

**PCSOT COMMITTEE OPERATIONAL POLICY**

**I. PURPOSE:**

The purpose of this Operational Policy is to provide guidance, direction, accountability, and responsibilities for the Committee associated with the APA PCSOT activities including assisting the National Office and Education and Accreditation Committee (EAC) with the requirements for APA recognition of PCSOT Instructors, requirements for and the conduct of APA recognized 40-hour PCSOT training programs, the conduct and grading of the APA PCSOT written examination, and continuing education.

**II. APA BOARD OF DIRECTORS:**

- A. Board members involved in conducting APA recognized 40-hour PCSOT training programs will recuse themselves from voting matters associated with the recognition of PCSOT Instructors and APA recognized 40-hour PCSOT training programs only when advised by the APA General Counsel of a conflict, or when self-reporting a conflict.
- B. Board of Directors (BOD) shall, in writing, suspend or revoke APA recognition of a PCSOT 40-hour training program and APA PCSOT Instructor status, upon written recommendation of the PCSOT Committee that includes information justifying such action. The BOD may also request the completion of other investigations if deemed necessary and appropriate, or authorize the continuation of previously awarded recognitions.

**III. PCSOT COMMITTEE COMPOSITION:**

The APA President shall appoint an APA Board member to be the General Chair of the PCSOT committee members. The General Chair must be a person that holds a certification of completion of an APA approved 40-hour PCSOT course. The General Chair may appoint a Committee Chair who is a Member of the APA and, at least three other APA members recognized as APA PCSOT examiners to serve on the committee.

**IV. PCSOT COMMITTEE GENERAL CHAIR:**

- A. The General Chair shall serve as the liaison between the Committee Chair and the Board of Directors and shall provide direction to the Committee Chair for the furtherance of APA interests.
- B. The General Chair may assist the EAC Committee in any decision-making process regarding the approval of instructors and/or training material. The General Chair shall submit a monthly report of approved instructors to the APA National Office, EAC and BOD.

- C. The General Chair may recommend to the BOD the suspension or revocation of APA recognition of PCSOT 40-hour training programs and approved instructor status. This may occur upon the receipt of information justifying such action, and completion of other investigation deemed necessary and appropriate. The recommendation will be in writing which details the justification for the recommended action.
- D. The General Chair shall assume all responsibilities of the Committee Chair if no Committee Chair is appointed.

**V. PCSOT COMMITTEE CHAIR:**

- A. The Committee Chair shall coordinate all activities of the Committee members and shall guide the Committee to accomplish specific tasks as directed by the General Chair and/or the Board of Directors.
- B. The Committee Chair shall assign duties and responsibilities to Committee members and shall communicate regularly with all Committee members and the General Chair.
- C. The Committee Chair or their representative(s) shall maintain regular communication with the National Office and EAC about new requests to update a regular maintenance checklist of approved programs and instructors. This information will be listed in a board report for the *APA Magazine*.

**VI. PCSOT COMMITTEE MEMBERS**

- A. Committee members are responsible for completing tasks set forth by the General Chair. This may include, but is not limited to, reviewing PCSOT documents, creating PCSOT training material, assisting in peer review of PCSOT exams, and obtaining/reviewing PCSOT concerns from the general membership or the PCSOT community.

**VII. REQUESTING APA RECOGNIZED PCSOT PROGRAM / INSTRUCTOR STATUS**

- A. School directors requesting approval for an APA member to become a PCSOT instructor for their school must submit their request in writing to the APA National office. The request shall include the instructor's CV and qualifications. This person shall only train on the school's approved PCSOT material and written examination. The National Office will forward this information to the EAC.
- B. An individual unaffiliated with an APA accredited school who requests status as a recognized PCSOT Instructor must submit an application to the National Office. The National Office will forward this information to the EAC. This application must include the following documentation:
  - 1) Certificate of completion of an APA accredited school and an APA accredited PCSOT course,
  - 2) Documented evidence of having been an APA recognized PCSOT Examiner with at least three years' experience,
  - 3) Documented evidence of having conducted at least one hundred (100) PCSOT examinations

- 4) Three- (3) year documented history of continuing education to reflect compliance with APA continuing education requirements
  - 5) Documented evidence of their most recent three (3) years of experience in the conduct, review, and supervision of PCSOT related activities
  - 6) An outline of their course material and provide a copy of the examination they plan to administer; and,
  - 7) Any additional PCSOT related experience documentation.
- C. Said application packet shall be sent to the APA National Office for disposition to the EAC for review and action no later than 60 days before the scheduled training. The EAC may consult with the PCSOT Committee Chair if determined necessary by the EAC Committee.

