## Colorado Sex Offender Management Board (SOMB)

# **APPLICATION 2** Initial Three Year and/or **Change of Status Application**

for Placement on the Adult and/or Juvenile Provider List

**Associate and Full Operating Level Treatment** Provider, Evaluator, Clinical Supervisor, and/or **Developmental Disabilities Specialty** 



Colorado Department of Public Safety **Division of Criminal Justice** Office of the Sex Offender Management Board

700 Kipling Street, Suite 3000, Denver, CO 80215

https://www.colorado.gov/dci

Telephone: (303) 239-4526 or 4199 Fax: (303).239.4491



#### What Application Should I Be Using?

#### **Application 1 – First Application for Associate Level**

Application 1 is used when a provider is applying to SOMB for the first time for a 12-month initial listing. Application 1 is also used when adding on to your listing (e.g. adding DD Specialty or Evaluator status).

#### **Application 2 – Initial Three Year Associate and/or Change of Status Application**

Application 2 is used when a provider has completed Application 1, completed an initial 12-month listing and is now applying to be listed at the Associate or Full Operating Level for the next three (3) years.

Application 2 is also used anytime you are changing your status (e.g. moving from Associate Level to Full Operating Level).

#### <u>Application 3 – Renewal of Current Listing as Associate Level,</u> Full Operating Level, and/or Clinical Supervisor

This application is used when a provider has completed Application 2, completed a three (3) year listing, and is renewing the current status for the next three (3) year renewal period.

#### **Who Should Complete this Application?**

This application should be completed by individuals who have been Associate Level Providers for a minimum of one year, or individuals who are renewing a status (Evaluator, Developmental/Intellectual Disabilities, Clinical Supervisor) or moving up (Full-Operating, Clinical Supervisor), and who are providing services to convicted adult sex offenders and/or adjudicated juveniles who have committed a sexual offense. Applicants must demonstrate that they meet ALL of the qualifications pursuant to the requested listing status. Applicants must also comply with standards of practice contained in the *Standards and Guidelines* published by the Colorado Sex Offender Management Board (SOMB). Please note, applicants shall apply as individuals, not as partnerships or programs.

Polygraph examiners should not submit this form. Please see Polygraph Examiner applications.

#### **How to Complete this Application**

- Please read all of the application in its entirety. It is updated and changed annually.
- The applicant should request assistance from his/her clinical supervisor in completing this application.
- Within the body of this application, you will be asked to attest to your compliance with training and clinical experience according to very specific sections of the *Standards & Guidelines*. The applicant should first read and understand the *Standards* and Guidelines before completing this application. Within the body of this application, you will be asked to document your training; you may wish to compile these materials in advance.
- When complete, you should return a <u>single-sided hard copy</u> of the application with the required attachments to the address on the cover page, "Attention: SOMB." Save a copy of the completed application, including attached documents for your files.
- Additional copies of application materials and current *Standards and Guidelines* are available at <a href="https://www.colorado.gov/dcj">https://www.colorado.gov/dcj</a> or by contacting (303) 239-4526.
- Questions may be addressed to the Adult Standards Coordinator at (303) 239-4499 for questions pertaining to the adult portion of this application, and to the Juvenile Standards Coordinator at (303) 239-4197 for questions pertaining to the juvenile portion of this application.
- Standards compliance will be assessed over time through a periodic renewal process (every three years), a monitoring process, a mechanism to receive and investigate complaints within the policies established for such complaints and via Standards Compliance Reviews according to SOMB policy and procedures.

#### **General Instructions**

Your adherence to the instructions throughout the application will help ensure that your application is not returned to you by the Sex Offender Management Board staff or otherwise delayed.

- 1. Follow all instructions carefully.
- 2. Use the forms provided in this application.
- 3. Submit ONLY the information requested.
- 4. Submit the required information in the order requested.
- 5. Keep a copy of your completed application and attachments for your files.
- 6. <u>PLEASE DO NOT</u> use staples, paper clips, binders, sheet protectors or other materials because all applications are copied multiple times in their entirety during processing.
- 7. Please submit all materials on **SINGLE-SIDED COPIES**.
- 8. Providers applying for the Initial Three Year Associate Level MUST submit a money order or check for \$125.00 made payable to Colorado Department of Public Safety. This is utilized for the cost of your background check pursuant to C.R.S. and current Standards, which is required every three years. This fee is NON-REFUNDABLE.

