Code: _____	
<b>Address of Record:</b> <i>The address information you provide below is your address of record with the Board. Please be advised that all notices from the Board, to include certifications and other legal documents, will be sent to the address of record provided. If you provided a different public address above, this address is <u>not</u> subject to public disclosure under the Freedom of Information Act and will not be sold or distributed for any other purpose.</i>			
Address:			
City:	State:	Zip Code: _____	
Home Number: (____) _____ - _____		Alternate Number: (____) _____ - _____	
Email Address:			

#### Part II. Proposed Supervisor & Worksite Location Information

##### A. Proposed Supervisor's Information

Supervisor's Last Name:	First Name:	Middle/Maiden Name:	Suffix:
Does your proposed supervisor hold current and unrestricted license as a clinical nurse specialist, doctor of medicine or osteopathic medicine, professional counselor, clinical social worker, or clinical psychologist <b>and</b> hold a current CSOTP Certification?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's License Number: _____			
Supervisor's CSOTP Certification Number: _____			

##### B. Proposed Worksite Information *(location where you, the trainee will complete hours of supervised post-degree clinical experience in the delivery of clinical assessment/treatment services toward certification as a CSOTP)*

Name of Proposed Worksite: (Name and complete address)



**Part III. Registration Questions:** Applicants must answer the following questions. Affirmative responses to any questions on this application will require additional information to be submitted. Please refer to [Guidance Document 125-2](#) for a list of required documentation that will be needed regarding criminal convictions, past actions, or possible impairments. Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.

1. Have you ever been denied the privilege of taking an occupational licensure, certification or registration examination? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation that includes what type of occupational examination, where (jurisdiction), when (dates) and why denied and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been censored, warned, terminated, or requested to withdraw from your employment with any health care facility, agency or practice? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted, pled guilty to or pled Nolo Contendere to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor? (Including convictions for driving under the influence, but excluding traffic violations) <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever voluntarily surrendered a license, certification or registration while under investigation? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you the respondent in any pending or unresolved Board action in another jurisdiction or in a malpractice claim? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Questions**

1. <b>A.</b> Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation</b>  <b>B.</b> Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
2. <b>A.</b> Within the past five years, have you been disciplined by any entity? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation</b>  <b>B.</b> Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you currently have any physical condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing sex offender treatment provider or trainee. <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you currently have any mental health condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing sex offender treatment provider or trainee. <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you currently have any condition or impairment related to alcohol or other substance use that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing sex offender treatment provider or trainee. <b>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



<p>6. Within the past five years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity? <b><i>If Yes, on a separate sheet of paper please provide a full detailed explanation and attach documents referenced in Guidance Document 125-2.</i></b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**Part IV. Military Service**

<p>1. Are you a spouse of someone who is on federal active duty orders pursuant to Title 10 of the U. S. Code or of a veteran who has left active-duty service within one year of submission of this application and who is accompanying your spouse to Virginia or an adjoining state or the District of Columbia?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>2. Are you active-duty military?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**Part V. Certification:** *This application is not valid unless properly certified by your original signature.*

I certify by my signature below that I am the person applying for registration and meet the qualifications required by Virginia laws and regulations. I certify by my signature that I have carefully read the laws and Regulations Governing the Certification of Sex Offender Treatment Providers in the Commonwealth of Virginia, which are available at <https://www.dhp.virginia.gov/Psychology/>.

Further, I certify by my signature below that the information provided on this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information required in this application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

I agree to the above certification.

<p><b>SIGNATURE:</b></p>	<p><b>DATE:</b></p>
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**ORIGINAL SIGNATURE REQUIRED**