



13<sup>th</sup> Annual  
Tennessee Department of Correction  
Sex Offender Treatment Board Conference

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**INTEGRATING POLICY WITH EMERGING  
PRACTICES**

August 9 – 11, 2009  
Sheraton Music City  
Nashville, TN

Online Registration

<http://www.state.tn.us/correction/tsotb/annual2009.html>

# TENNESSEE SEX OFFENDER TREATMENT BOARD 2009 ANNUAL TRAINING CONFERENCE

## CONFERENCE OBJECTIVES

- To identify and train professionals in techniques for sex offender management which reduces recidivism and enhances public safety
- To employ new practices for the treatment and supervision of sex offenders
- To describe current legal, administrative, and policy issues regarding sex offender management
- To encourage multi-agency and cross-discipline collaboration of professionals

## CONTACT INFORMATION

### **Sex Offender Treatment Board\*\***

Tennessee Department of Correction  
320 Sixth Avenue North  
4th Floor, Rachel Jackson Building  
Nashville, TN 37243-0465  
Phone: (615) 741-1000, ext. 8163  
Fax: (615) 532-3065

\*\*The Sex Offender Treatment Board (SOTB) is located within the Tennessee Department of Correction's Mental Health Division.

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# **THE TENNESSEE SEX OFFENDER TREATMENT BOARD**

The Sex Offender Treatment Board is part of the Tennessee Department of Correction, which manages the Board's legislatively mandated work including the Sex Offender Fund.

In 1995, the Tennessee General Assembly created the Sex Offender Treatment Board in the Department of Correction and declared, [*reference* TCA 39-13-702 (a)], that the "...comprehensive evaluation, identification, treatment and continued monitoring of sex offenders who are subject to the supervision of the criminal justice system are necessary in order to work toward the elimination of recidivism of such offenders."

To that end, the General Assembly charged the Board with these activities:

- developing and implementing methods of intervention
- developing and prescribing a standardized procedure for the evaluation and identification of sex offenders
- development of guidelines and standards for a system of programs for the treatment of sex offenders placed on probation, incarcerated in the Department of Correction, placed on parole, or placed in community corrections.

Additionally, the Board was charged with researching and analyzing the program effectiveness, developing and prescribing an offender tracking system, and developing a system for monitoring offender behavior.

Historically, the Board's work emphasized development of a statewide system of professionals specializing in sex offender treatment. This foundational work was essential due to the deficit of treatment professionals with specialized knowledge and training of the adult and juvenile sex offender populations. Therefore, in 1995, the Department of Correction contracted with the Special Problems Unit, Department of Psychiatry, University of Tennessee - Memphis. The Sex Offender Treatment manual was an outcome of the collaboration. For thirteen (13) years, the Board has provided specialized training in sex offender treatment techniques through an annual training conference. Recently, the Board has emphasized formalizing standards, guidelines, as well as administrative policy and procedure.

The Board is comprised of a group of individuals dedicated to the mission of reducing the likelihood of sexually based offenses. The vision is to enhance public safety by laying the groundwork for a comprehensive approach to juvenile and adult sex offender management in Tennessee.

# VISION, MISSION, AND GOALS

## ❧VISION❧

A comprehensive approach to adult and juvenile sex offender management in Tennessee, which enhances professional standards and collaboration for stakeholders that results in enhanced public safety.

## ❧MISSION❧

To reduce the likelihood of sexually based offenses.