\*\*Providers applying for Change of Status do not need to submit payment.\*\*\*

| APPLICANT NAME: |                            |
|-----------------|----------------------------|
| DATE:           | Provider #:(SOMB use only) |

For Placement on the Sex Offender Management Board's <a href="Provider List">Provider List</a> as a Treatment Provider and/or Evaluator. Adult and Juvenile Application

## Please check the categories for which you are applying

| I INITIAL THREE YEAR ASSOCIATE        |         | CHANGE OF STATUS |
|---------------------------------------|---------|------------------|
| ADULT ASSOCIATE LEVEL TREATMENT PROV  | IDER    |                  |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | ILITIE  | S SPECIALTY      |
| ADULT ASSOCIATE LEVEL EVALUATOR       |         |                  |
| DEVELOPMENTAL/INTELLECTUAL DISAE      | BILITIE | ES SPECIALTY     |
| ADULT FULL-OPERATING LEVEL TREATMENT  | Γ PRO   | VIDER            |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | BILITIE | S SPECIALTY      |
| ADULT FULL-OPERATING LEVEL EVALUATOR  | R       |                  |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | BILITIE | S SPECIALTY      |
| JUVENILE ASSOCIATE LEVEL TREATMENT PR | ROVID   | ER               |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | BILITIE | S SPECIALTY      |
| JUVENILE ASSOCIATE LEVEL EVALUATOR    |         |                  |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | BILITIE | S SPECIALTY      |
| JUVENILE FULL-OPERATING LEVEL TREATMI | ENT P   | ROVIDER          |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | BILITIE | S SPECIALTY      |
| JUVENILE FULL-OPERATING LEVEL EVALUAT | ГOR     |                  |
| DEVELOPMENTAL/INTELLECTUAL DISAB      | BILITIE | S SPECIALTY      |
| CLINICAL SUPERVISOR                   |         |                  |

# Background and Identifying Information

Adult and Juvenile Re-Applicants

|               |                        | ation will be u<br>nent your qu |  | to conduct a criminal history check  | , a background investigation,       |
|---------------|------------------------|---------------------------------|--|--|-------------------------------------|
| App           | olicant l              | Name:                           |  |  |                                     |
|               |                        |                                 |  |  |                                     |
| Alia          | ases:                  | ·                               |  |  |                                     |
| Gen           | der:                   | ☐ Male                          | ☐ Female   | Date of Birth:   |                                     |
| Hor           | ne Add                 | ress: (Street                   | c, City, State and                                 | Zip Code):   |                                     |
| Hor           |                        |                                 |  |  |                                     |
| Ema           | ail:                   |                                 |  |  |                                     |
| throu<br>prov | ugh your<br>ider list. | employer. Em                    | ployer or Business na                              | ONFIDENTIAL and will only be used in me, address, phone, fax, and email info | rmation is used for the approved    |
| Emp           | ployer l               | Name:                           |  |  |                                     |
| Age           | ency Ac                | ldress (Stree                   | et, City, State and                                | Zip Code):   |                                     |
| Cou           | unty of                |                                 |  |  |                                     |
|               |                        |                                 |  | Email:   |                                     |
| TCIC          | phone.                 | •                               | rax  | Liliali,   |                                     |
|               | •                      | •                               | e addresses <u>and</u> c<br><b>Adult, Juvenile</b> | counties on the provider list. Ple or Both.                                  | ease list the <b>full address</b> , |
| 1.            |                        |                                 |  |  | County:                             |
|               | Adult                  | Juvenile                        | Both   | (Phone)  | ,                                   |
| 2             |                        |                                 |  |  | _ County:                           |
|               | Adult                  | Juvenile                        | Both   | (Phone)  |                                     |
| 3             |                        |                                 |  | (Phone)  | _ County:                           |
|               | Adult                  | Juvenile                        | Both   | (Filone)   | Country                             |
|               | Adult                  | Juvenile                        | Both   | (Phone)  | County:                             |
|               |                        |                                 |  |  | _ County:                           |
|               | Adult                  | Juvenile                        | Both   | (Phone)  |                                     |

Please list languages, other than English, which you speak <u>fluently</u> and in which you can demonstrate clinical proficiency (this information will be published on the Provider List):