**VIII. APA PCSOT INSTRUCTOR STATUS & PROGRAM OF INSTRUCTOR APPROVAL / DISAPPROVAL**

- A. Within 30 days of receipt of an application packet, a member of the EAC will review the application packet to ensure it fulfills the requirements of this Operational Policy.
- B. The EAC will inform the PCSOT General Chair and the National Office of the decision to approve or disapprove instructor status and/or instruction material. A contested denial of the request will be presented to the Board of Directors by the EAC.
- C. In the event the application is not favorably approved, the EAC will notify the APA member seeking approval of his or her APA PCSOT Instructor status or Program of Instruction (POI) approval to conduct an APA recognized 40-hour training program, in writing, and provide a justification for that disapproval. In the event the application is approved, the responsible applicant will be notified in writing by the EAC. EAC will forward all information to the National Office and PCSOT Committee Chair.
- D. Following initial approval of instructors and a POI, the entity seeking to conduct the APA recognized 40-hour training program will notify the APA Continuing Education Committee through the APA National Office of intent to conduct a training session in writing at least 30 days in advance of conducting said POI by providing the time, date and location of said training. This notification will include a statement that the training will consist of the previously approved POI being presented by the identified previously approved instructors, without substantial modifications to the POI, and without POI modifications that are not consistent with the requirements of this Operational Policy. Notification of intent to conduct a training session will identify modifications made to the approved program of instruction.
- E. An APA member granted APA PCSOT Instructor status should not teach or otherwise present curriculum that is contrary to approved PCSOT curriculum or related standards of practice during the conduct of an APA PCSOT 40-hour training program unless compelled by law.

## **IX. APA PCSOT 40 HOUR TRAINING PROGRAM OF INSTRUCTION (POI)**

- A. An APA-approved PCSOT 40-hour program of instruction (curriculum) will total at least 40 hours and must be consistent with the APA Standards of Practice and include the current APA Model Policy for examiners published by the APA.
- B. Four (4) hours of the 40 hours may include the examination and a review of the answers with the class once the examination is completed.
- C. Course material should include, but is not limited to, information as it is presented in the Appendix of this document.

## **X. CONDUCT OF TRAINING**

- A. Attendees seeking APA recognition as a PCSOT Examiner shall attend all training hours or make up any missed training hours and complete all outside training requirements, as verified by a responsible instructor. Attendees present for fewer than the total training hours will be issued documentation by the responsible Instructor to confirm their attendance for continuing education hours; however, they will not be eligible for APA recognition as a PCSOT examiner. Following the training session, the responsible Instructor or their designated representative will inform the APA of student attendance hours.
- B. No content, verbally or in writing, that is inconsistent with the approved program of instruction will be presented during the conduct of training.

## **XI. TRAINING PROGRAM EXAMINATION(S)**

- A. Any written examination documents and grading keys will be controlled to prevent unauthorized disclosure.
- B. An APA examination and grading key may be electronically transmitted to an APA accredited school or instructor only upon approval of a Program of Instruction and at the request of the Course Director to the PCSOT Committee Chair. The examination and examination key will be maintained by the approved Instructor for purposes of scoring examinations. Examinations shall be maintained by the Program of Instruction for a minimum of three years.
- C. The APA examination or Course Director's examination must be completed within two hours, without the benefit of notes or other materials except for writing instruments. The test may be included as a part of the 40-hour instruction at the discretion of the Program administering the training.
- D. A minimum overall score of 75% should be recognized as successfully having completed the PCSOT examination. It is at the discretion of the Course Director if they wish to offer one opportunity for a retest examination for a person who does not achieve a passing score. If a person does not achieve a passing score on a retest examination, then the person will need to retake the 40 hours PCSOT course before any more examination

attempts. The requirements for retraining for those who have not passed the second examination are found in section XII.

## **XII. RETRAINING**

The APA member to whom authorization was granted to conduct an APA recognized 40-hour PCSOT program shall be responsible to develop a retraining (additional training) plan to assist an APA member or applicant for APA membership to better understand the subject matter being taught.