## ❧GOALS❧

Development of treatment standards

Development of treatment provider standards

Establishment and maintenance of a statewide provider network

Provision of access to treatment for indigent offenders

Provision of continuing education

Promotion of effective collaboration among stakeholders

# TSOTB Members

**J. Mike Adler, PhD**

*Counseling and Consultation Services, Inc.*

**Pam Beck**

*Tennessee Bureau of Investigation*

**Bonnie Beneke**

*Tennessee Chapter of Children's Advocacy Center*

**Jeanne Brooks**

*Department of Children's Services*

**Valda Cowan**

*Community Corrections Advisory Board*

**David Doyle**

*Sumner County Public Defender's Office*

**Kim Helper**

*District Attorney General*

**Honorable Seth Norman**

*Davidson County Judge*

**David G. Imhof, Captain**

*Metro Police Department*

**P. Kirk Smith**

*Board of Probation and Parole*

**Verna Wyatt**

*You Have the Power*

**Sara Vardell, PsyD**

*Department of Correction*

**Bryce Coatney, Ex-Officio Member**

*TDOC SOTB Legal Counsel*

**Judy Lambert, Ex-Officio Member**

*TDOC SOTB Fiscal Advisor*

**Jeanine C. Miller, PhD, TSOTB Presiding Officer**

*TDOC Director of Mental Health*

**SCHEDULE-AT-A-GLANCE**

**~AUGUST 9, SUNDAY~**

7:00 p.m. – 9:00 p.m. .... Pre-Conference Reception  
7:00 p.m. – 9:00 p.m. .... Early Registration

**~AUGUST 10, MONDAY~**

8:00 a.m. – 4:00 p.m. .... Registration  
8:00 a.m. – 8:30 a.m. .... Opening Remarks  
8:30 a.m. – 9:45 a.m. .... Keynote Address  
9:45 a.m. – 10:00 a.m. .... Break  
10:00 a.m. – 12:00 p.m. .... Concurrent Sessions  
10:00 a.m. – 12:00 p.m. .... New Provider Training  
12:00 p.m. – 1:15 p.m. .... Lunch: TBD  
**(MUST HAVE A TICKET TO ATTEND)**  
1:15 p.m. – 4:30 p.m. .... Concurrent Sessions  
1:30 p.m. – 4:30 p.m. .... New Provider Training  
3:00 p.m. – 3:15 p.m. .... Break

**MEETING LEGEND:**

**P Preliminary      I Intermediate      AD Advanced**  
**J Juvenile          A Adult              B Both**

**SCHEDULE-AT-A-GLANCE**

**❧ AUGUST 11, TUESDAY ❧**

8:00 a.m. – 4:00 p.m. ....	Registration
8:00 a.m. – 9:00 a.m.....	Plenary Session
9:00 a.m. – 9:15 a.m.....	Break
9:15 a.m. – 12:15 p.m. ....	Concurrent Sessions
9:15 a.m. – 12:15 p.m. ....	New Provider Training
12:30 p.m. – 1:30 p.m. ....	Lunch: TBD
<b>(MUST HAVE A TICKET TO ATTEND)</b>	
1:30 p.m. – 4:30 p.m. ....	Concurrent Sessions
1:30 p.m. – 4:30 p.m. ....	New Provider Training
3:00 p.m. – 3:15 p.m. ....	Break



# CONFERENCE SESSIONS

## 8:00 A.M. AUGUST 10, MONDAY

Welcome.....Jeanine Miller, PhD  
*Director Mental Health*

Introduction of Speaker..... Lester L. Lewis, Jr., MD, MBA  
*TDOC Medical Director*

Opening Remarks ..... Commissioner George Little  
*Tennessee Department of Correction*

**Keynote Address ..... Sacred Secrets: Child Sexual Abuse in the Church (1)**

*A documentary video called the “Sacred Secret” was specifically created to generate discussion and education in the Faith Community about appropriate church response to child sexual abuse will be shown. This documentary features a Protestant church member who was victimized by a church leader and a Catholic Church member who was victimized by a priest. Also featured is an incarcerated child sex offender who was a former priest in the Catholic Church.*

**Verna Wyatt, *You Have the Power***

## **10:00 a.m. – 12:00 p.m.**

**Impact of Rape on the Survivor (2) (I, B)**

*Valerie Craig, Education Director, You Have the Power will present three documentary videos produced by **You Have the Power** that feature victims of acquaintance rape and stranger rape. The workshop will look at the short term and long-term impact for the victim. The documentary video “I Never Thought It Was Rape” features victims of acquaintance rape, and an interview with an offender. The video “Voices of Survivors” features two rape victims who are still impacted by the experience 20 years after the rape.*

**Valerie Craig, *You Have the Power***

**2 CE**

**Using Motivational Interviewing Techniques to Help Clients Move through the Stages of Change (3) (I, A)**

*During this workshop participants will examine the five stages of change and how clients can move through the stages with the help of motivational techniques. Participants will learn to select and utilize techniques appropriate to the client's current stage of change. Through practice and discussion, participants will be able to take away hands on skills to work with their clients.*