June 2020 Application 2

# Authorization for Release of Information

Adult and Juvenile Applicants

| I,  | , authorize and consent to have an investigation made as to my  |
|---|---|
| moral character, professional reputati<br>Provider List as one or more of the fo  | on and fitness to be on the Sex Offender Management Board's ollowing: Associate Level Treatment Provider, Associate Level   |
|   | Treatment Provider, Full Operating Level Evaluator,   |
|   | Clinical Supervisor. I agree to give any further information that   |
| may be required in reference to my pas  | st record.  |
| court association, or institutions have<br>pertaining to me, to furnish to the Sex<br>limited to, documents and records, info<br>the Sex Offender Management Board of | nospital, clinic, government agency (local, state, federal or foreign), ing possession of any documents, records or other information. Offender Management Board such information, including, but not formal, pending or closed, or any other pertinent data and to permit or any of its designated officers, committees, or staff to inspect and ds and other information in connection with this application. |
| personal financial records, bank accour   | e of information or records does not include consent for release of nts, loans or other such personal information not related to my moral fitness as a treatment provider and/or evaluator and/or polygraph   |
| representatives, and any person furnish<br>kind arising out of the furnishing of<br>organizations, hospitals and hospital organizations and agencies present to t     | onerate the Sex Offender Management Board, its agents and hing such information from any and all liability of every nature and f such information to other medical or professional societies or committees, and government agencies in the event that other such the Sex Offender Management Board a release of authorization for or a facsimile of such release or authority executed by me.                   |
| Signature of Applicant  | Clearly Printed Applicant Name  |
| Date  |   |

June 2020 Application 2

## Recent Employment History (Attach Resume)

Adult and Juvenile Applicants

Please list your place(s) of employment and positions for the last five years starting with your current or most recent employment. If you practiced psychotherapy in another state, with or without a license, please also include that work experience. You may substitute a professional resume if it provides all the information requested.

You may copy this page

Employer/Business Name: Telephone: Street Address: City: State: Zip Code: Position: Dates of Employment: FromUnless you were self-employed, list supervisor name: Telephone: If self-employed, provide the name of a professional reference to verify this employment: Telephone: Summary of job duties: Reason for leaving: Employer/Business Name: Telephone: Street Address: City: State: Zip Code: Position: Dates of Employment: From Unless you were self-employed, list supervisor name: Telephone: If self-employed, provide the name of a professional reference to verify this employment: Telephone: Summary of job duties: Reason for leaving:

#### You may substitute a professional resume if it provides all the information requested.

| DEGREE                               | SPECIALI I AREA  | DEGREE | UNIVERSITY | LOCATION-CITT & STATE |  |
|--------------------------------------|--|--------|------------|-----------------------|--|
| B.A./B.S.                            |  |        |            |                       |  |
| M.A., M.S., M.S.W.                   |  |        |            |                       |  |
| Ed.D.                                |  |        |            |                       |  |
| Ph.D.                                |  |        |            |                       |  |
| Psy.D.                               |  |        |            |                       |  |
| Psychiatric Clinical<br>Nurse        |  |        |            |                       |  |
| M.D.                                 |  |        |            |                       |  |
| Board Certified:<br>Other (describe) | Yes No   |        |            |                       |  |
|                                      | <ul> <li>Have you ever received a written reprimand at any place of employment?</li> <li>□ NO □ YES If yes, please explain.</li> </ul>   |        |            |                       |  |
|                                      | <ul> <li>Have you ever been suspended, fired, or asked to resign from a position or employment?</li> <li>□ NO □ YES If yes, please explain.</li> </ul>   |        |            |                       |  |
|                                      | <ul> <li>■ Have you ever been arrested, charged or convicted of any criminal offense?</li> <li>□ NO □ YES If yes, please explain.</li> </ul>   |        |            |                       |  |
| violent beh                          | <ul> <li>Have you ever been convicted of, or received a deferred judgment for, any offense involving criminal sexual or violent behavior?</li> <li>□ NO □ YES If yes, please explain.</li> </ul> |        |            |                       |  |
| -                                    | ·  |        |            |                       |  |

Have you ever been convicted of a felony?  $\square$  **NO**  $\square$  **YES** If yes, please explain.

