



1444 I Street, NW • Suite 700 • Washington DC • 20005 • 202.449.1099 • info@aasect.org

When compiling and completing your **AASECT Certification Application for Sexuality Educator under Special Circumstances**, please use this document as a guide and example of an outstanding, organized and complete application.

Application Submission Instructions

- Please submit the application and all supporting documents to the AASECT Office.
- Electronic submission by **email** is now allowed (and preferred) for all certification applications.
- To submit by **email**, please submit the applications and supporting documents in **no more than two (2) PDF files** by emailing it to info@aasect.org.
- To submit by **mail**, please **submit one (1) copy, in English, one-sided (no binding, tabs, dividers or staples)**.
- The application needs to be legible. Completing and printing directly from a computer is strongly preferred – handwritten applications are discouraged.
- Incomplete, unclear or unorganized applications may be rejected.

Payment

- Please submit your payment along with your application. Payments will not be processed until your application has been received. Your application fee is non-refundable.
- To pay with a **credit card online** (preferred), please inform the office when you submit your application that you would like to pay online and instructions will be sent to you.
- To pay via **check**, please mail to the AASECT office.

Review Process

- When the AASECT office has received everything from you, the application will be sent to at least two reviewers for evaluation and assessment of certification criteria. Please only submit completed applications- incomplete applications will be returned and not reviewed.
- Reviewers recuse themselves if they know the applicant who is applying for certification.
- Please do not be personally offended if the review team asks questions about your application documentation. Questions about documentation are common.
- If questions or requests for more information arise from the review team, please supply the additional information. Otherwise the review process is prolonged, or the review team may have to reject the application.



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Approval

- Upon approval from the Certification Committee, the successful applicant will receive a certificate in recognition of having met AASECT requirements for certification. This certification will be subject to renewal every three (3) years with renewals following in three (3) year increments.
- Each AASECT Certified Member will be listed in the AASECT Membership Directory and will be eligible to receive referrals from the Headquarters Office and AASECT website.
- Membership in AASECT will be maintained on an annual basis to retain the AASECT Certification status. **If membership in AASECT lapses, certification will also lapse.** For more information on lapsed certification, [please click here](#).

Renewal

- Certification by AASECT is an honor and a privilege. Once certified, you will be required to renew your AASECT Certification every three years.
- In order to renew, you will have to show continuous membership with AASECT and a minimum of twenty 20 Continuing Education (CE) Credits every renewal period of three years. You will receive three email reminders when it is time for renewal, but it is the responsibility of each certified member to know their expiration date and renew before that date. [AASECT Certification renewal information](#).

Additional Assistance

If you have additional specific questions about compiling your application, counting your experience or meeting requirements, please consult with a supervisor.

For more information, the following links will be helpful:

- [Frequently Asked Questions \(FAQs\)](#)
- [Locate an AASECT Certified Supervisor](#)
- [Sex Therapist Supervisor Certification Information & Requirements](#)
- [Sexuality Educator Supervisor Certification Information & Requirements](#)
- [Sexuality Counselor Supervisor Certification Information & Requirements](#)
- [Certification Renewal Criteria & Policies](#)

XXX, MAEd, CHES, CSE
XXX Road
XXX, XXX 00000
000-000-0000

American Association of Sexuality Educators,
Counselors and Therapists
1444 Street
NW Suite 700
Washington, DC 20005
January 8, 2015

Dear AASECT,

I am applying for consideration to be an AASECT Sexuality Educator Consultant. I have been AASECT certified since 2009 and I have been in the field of sexual health for over 20 years. My experience spans from undergraduate peer education, to graduate school where I started a sexual assault program and assisted with the campus-wide initiatives in peer education including sexual health. I also worked part-time at Planned Parenthood and The Center for Training and Health Education providing sex education to high and middle school students. I also had the opportunity to teach a women's health course while working in residential treatment with adolescents that addressed sexual health and other topics. I then became the Adolescent Health Educator at a health center in Boston where my primary focus was sex education and I received training in HIV counseling and certification as a Family Planner. I have been in my current position at University for 15 years and I have been spearheading the sexual health education for the campus. I have also had the opportunity to join the faculty of the Institute of Sexuality Education and Enlightenment in Connecticut co-presenting Sexual Attitude Reassessments (SAR) and other core courses needed for AASECT certification.