**Frances Clark-Patterson, PhD**

**2 CE**

**☞ Juvenile Treatment Intensive Program ☞**

**Juveniles who Sexually Abuse: Goal Oriented Models for Intervention (4) (I, J)**

*Prerequisite for Juveniles who Sexually Abuse II, III & IV.*

*The evolution of current juvenile models from historical adult models: The risks/assets balance: implications from science re-developmental & resiliency research. The Treatment Goal: Measuring progress based on 'observable changes' in current functioning.—All sessions are mandatory to receive Juvenile Treatment Intensive track certificate.*

**Gail Ryan, MA**

**2 CE**

**Critical Issues in Assessment, Management, & Treatment of Sex Offenders Online: Part 1 (5) (I, A)**

*This workshop will update participants on innovative technologies used to access sex online, and introduce recent theories behind cyberoffense behavior. The presentation will introduce participants to the basic venues for Internet sexual offense behavior, followed by a comprehensive model for understanding, evaluating, managing, and treatment of cyber offenders. Both clinical and probation perspectives will be considered. Issues related to community risk and amenability to treatment will also be addressed.*

**David Delmonico, PhD & Elizabeth Griffin, MA, LMFT**

**2 CE**

**Comprehensive Assessment Protocol: A Tool to Assist in the Examination and Improvement of Adult and Juvenile Sex Offender Management Strategies (6) (I, A, B)**

*This workshop will describe the Comprehensive Assessment Protocol (CAP): the comprehensive approach model of sex offender management upon which it is based; a methodology for gaining a greater understanding of current sex offender management policies and practices; how it can be used to assess strengths and gaps in current sex offender management policies and practices; and lastly, how it can assist in the identification of specific strategies to address gaps and improve practices.*

**Becki Ney, MS**

**2 CE**

### **Adult Treatment Intensive (7)**

*New Provider Training is designed to introduce and teach the Standard Sex Offender treatment curriculum that must be used by all licensed or licensed eligible (under supervision) clinicians. Approved providers are mandated by law to use the standard curriculum with convicted adult sex offenders. The standard curriculum is based on David Finklehor's "Four Preconditions" theoretical model. The model places the responsibility for the sexual offense behavior on the offender, beginning with his/her motivations and intentions to sexually abuse, however recognizes the role of other social, cultural, and situational factors.—All sessions are mandatory to receive Adult Treatment Intensive track certificate.*

**Faculty: Mike Adler, PhD, Donna Moore, PhD, Tony Rankin, MA**

**2 CE**

**Lunch 12:00 p.m. – 1:00 p.m.**

**1:00 p.m. – 4:30 p.m.**

### **Aspects of Mental Illness (8) (I, A) (NOTE: This Session is from 1:00 p.m. – 2:30 p.m.)**

*This lecture will be a discussion of mental illness and the probable application to sex offenders and treatment services, and the task minimizing risk factors. Open discussion with attendees will answer questions or address concerns.*

**Donna Woodson, MSSW, LMSW**

**1.5 CE**

### **Sexual Addiction: Cunning, Baffling, Powerful (9) (I, A) (NOTE: This Session is from 3:00 p.m.– 4:30 p.m.)**

*This presentation concerns itself with the progression into sex addiction, the biopsychosocial impact on the offender and treatment recommendations.*

**Kenneth Osborne, MS**

**1.5 CE**

### **Motivating Change when Working with Criminal Thinking (10) (P, A)**

*During this workshop participants will examine the eight criminal thinking errors and how clients can become motivated to change their thinking patterns. Participants will examine stage specific motivational conflicts and how to help clients resolve them while considering how their thinking errors keep them "stuck". Also to be considered are the 10 catalysts for change when using motivational techniques.*

**Frances Clark-Patterson, PhD**

**3 CE**

*✧ Juvenile Treatment Intensive Program ✧*

**Juveniles who Sexually Abuse: Supervision and Corrective Care (11) (I, J)**

*Of particular interest to: Caregivers, caseworkers, probation, teachers, and therapists. Prerequisite Part I.*

Informed supervision of youth who have sexually abused: A concept worth borrowing. Risk management: The function/process of ongoing safety planning, safety, nurturance & growth: Individual needs in alternative group care settings.—*All sessions are mandatory to receive Juvenile Treatment Intensive track certificate.*