# Background and Identifying Information Continued

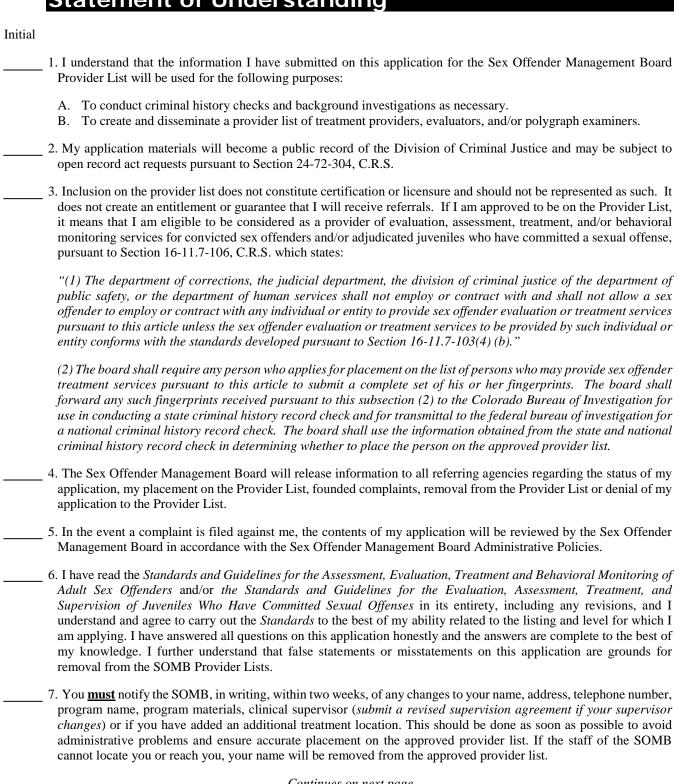
ALL APPLICANTS WHO ARE NOT LICENSED <u>MUST</u> BE REGISTERED AS A REGISTERED PSYCHOTHERAPIST WITH THE DEPARTMENT OF REGULATORY AGENCIES (DORA) IN ORDER TO BE PLACED ON THE SOMB PROVIDER LISTS <u>EVEN IF YOUR CURRENT EMPLOYMENT DOES NOT REQUIRE IT.</u>

| □NO                             | □YES  |
|---------------------------------|---|
|                                 | our license must be attached to this application per sections (12-43-303; 12-43-403; 12-43-503; 12-43-503)  |
| -                               | u are not licensed:   |
| a                               | . Are you a Registered Psychotherapist?  □ NO □ YES   |
|                                 | (*A copy of your registration must be attached to this application per sections (12-43-702.5  |
|                                 | C.R.S.)  *This requirement applies to ALL applicants, including Department of Corrections.  |
| b                               | . Are you in the process of applying for a Colorado license? □ NO □ YES   |
| c                               | . Have you practiced psychotherapy without a license in any other state? □ NO □ YES   |
|                                 | If yes, please list those states and include this experience in your employment history form.   |
|                                 |   |
|                                 |   |
|                                 |   |
| Have you ev                     | ver been licensed or certified to practice psychotherapy in any other states?   |
| Have you e                      | ver been licensed or certified to practice psychotherapy in any other states?  □ YES  |
| □ NO                            |   |
| □ NO                            | □YES  |
| □ NO  If Yes, pleas  Have there | □ YES  e list those states and include this experience on the employment history page.  ever been allegations about you engaging in unethical behavior by any |
| □ NO  If Yes, pleas  Have there | □YES  |
| □ NO  If Yes, pleas  Have there | □ YES  e list those states and include this experience on the employment history page.  ever been allegations about you engaging in unethical behavior by any |

Have you ever had a license or certification revoked, canceled, suspended or have you

| relinquished a license or certification to provid                                    |
|--|
|  |
|  |
|  |
| voluntarily limited, reduced or lost any clinical or menta                           |
|  |
|  |
|  |
|  |
| ssional liability or malpractice actions, or final judgment<br>rofessional practice? |
| -  |
|  |

## Statement of Understanding



Continues on next page

# 8. I am in good standing as a mental health provider with the Department of Regulatory Agency. I <u>must</u> provide the SOMB, in writing, within ten days, any changes to my professional status, such as grievances, license revocations, criminal charges/arrest or any other changes to my professional standing. (Please reference the Administrative Policies in SOMB standards). Printed Name of Applicant: Signature of Applicant: Date: Printed Name of Clinical Supervisor:

Signature of Clinical Supervisor: \_\_\_\_\_\_ Date: \_\_\_\_\_

Statement of Understanding

#### References

- The Sex Offender Management Board background investigator will contact a minimum of four of the six references as part of the background check.
- All references must be familiar with your sex offense specific work and at least two (2) of the references listed must be members of a Community Supervision Team (CST) and/or Multidisciplinary Team (MDT) in which you participate.
  - DOC/DYC EMPLOYEES: Since you may not be working with CST and/or MDT Teams you may provide names other professionals familiar with your sex offense specific work.
- If you are applying as an **Adult AND Juvenile Provider**, please provide references that can speak about your ability to work with **BOTH** populations.
- If you are not providing direct clinical services, please submit six references that are familiar with your work as it pertains to your work in the field of sex offender treatment and/or evaluation.