I am excited to help colleagues and future students with consultation to become AASECT certified. While I have not had consultant experience as currently defined by AASECT, I have been supervising people in the field of wellness and sexual health for 15 years. I feel that these experiences provide me with the back ground that I need to consult and assist others with gaining valuable experience towards AASECT certification. I have supplied all of the supporting documents including my CV and letters for support from two current and one former student for consideration. If I can provide any further clarification or information, please do not hesitate to contact me.

Thank you for your consideration.

XXX XX XXX

Summary of Selected Educator Consultant Experience:

In my current role, I supervise and provide both group and one-on-one feed-back to professional staff, graduate students and undergraduate students. Not all topics are specific to sexuality but I feel that I can apply my current experience to AASECT consultation. Here is how I would provide consultation:

1. Meet with prospective persons (face-to-face, over the phone or through skype) to discuss objectives, expertise and get to know one another to determine if we should want to enter into a contract for twenty-five hours of supervised consultation. The following would be assessed:
 - a. Educational needs based off of AASECT requirements
 - b. Define goals and objectives of consultationUpon entering into a contract I would proceed to following steps.
2. Person would be required to verify skills such as needs assessment, working agreements, writing AASECT standard goals and objectives, effective use of technology, conducting evaluation of objectives, group/classroom management, and effective communication/presentation skills.
3. If a person was not familiar with the above skills they would be given options on how to obtain these skills either through direct consultation with me or through other sources such an AASECT conference or other AASECT trainings. If the person wanted to work with me on obtaining the skills I offer the following as examples:
 - a. Review and research needs assessment in sexuality; implement assessment; followed by review and discussion.
 - b. Review and research working agreements; implement working agreement; followed by review and discussion.
 - c. Review and research AASECT standard goals and objectives; design AASECT standard goals and objectives; followed by review and discussion.
 - d. Review and research evaluation of objectives; design an evaluation; followed by review and discussion.
 - e. Review and research syllabus/curriculum development; design a syllabus/curriculum; followed by review and discussion.
4. Observation of presentation through either face to face or video/on-line streaming would occur a minimum of two times. The presentation(s) would be submitted in writing (PowerPoint or Word Document) prior to the presentation so that they may be reviewed in advance. Upon conclusion of the presentation a discussion of the process and the performance will be conducted. Examples of the process include:
 - a. What did you do well?
 - b. What did you find most challenging?
 - c. Where do you think you can improve?
 - d. How did you meet your objectives?
 - e. What would you change?
 - f. What is something positive you will take from this experience?

Feedback will be provided about the process and the performance which may also include resources to be incorporated. It is an expectation that future observations will incorporate feedback and that consultation should continue to assist the person with improvement or polishing. If consistent feedback in a particular area (such as classroom/group management) is occurring, I would reach out to another consultant to confer on the situation. Possible solutions may include: having a second consultant provide feedback, suggest AASECT approved trainings, university or community college trainings, etc.

5. In addition to discussion of presentation skills and classroom/group management during the observations, additional conversations on these topics will occur. They will include: pace of presentations, sequence, understandability (comprehensibility of audience), boundaries, difference between confidential and private information (i.e.; when educators may be required to report), inclusivity and use of activities.
6. The person would provide a learning/educational philosophy to be discussed.
7. Resources, literature, web-based, and AASECT persons would be provided.

[REDACTED]
College of Education and Human Development

July 15, 2014

AASECT Certification Review Board
1444 I Street, NW, Suite 700,
Washington, DC 20005

Dear AASECT Certification Review Board:

Please accept this letter of recommendation for [REDACTED] as part of her application to become a Certified Sexuality Educator Consultant. I have known [REDACTED] for six years and highly endorse her as a candidate for becoming a Certified Sexuality Educator Consultant.

I met [REDACTED] over six years ago through another professional organization, the American College Health Association (ACHA), and a mutual interest in sexual health research and conducting evidence-based sexual health strategies on college campuses. In addition to our overlapping interests in sexual health, [REDACTED] and I worked together as program planners for the Health Promotion section of the ACHA Annual meeting in 2012. We have also collaborated on a research project about sexuality education in undergraduate classes in the U.S. and on several presentations at national conferences.