**Gail Ryan, MA**

**3 CE**

**Critical Issues in Assessment, Management & Treatment of Sex Offenders Online: Part II (12) (I, A)**

**David Delmonico, PhD & Elizabeth Griffin, MA, LMFT**

**3 CE**

**Children with Sexual Behavior Problems: Tennessee's Response (13) (P, I, A, J)** *(NOTE: This Session is from 1:00 p.m. – 2:30 p.m.)*

*This presentation will focus on the strategies, goals and next steps of the Tennessee Collaborative on Children with Sexual Behavior Problems. This Collaborative was initiated by the Tennessee Department of Children's Services and the Governor's Office of Children's Care Coordination, in partnership with many other stakeholders, to create an effective, efficient, evidence-based service system for children age 12 and under with sexual behavior problems and their families.*

**Randal Lea, MA**

**1.5 CE**

**Report from the Tennessee Collaborative on Children with Sexual Behavior Problems: Assessment & Treatment of Children with Sexual Behavior Problems (14) (P, I, J)** *(NOTE: This Session is from 3:00 p.m. – 4:30 p.m.)*

*This presentation will review best practices for assessment and treatment for children under the age of 12 with sexual behavior problems. This talk will provide clarification between appropriate and problematic sexual behavior. It will review when assessment is indicated and the appropriate parameters for assessment. The presentation will highlight recommendations around evidence based treatment and outcomes research. This will include factors contributing to risk, mechanisms for engaging families, and recommended practice elements.*

**Tarah Kuhn, PhD and Melissa Hoffmann, PhD**

**1.5 CE**

**Adult Treatment Intensive Track- Mandatory (15)** *All sessions are mandatory to receive Adult Treatment Intensive track certificate.*

**Faculty: Mike Adler, PhD, Donna Moore, PhD, Tony Rankin, MA**

**3 CE**

## **8:00 A.M. AUGUST 11, TUESDAY**

**8:00 a.m. – 9:30 a.m.**

### **Board Plenary Session**

**TOPICS: Legislative Update/Sex Offender Registry/Updates to Static 99 (16) (I, B)**

**Bryce Coatney, JD, Pam Beck, JD, William Murphy, PhD,**

### **Reunification Guidelines for Adolescent Sex Offenders (21) (J) (NOTE: This Session is from 9:15 a.m. – 10:45 a.m.)**

*The process of reunification and sexually abusive youth raises numerous questions and concerns. This is further complicated when the youth has sexually abused within the home. It is recognized that decisions are to be made in the best interest of the victim and the safety of other children in the home; however the question of when and how reunification should occur can be a challenge. This workshop introduces guidelines for reunification of sexually abusive youth that were developed by the Tennessee Joint Task Force on Children's Justice/Child Sexual Abuse as a part of the state plan for sexual abuse.*

**Faculty: Larry Seeman, PhD; Jacque Page, PsyD, and Bonnie Beneke**

**1.5 CE**

**10:00 a.m. – Noon**

### **Gender, Race & Sexual Victimization: An Ethical Analysis of Media Representations of Sexual Violence Across Race-Class-Gender (17) (I, B)**

*Connections between institutionalized discrimination (particularly racism and sexism) and sexual crimes are rarely made explicit in current research and theory. There are two main purviews in which race and gender are opposing social constructs. The first denies women of any moral agency portraying them as passive victims while the second presents people of color as overly aggressive thus criminalizing them. This workshop problematizes the role of sexism and racism in profiling sexual offenders and victims.*

**Stacey Floyd-Thomas, PhD**

**2 CE**

### **The Evidence Based Treatment of Co-occurring Disorders (18) (I, B)**

*This skills training event will give clinicians the latest research on the interface between Substance-Related Disorders and other DSM-IV entities. Participants can expect to learn how this research translates into actual work with clients. Empirically based psychotherapeutic and pharmacological interventions will be the focus of this skills training event. Case vignettes will be utilized to demonstrate application of clinical technique.*

**CC Nuckols, PhD**

**2 CE**

**☞ Juvenile Treatment Intensive Program ☞**

**Juveniles Who Sexually Abuse: Traditional & Offense Specific Treatment Part III (19) (I, J)**

*For mental health professionals evaluating & treating youth and their families (prerequisites Parts I & II) Traditional counseling strategies applicable in treating the dynamics associated with abuse. Offense specific interventions relevant to a history of sexually abusive behavior. Changing the changeable: Outcomes relevant to risk reduction and health promotion.—All sessions are mandatory to receive Juvenile Treatment Intensive track certificate.*