#### PROFESSIONAL REFERENCES

| Name:                      | Position:  |
|----------------------------|--|
| Address:                   |  |
| Telephone number           | Email:   |
|                            | Position:  |
|                            |  |
| Telephone number:          | Email:   |
| Name:                      | Position:  |
| Address:                   |  |
| Telephone number:          | Email:   |
| OUIRED ADDITIONAL REFER    | RENCES - Must be familiar with your offense-specific work. |
| ERVISING OFFICER, PROBATIO | ON/PAROLE  |
| Name:                      |  |
|                            |  |
|                            |  |
|                            | Email:   |

Continues on next page

# VICTIM ADVOCATE, VICTIM THERAPIST, VICTIM REPRESENTATIVE OR OTHER VICTIM PROFESSIONAL - You must have a victim reference. If you don't, please contact the Adult Standards Coordinator or the Juvenile Standards Coordinator.

| Name:                                     |   |
|---|---|
| Position:                                 |   |
|   |   |
|   | Email:  |
| indicate the individual's profession belo | TMENT PROVIDER, EVALUATOR, OR OTHER - Pleas<br>w. |
|   |   |
|   |   |
|   |   |

#### **Specialized Training**

#### This form is required for all applicants.

- Training attendance will be considered for the past **five** (5) years. Please reference section 4.000 regarding specific training requirements.
- Specialized training is important to obtain since there is currently no graduate curriculum specialty
  area of sex offender treatment. Although you may have received excellent clinical supervision,
  you may not use clinical supervision as "training."
- Generally, the length of the workshop or training equals hours of training. FOR CONFERENCES, YOU **MUST ITEMIZE EACH WORKSHOP** ON A SEPARATE LINE.
- You may count e-learning and CD/DVD trainings for half (1/2) credit. Actual courses or webinar trainings can count for full credit.
- If you were the trainer, you may count the training you conducted as long as it does not exceed more than half of your total hours.
- Only 25% of the total required training hours can be comprised of in-house training within your agency/program.
- Please note the SOMB Standards states the provider shall complete forty (40) hours of training, which includes the SOMB Introductory training to the Standards or the SOMB Standards Booster training. This is required for movement to full operating level and at each renewal period. Please review Section 4.000 for specific training requirements.
- You may count committee participation at 1 hour per meeting with a maximum of 6 hours which can be applied to the required number of training hours.
- The SOMB staff may request copies of training certificates at any time and will conduct standard compliance reviews.

You may copy this page.

| DATES    | HOURS | TITLE OF<br>TRAINING         | SPONSOR/TRAINER                    | Adult, ("A") Juvenile<br>("J") or Both ("AJ") |
|----------|-------|------------------------------|------------------------------------|---|
| 1/4/2012 | 6     | Victims of Sexual<br>Assault | Jerry Smith, L.P.C.<br>NEARI Press | A J   |
|          |       |                              |                                    |   |
|          |       |                              |                                    |   |
|          |       |                              |                                    |   |
|          |       |                              |                                    |   |
|          |       |                              |                                    |   |
|          |       |                              |                                    |   |

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of Clinical Supervisor

Signature of Clinical Supervisor

Date

REQUIRED ACCORDING TO THE COMPENTENCY-BASED PROVIDER APPROVAL MODEL RESPECTIVE TO

# Professional Supervision Agreement For Associate Level Treatment Providers and/or Evaluators:

Adult and Juvenile Applicants

| I understand that Print Applica                     | is practicing under my licensure and SOMB listing  |
|---|--|
| Standards and Guidelines alo                        | sible for their clinical supervision. I am adhering to the SOMI ng with the SOMB Administrative Policies and have developed at supervision plan for in accordance with the |
| Competency Based Provider A Committee upon request. | Approval Model and will have it available for the Application Review   |
|   | changes, including a change with supervision, you must report the formation to the SOMB within <u>two weeks.</u>   |
| Applicant's Name (Please Pr                         | int Clearly)   |
| Applicant's signature:                              | Date:  |
| Supervisor's Name (Please I                         | Print Clearly)   |
| Supervisor's signature:                             | Date:  |
|   |  |