From my understanding, the responsibilities of a Sexuality Educator Consultant will be to advise sexuality educators on their efforts and to provide guidance for those who wish to seek AASECT certification as sexuality educators. [REDACTED] would be ideal in this role; she brings extensive experience as a sexuality educator in both duration (16+ years) and breadth (adolescent educator, college educator, educator in academic, community and clinical settings, and SAR facilitator). In her current position, she also serves as a supervisor for peer educators and professional educators. Because of this wealth of experience, [REDACTED] is naturally a go-to person for many sexuality educators who have questions or when faced with a difficult situation. I have used [REDACTED] as a resource person myself and found her immensely helpful. I also asked for her input on my application to become an AASECT certified sexuality educator and have referred others to her as they pursue certification.

Concerning ethical issues and behavior, [REDACTED] is exemplary. She and I have co-presented on ethical issues at both ACHA and AASECT national meetings. In preparation for those presentations, [REDACTED] discussed how she has conversations about ethics almost daily with her students and staff – specifically how the issue of ethics is not abstract but involves critical reflection and application to our actions. Because of this, she again is an ideal candidate for the Sexuality Educator Consultant role because we need more real world application to ethics in the sexuality education field.

In conclusion, I would strongly recommend [REDACTED] as a candidate for the Sexuality Educator Consultant role in AASECT. I think she would be an outstanding mentor and advisor for anyone who is interested in becoming a sexuality educator in general, a better sexuality educator, or an AASECT certified sexuality educator. If you have questions, please don't hesitate to contact me at [REDACTED]

Kind regards,

[REDACTED]
[REDACTED]
Associate Professor
Department [REDACTED]

December 12, 2014

Dear American Association of Sex Educators Counselors and Therapists,

As the Director of Wellness & Prevention, I have been asked to write this letter on behalf of my Health Education Coordinator, XXX for her ASSECT Sexuality Educator Consultant. I am happy to oblige XXX's request because quite honestly XXX is one of the most professional, knowledgeable and dedicated sexual health educators I have met during my career.

XXX has been a Sexual Health Educator at XXX for fifteen years, and has a prominent role within XXX's Department of Wellness & Prevention Services. While all elements of Higher Ed Health Education are important to XXX, it is very evident that XXX's niche and passion is sexual health. Training and supervision of staff in best practices for sexual health is a critical and an important part of staff development. XXX hires, trains and supervises a staff of approximately 27 individuals within the Health Education office. In addition to this XXX has developed and facilitated an award winning, nationally recognized peer educator group called "The XXX Sexperts".

XXX's dedication to her staff and students is remarkable. In addition to the daily operations of a very busy Health Education office, XXX works very closely with her Graduate Assistants (GAs) supervising their educational experience in sexual health. I have had the privilege of reading personal testimonies and letters of gratitude from her GAs that graduated last year. The accolades of thanks and deep gratitude for the educational and professional experience the GAs gained in sexual health are awe-inspiring.

Professional development and service to her colleagues is natural attribute for XXX. Assisting both nationally and on our campus to ensure that the most current, accurate information on sexual health is available and shared is very important to XXX. She is also supervising professional staff and while not in the area of sexual health, she is supervising them on presentation skills, program development including creating objectives and measuring outcomes. These skills can be applied to AASECT Sexuality Educator Consultant.

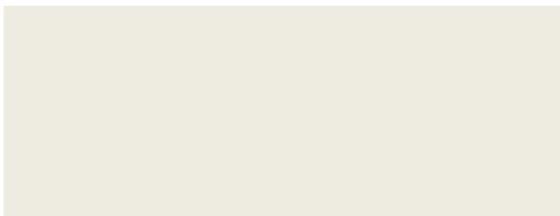
If you should have any questions regarding this letter on behalf of XXX please feel free to contact me at XXX@XXX.edu.

Sincerely,

XXX, MS, ICPS

Director

Wellness & Prevention



To the AASECT Supervisor Review Committee:

I am privileged to write this letter to support the application of XXX, MAEd, CHES, AASECT Certified Sexuality Educator to become a AASECT Sexulaity Educator Consultant/Supervisor.

Over the past 12 years, XXX has been my professional mentor in the field of sexual health and I know she is a perfect fit for this role. She has made a strong impression on me as my mentor, as a sexuality educator and as a colleague. XXX is extremely passionate about the field of sexuality and to mentoring the next generation of educators. She is an enthusiastic educator who is committed to the growth and elevation of the field which will be illustrated by the examples provided in this letter.

