



Ohio Department of Rehabilitation and Correction

770 West Broad Street
Columbus, OH 43222
614-752-1164

Ted Strickland, Governor

www.drc.ohio.gov

Terry Collins, Director

TO: Applicants for Provisional Certification of New Sex Offender Programs

FROM: Sex Offender Program Certification Advisory Board

SUBJECT: Provisional Sex Offender Program Certification

DATE: August 21, 2009

Provisional Certification of New Sex Offender Programs

Provisional certification is offered for sex offender programs in the start-up phase of implementation. The provisional certification status is granted for twelve (12) months, with on-site monitoring reviews every ninety (90) days. If the program provider comes into full compliance with the certification standards, full certification is granted at the end of the twelve (12) months of provisional certification.

The Provisional Sex Offender Program Certification Process

- The program provider submits an application for certification. The application and instructions are available on the Adult Sex Offender Program Certification link on DRC's website.
- DRC's Director of Sex Offender Services contacts the provider, upon receipt of the application to discuss the certification process and to schedule the initial site visit. A determination will be made at that time as to whether the status will be full certification or provisional certification.
- For the initial site visit, program providers develop Plans of Action for each of the thirteen (13) certification standards, which are included in the Sex Offender Program Certification Manual. Each Plan of Action delineates the steps the program provider will take to ensure that they achieve compliance with each certification standard. Once application is made for provisional certification, the Director of Sex Offender Services will provide the template for the Plans of Action.
- The Director of Sex Offender Services or assigned DRC staff trained to conduct certification reviews conducts the scheduled on-site review. The Plans of Action are reviewed to determine if they are sufficient and realistic to achieve compliance with the certification standards.
- A report on the on-site review is then submitted to the Sex Offender Program Certification Advisory Board, which determines whether or not to recommend provisional certification to the Director of the Ohio Department of Rehabilitation and Correction.
- If the decision is to grant provisional certification, a letter, granting certification and the Certificate of Provisional Certification are issued to the program provider. The twelve (12) month period of certification begins on the date the letter and certificate are issued.



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- If the decision is not to grant the provisional status, a copy of the report and a letter explaining why the status is not being granted is sent to the program provider. The program provider can reapply for provisional certification in six (6) months.
- On-site monitoring reviews are scheduled every ninety (90) days to review each Plan of Action.
- At the end of the twelve (12) months, a full certification review is scheduled and conducted to determine whether or not the provider has come into full compliance with each of the thirteen (13) certification standards. The process for full program certification is then followed.

Contact:

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