**Gail Ryan, MA**

**2 CE**

**Understanding Children’s & Adolescent’s Sexual Behavior in our Sexually Exploitive Culture: Pt. 1 (20) (I, B)**

*This multimedia workshop will explore child and adolescent sexuality in a culture of sexual exploitation and confusion. Using slides, videos exercises and lecture, the workshop will engage participants in a conversation about how modern culture shapes “normal” child development, the conflict between the norms ( what we know about children’s and adolescent’s sexual behaviors), the desired behavior, and policy decisions that seem to come more from public panic about sex than from empirical research.*

**Nikki Delson, MSW**

**2 CE**

**10:45 a.m. – 12:15 p.m.**

**Working with Families of Sexually Abusive Youth (22), (I, J) (NOTE: This Session is from 10:45 a.m. – 12:15 p.m.)**

*Families of sexually abusive youth are often apprehensive about treatment. They may be in denial about their youth’s behavior, feel that they have failed as a parent, be angry at the system or feel uncertain and confused about how to handle the situation and what is expected of them. As a treatment provider we have the task of engaging the family in the youth’s treatment process. This workshop will explore challenges that may be present, identify effective approaches for working with families of sexually abusive youth and review the focus and content of the family component of treatment.*

**Jacque Page, PsyD**

**1.5 CE**

**Adult Treatment Intensive Track- Mandatory (23)—All sessions are mandatory to receive Adult Treatment Intensive track certificate.**

**Faculty: Mike Adler, PhD, Donna Moore, PhD, Tony Rankin, MA**

**3 CE**

**Lunch --12:00 p.m. – 1:00 p.m.**

**1:00 p.m. – 4:30 p.m.**

**Gender, Race, & Sexual Victimization: An Ethical Analysis of Media Representations of Sexual Violence Across Race-Class Gender Part II (24) (I, B)**

*This workshop examines the recent glamorization of sexual violence in the media in our society. Especially important is the assessment of different forms of media to see how such corrupting influences work towards structuring the conditions by which women's sexual victimization are justified and their attackers' criminalization are celebrated. The theory and research regarding ethical consequences of media images of race, gender, sexuality, and class that promote greater levels of sexual violence will be discussed.*

**Stacey Floyd-Thomas, PhD**

**3 CE**

**The Evidence Based Treatment of Co-occurring Disorders Part II (25) (I, B)**

**CC Nuckols, PhD**

**3 CE**

***❧ Juvenile Treatment Intensive Program ❧***

**Juveniles who Sexually Abuse: Co-occurring Psychiatric Disorders (26) (I, J)**

*For all mental health professionals evaluating & treating youth and their families (prerequisites Parts I, II, III). Relate symptoms of co-occurring disorders to the dynamics associated with abuse. Reflect on differential strategies relevant to differential diagnoses. Recognize impediments to success and strategies to moderate long-term risks. —All sessions are mandatory to receive Juvenile Treatment Intensive track certificate.*

**Gail Ryan, MA**

**3 CE**

**Understanding Children's and Adolescents Sexual Behavior in our Sexually Exploitive Culture: Part II (27) (I, B)**

**Nikki Delson, MSW**

**3 CE**

**Trauma, Stress, and the Brain: Why Childhood Environment Matters For the Rest of Your Life (28) (I, A)**

*This presentation will focus on integrating the specific brain-behavior relationships that undermine recovery from depression in persons with a history of childhood trauma. In addition, work involving the development of novel and more targeted interventions based on brain-behavior relationships in persons with depression and a history of childhood trauma will be discussed. This presentation should help the beginning, intermediate and expert therapist master the basic principles of brain-behavior relationships involving stress, childhood trauma and depression and integrate newly developed strategies within a larger and more complex theoretical model.*

**Merida Grant, PhD**

**3 CE**

**Applied Ethics, Jurisprudence, and Clinical Management in the Treatment of Sex Offenders (30) (I, A, B)**

*This workshop will compare ethical and legal considerations relative to various codes of ethics and jurisprudence compliance. The presentation will focus on applying clinical ethics and legal considerations in the treatment of sex offenders. Issues in compliance with ethical codes, mental health and sex offender laws, and federal regulations will be explored. Ethical decision-making processes, documentation, confidentiality, and consent will be discussed. Components of ethical practice will be identified in relation to clinical management.*

**Mark W. Sigler, PhD**

**3 CE**

**Adult Treatment Intensive Track- Mandatory (29)**—*All sessions are mandatory to receive Adult Treatment Intensive track certificate.*

**Faculty: Mike Adler, PhD, Donna Moore, PhD, Tony Rankin, MA**

**2 CE**

## CONFERENCE REGISTRATION

Attendees must register online. Purchase orders and journal vouchers are accepted only from government agencies and their contractors, and must accompany the conference registration.