- The retraining plan will consist of, at a minimum, the student completing ten (10) practical exercises in question list development from scenarios.
- Upon APA PCSOT Committee approval of the retraining plan, which will be a part of the approved program of instruction, the instructor having overall responsibility for the POI shall be responsible for implementing the retraining and arranging for the student to take a second APA approved PCSOT examination if that student desires retraining and retesting.
- The retraining should occur within three months of the initial PCSOT program.
- The second examination should be taken within three months of the initial examination. The second examination must be administered and scored by an APA-approved PCSOT Instructor or representative of the APA PCSOT Committee and will undergo the scoring verification process used for the first examination.

## APPENDIX

### I. Course Material:

- A. At least eight (8) of the 40 hours will specifically relate to the understanding and treating of sex offenses, sexual deviant behaviors, and treatment of sex offenders, to include information relatively consistent with the following:
- Victimology
  - Different types of offense that may be committed
    - Hands-on offenses
    - Non-contact offenses
  - Risk assessment
  - Sex offender recidivism
  - Psychopathy
  - Various Treatment Models and Theories should include the treatment models used in the area in which this course is being taught. This may include, but is not limited to:
    - Cognitive Behavior Therapy (CBT)
    - Group Therapy
    - Good Lives Model
    - Risk, Need, Responsivity (RNR)
    - Motivational Interviewing
    - Collaborative Model
    - Relapse Prevention
    - Self-Regulation Model
  - Paraphilia / Multiple paraphilias
  - Sample Treatment Rules / Conditions / Contracts
- B. At least two (2) of the 40 hours will specifically relate to laws, polygraph standards, and probation/parole conditions related to sex offenders, to include the following:
- Information concerning “mandatory reporting” requirements related to child abuse.
  - Federal and State laws:
  - Probation / Parole Conditions:
    - Sample General Conditions
    - Sample Sex Offender Specific Conditions.
  - APA Standards
  - ASTM Standards
  - ATSA Standards
- C. At least four (4) of the 40 hours will specifically relate to the differences between the Containment Approach and the Collaborative Approach, its team members, and their roles and responsibilities, to include the following:
- History
  - Scope of the problem
  - Importance of sanctions
  - Communications/information sharing among team members
  - PCSOT program goals
  - Appropriate use of polygraph results per test type

- D. Remaining hours will focus on polygraph subject matter materials to include the following:
- Information documented in the APA Model Policy for PCSOT including, but not limited to:
    - The number of examinations that may be conducted in a day
    - Scheduling of examinations
    - The number of examinations conducted in a year.
  - Types of PCSOT Exams (Their Purpose, Time of Reference and Frame of Reference)
  - How to select appropriate Target Selection for all exam types
    - Do not test fantasy; test overt behavior / physical activity or sexual motive after admission to the act
    - Appropriate collaboration with referral sources (supervising officers and/or clinicians) to select the appropriate target(s) for the examinee.
  - At the time of testing, examiners should have the final authority and responsibility for the determination of test questions and question language based on admissions made throughout the pretest. The test questions must be reviewed with the examinee before testing. Technical questions about polygraph should be directed to the examiner at the time of the examination.
  - Relevant question construction for all exam types.
  - Comparison question construction for all exam types.
    - Avoiding sex comparisons on sexual history exams.
  - The use of validated techniques.
    - When to use a multi-issue (mixed issue) exam
    - When to use a diagnostic (single issue) exam
  - The use of a Successive Hurdles approach.
  - Practical exercises for student development of test questions and techniques.
  - Interview techniques for all examination types.
  - A review of standard operations including:
    - Testing procedures.
    - In-test operations.
    - Environment.
    - Instrumentation.
    - Data acquisition.
    - Test data analysis.
    - Professional opinions and test results
    - Posttest interviews
      - How to do the posttest interview collaboratively with supervising officers

- and/or clinicians
- The choice of leaving the post-test interview to supervising officers and/or clinicians
- Examination reports.
- Dissemination of test results and information.
- Records retention.
- Other Documents to review:
  - Quality Assurance (review of quality assurance model policy).
  - Suitability (review of suitability model policy).
  - Countermeasure information.
  - APA Standards Practices and Ethics