

**Sex Offender Management Board Policy**  
**Intent to Apply for Listing Status and Process**  
**05-23-06**

Non-listed providers working towards applying for listed provider status are currently able to provide services, under the supervision of a full operating level provider, prior to being a listed provider. The Sex Offender Management Board (SOMB) currently requires non-listed providers to submit an application for listing following the completion of qualifications as outlined in Section 4.00 of the Adult and Juvenile Standards, but currently has no mechanism to oversee or track non-listed providers who are working towards listing status. Therefore, the SOMB has established a new provider status: “Intent to Apply for Listing” status. All non-listed providers are now required to:

- 1) Submit a letter of Intent to Apply to the SOMB within 30 days of beginning to provide services to sex offenders covered under the Adult and Juvenile Standards.
- 2) Submit a fingerprint card and \$39.50 for a criminal history check.
- 3) Submit a signed supervision agreement.
- 4) Agree to submit an application for listing status within 1 year from the date of Intent to Apply status.