### REGISTRATION FEES

<i>2009 Attendee Type</i>	<i>Early Reg. Fee</i>	<i>Late Reg. Fee</i>
<b>Date</b>	<b>6/22 – 7/13</b>	<b>7/14</b>
<b><u>Existing Community Treatment Provider</u></b>	<b>\$250</b>	<b>\$350</b>
<b>General Attendee</b>	<b>\$250</b>	<b>\$350</b>
<b>Law Enforcement</b>	<b>\$250</b>	<b>\$350</b>
<b><u>New Adult Community Treatment Provider</u></b>	<b>\$375</b>	<b>\$450</b>
<b><u>New Juvenile Community Treatment Provider</u></b>	<b>\$375</b>	<b>\$450</b>
<b>Out of State Provider</b>	<b>\$250</b>	<b>\$350</b>
<b>Polygrapher</b>	<b>\$250</b>	<b>\$350</b>
<b>Probation and Parole</b>	<b>\$250</b>	<b>\$350</b>
<b>State Employee Provider</b>	<b>\$250</b>	<b>\$350</b>
<b>Student</b>	<b>\$250</b>	<b>\$350</b>

Online Registration: <http://www.state.tn.us/correction/tsotb/annual2009.html>

## Payment by Mail or Journal Voucher

Send your payment to:

Department of Correction  
320 Sixth Avenue North, Fourth Floor RJB  
Nashville, TN 37243-0465  
ATTN: Dr. Jeanine C. Miller

## Registration Confirmation

Each registrant will receive written confirmation of registration. Please allow two to three weeks for processing. Badges and other meeting materials are distributed onsite at the conference registration desk at check in.

## **CANCELLATION POLICY**

Substitutions are permitted. Call the SOTB office at (615-741-1000 ext. 8163) with the substitute's name and address OR update the online profile. If a participant does not attend the conference and fails to cancel, he or she is responsible for the entire fee. *Please take note of the applicable dates and refund amounts.*

<b>IMPORTANT DATES</b>	<b>REFUND AMOUNT</b>
1 <sup>ST</sup> Day Registration – July 13	100% Refund
July 14 – July 20	Amount paid minus \$100
July 21 – July 27	50% Refund
July 28 and beyond	0% refund

## **CONFERENCE LODGING**

Reserve your room before **July 10, 2009**, to obtain the reduced conference lodging rates listed below. Make your room reservation and be sure to identify yourself as a TN Sex Offender Treatment Board annual training conference participant. Lodging is not included in the registration fee. You may use this link to reserve your lodging for the event: <http://www.starwoodmeeting.com/Book/tdocsotb>

### **Sheraton Music City (conference site)**

777 McGavock Pike  
Nashville, TN 37214  
615-885-2200

- \$117 double (Tax and fees additional)
- Hotel to host Welcome Reception. Beverages to include two drink tickets on Sunday.

The conference venue is barrier free and handicap accessible; however, persons who want to request an accommodation for handicap or disability may contact the Sex Offender Treatment Board.



# **GRIEVANCE PROCEDURE**

The Department of Correction Sex Offender Treatment Board (The Board) is fully committed to conducting all activities in strict conformance with applicable State policy and procedure. The Board will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of members of the Sex Offender Treatment Board.

While the Sex Offender Treatment Board goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues that come to the attention of the convention staff, which require intervention and/or action on the part of the convention staff, or an officer of the Board. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken:

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The Conference Committee Chair or convention staff will then forward the comments to the speaker, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a workshop offering, it's content, level of presentation, or the facilities in which the workshop was offered, the convention chair will mediate and will be the final arbitrator. If the participant requests action, the convention chair will:
  - a. attempt to move the participant to another workshop or
  - b. provide a credit for a subsequent year's workshop or
  - c. provide a partial or full refund of the workshop fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns the Sex Offender Treatment Board CE program, specifically, the Board Chair will attempt to arbitrate.