The frequency of face-to-face supervision hours specific to sex offense specific treatment and/or evaluation calculated as follows:

| <b>Direct Clinical Contact Hours</b> | Minimum Supervision Hours |
|--------------------------------------|---------------------------|
| per Month                            | per Month                 |
| 0-59                                 | 2                         |
| 60-79                                | 3                         |
| 80 or more                           | 4                         |

#### Qualifications of Treatment Providers and/or Evaluators

Adult and Juvenile Applicants

#### **Required Attachments\***

Associate Level Applicants applying for their initial three listing must provide the following attachments:

- One (1) copy of a recent offense-specific treatment plan and/or evaluation with redacted client identifying information. If you are currently listed as a provider who treats clients with developmental and/or intellectual disabilities, the document(s) you attach must attest to your work with this specific population.
- An updated competency rating from your clinical supervisor for the past three years. Competency Assessments may be downloaded via the following link: https://www.colorado.gov/pacific/dcj/somb-provider-applications.
- A narrative as to how you are staying active in the field (which may include training, research you have read or participated in, and further information regarding current treatment, consultation or supervision practices you have engaged in during this renewal cycle).
- Evidence of registration as a Registered Psychotherapist OR evidence of Licensure.
- Copy of your current Driver's License.
- \$125.00 check or money order made out to Colorado Department of Public Safety.

Associate Level Applicants applying to move up to Full Operating Level must provide the following attachments:

- One (1) copy of a recent offense-specific treatment plan and/or evaluation with redacted client identifying information. If you are currently listed as a provider who treats clients with developmental and/or intellectual disabilities, the document(s) you attach must attest to your work with this specific population.
- An updated competency rating from your clinical supervisor for the past three years. Competency Assessments may be downloaded via the following link: <a href="https://www.colorado.gov/pacific/dcj/somb-provider-applications">https://www.colorado.gov/pacific/dcj/somb-provider-applications</a>.
- A detailed letter from your clinical supervisor indicating his/her recommendation that you move to Full Operating Level status.
- A narrative as to how you are staying active in the field (which may include training, research you have read or participated in, and further information regarding current treatment, consultation or supervision practices you have engaged in during this renewal cycle).
- Evidence of registration as a Registered Psychotherapist OR evidence of Licensure.
- Copy of your current Driver's License.
- \$125.00 money order or check made out to Colorado Department of Public Safety Please note: If you are applying for a Change in Status (and not your three-year renewal) you do not need to submit the \$125.00 fee.

# Request for Waiver of Qualifications of Treatment Providers and/or Evaluators

Adult and Juvenile Applicants

| IPrint Ap    | , am requesting a waiver of certain criteria for the Qualifications of   |
|--------------|--|
| *            | Providers and/or Evaluators. I understand that due to my lack of being able to provide   |
| all required | documentation or information required by the SOMB Standards, there may be certain  |
| conditions I | I must agree to in order to obtain approval of the requested listing.  |
| Please indic | cate which requirement you with to have waived below and provide an explanation as to why you have not been able to meet this requirement. |
|              | Professional Reference  O Type:  |
| I            | Please explain:  |
| -            |  |
| C            | Training Requirements  o Introduction or Booster  If yes, please explain:  |
| -            |  |
|              | O Hours Requirement:  - Amount Completed:  If yes, please explain:   |
| -            |  |
|              | Other: Please explain:   |
| -            |  |

## Clinical Supervisors

Applicants may apply for approval as an SOMB Clinical supervisor once they have met the required qualifications and completed the following:

- □ Receive supervision from an approved SOMB clinical supervisor for assessment of their supervisory competence.
- ☐ Be assessed as competent in SOMB clinical supervisor Competency #1.
- □ Provide supervision, when deemed appropriate, under the oversight of their SOMB clinical supervisor.

#### **Required Attachments**

- A competency rating from your clinical supervisor. Competency Assessments may be downloaded via the following link: <a href="https://www.colorado.gov/pacific/dcj/somb-provider-applications">https://www.colorado.gov/pacific/dcj/somb-provider-applications</a>.
- A detailed letter from your clinical supervisor indicating his/her recommendation that you move to Clinical Supervisor status.
- Please document attendance to the clinical supervisor training, if applicable.
- A narrative as to how you are staying active in the field (which may include training, research you have read or participated in, and further information regarding current treatment, consultation or supervision practices you have engaged in during this renewal cycle).