# **CONTINUING EDUCATION CREDITS**

## **SOTB Certificates of Attendance at SOTB Sponsored Conferences**

All SOTB attendance certificates are distributed on-site at the completion of the conference. Participants' attendance must be verified by checking in at the Conference Registration Desk daily before 10:00 a.m. ***SOTB Certificates of Attendance will be distributed on the final day.*** Participants who do not pick up their certificate must contact the SOTB office to receive it. There is a \$5 fee to mail each certificate. For participants whose attendance cannot be fully verified, attendance certificates will be reprinted at the SOTB office to reflect the actual number of hours for which attendance can be verified; these certificates will be mailed.

All SOTB conference participants will be awarded general Continuing Education Credit (CEs) from the Sex Offender Treatment Board on their attendance certificate following verification of attendance. This service is offered at no additional charge to participants. These CEs are awarded in a ratio of one Continuing Education Credit for every one (1) hour of classroom instruction (refer to course descriptions for Contact Hours & CEs). It is the responsibility of the participant to determine if his or her licensing board will accept these CEs. Please note that attendance certificates including CEs will only be awarded for days that attendance can be verified.

The SOTB strongly recommends that participants in all SOTB trainings, whether at an SOTB sponsored conference or other conferences, retain all Certificates of Attendance for those trainings in a safe place. The SOTB is not currently able to provide an individual with a transcript of trainings attended. Certificates of Attendance are your best proof of attendance at SOTB trainings.

NOTE: SOTB certificates of attendance are not proof of profession specific CE/Contact Hours.

To request a replacement certificate of attendance, contact the SOTB office.

## **SOTB Sponsored Conferences**

SOTB offers Profession-specific Continuing Education Credits as well as general (not specific to a profession) Continuing Education (CEs) for most courses taught at SOTB sponsored conferences. Participants at SOTB conferences represent a multitude of professions, some of which do not require Continuing Education to maintain licensure. For this reason, it is SOTB's policy not to incorporate application fees for Continuing Education documentation into the conference registration fee. Thus, only those individuals who require CE documentation are charged applicable fees. For those professions requiring fees to obtain CE documentation, the fee range is \$15 to \$25. Complete instructions and applications for profession-specific CEs are provided on-site upon request at each SOTB sponsored conference. They also may be obtained from the SOTB office post conference.

If a specific type of continuing education is not listed below, it is not available. SOTB adds additional profession specific CE as staff resources permit. Continuing Education available for an SOTB sponsored conference will be listed in the brochure for that conference.

The Sex Offender Treatment Board (SOTB) offers continuing education credits at no additional charge to participants. Continuing education credits are documented on the attendee's certificate of training.

Credit is awarded on a session-by-session basis. Credit is awarded after participation and upon submission of a completed evaluation for each session for which credit will be awarded. Partial credit is not awarded; late arrivals or early departures forfeit awarding of CE credits.

### **Psychologists**

This program is sponsored by the Sex Offender Treatment Board (SOTB). The SOTB maintains responsibility for this program. This program offers continuing education for psychologists. The SOTB has applied to the American Psychological Association for sponsorship approval. This section will be updated as information is received by the SOTB.

### **Certified Counselors**

This program is sponsored by the Sex Offender Treatment Board (SOTB). The SOTB maintains responsibility for this program. This program offers continuing education for certified counselors. **“This program has been approved by the National Board of Certified Counselors”**

## ***Acknowledgements***

*The Sex Offender Treatment Board wants to formally recognize all of the people who help make this conference a tremendous success. The conference committee truly deserves special recognition for all their hard work and dedication.*

***Sandra Atchley***  
*Executive Secretary*  
*Clinical Services, TDOC*

***Cindy Dunning***  
*Web Developer*  
*MIS, TDOC*

***Cynthia Galbreath, MBA***  
*Asst. to Medical Director*  
*Clinical Services, TDOC*

***Angela Moore***  
*Administrative Services Assistant*  
*Human Resources, TDOC*

***Jeri Trotter***  
*Administrative Assistant*  
*Fiscal Services, TDOC*

***Leslie Vincent, MA, SPE***  
*Compliance Monitor*  
*Clinical Services, TDOC*