I first met XXX as a freshman at the University orientation session. Her ability to engage my peers in sexual health programming, while still creating a fun and open environment, made a significant impression on me. I pursued an employment opportunity in her office as a student worker, as well as an opportunity to volunteer with her as a peer educator because I immediately wanted to be a part of her ongoing efforts to raise the public's awareness of the sexuality issues that were present in the college health community. Working with her in this capacity, I saw how invested XXX is in providing information to the community that is accurate and supported by facts so that each person has the ability to make informed choices. She was a great supervisor, regularly checking in with her employees and volunteers. She would take the time to make sure we all understood our roles and responsibilities while also making sure we felt involved and fulfilled in the work that we were tasked with.

XXX trains all of the people she supervises to present information that is accurate, up to date, unbiased and helpful. Through the training of volunteers, office interns, undergraduates, graduates and employees XXX creates a strong resource of educators at all levels. In acknowledgment of her work on campus, the LGBTQ Center at XXX highlighted her work by bestowing upon her the Most Valuable Professional and Outstanding Ally awards. She has built a presence that exudes inclusivity, reliability, helpfulness and knowledge and because of this students and colleagues alike utilize and trust her resources.

In addition, XXX does not make assumptions or give advice but instead provides guidance and support in areas that a colleague or student in the field might be struggling with. I can think of a number of sexuality education colleagues who always felt that if they did not know where to start for information or assistance XXX was the person to go to. As an educator she models a way of sharing information that is inclusive and creates an environment with services that reflects a commitment to embracing diversity. I have witnessed her lecture in academic settings, present at events, write articles and provide mentorship. Her way of making learning fun through activities such as Sex Jeopardy and Rubberwear, while also being frank and clear with her messages about sexual health are characteristics that make her a great mentor and colleague. XXX would provide me and others with the opportunity to take leadership roles through presentations and lecture opportunities. She was supportive and always had great feedback for me on how I might add to my skills or do things a bit differently in order to make my message more clear. I always welcomed her feedback and check ins because she was never harsh or negative instead she always approached things from the perspective of growth. Her background in sexuality education is well rounded; her with a wealth of knowledge and years of experience give her a lot to share when in a supervisory role.

In the time that I have known her, I have seen the long standing contribution she has made to encouraging others to pursue their interest and involvement in sexuality education. XXX has encouraged and inspired a number of the other educators from across the country become AASECT certified. She encouraged my professional development and connected me with great opportunities for growth including my first Sexual Attitude Reassessment (SAR) and completing the Planned Parenthood Sexuality Educator Certification. I believe not overlooking, as many do, the promotion of credentialing in our field is a vital contribution that she is making to the field of sexuality education. She is strengthening the field through the encouragement of affiliating with professional organizations, collaborating and increasing involvement in not just the field as it stands today but in the future of this field.

XXX is constantly striving not only to educate others but to continue to educate and better herself in order to be the strongest resource in sexuality education that she can be. all of this shows that XXX is the type of leader that is well suited to supervise those looking to apply to the honor of AASECT Certification. This is why, without hesitation, I recommend that XXX be accepted as a AASECT Sexuality Education Consultant. Thank you for the consideration of letter and please do not hesitate to contact me for any additional information.

Sincerely,

XXX, MPH, CHES
XXX@gmail.com

UNIVERSITY

STUDENT HEALTH CENTER

August 6, 2014

Dear AASECT Review Board:

This letter is in support of XXX to be considered for certification as an AASECT Supervisor/Educator Consultant. is a brilliant, forward-thinking professional who has dedicated her entire career to advancing the field of sexual health education. I met XXX seven years ago when she reached out to several U.S. colleges and universities to inquire about evidence-based sexual health programs, a topic not very well researched or published. As a result of her inquiry, XXX gathered a group of professional sexual health educators to conduct a benchmarking study designed to evaluate the best practices in sexual health education at the college level. Her leadership throughout the project culminated into several national presentations and manuscripts submitted to professional journals for publication. Her efforts in advancing the field of college sexual health are outstanding.

The breadth and recognition of her work is a testament to her ability to lead, develop and mentor professionals in the field of sexual health education. She has been certified as an AASECT sexuality educator since 2009 and has mentored several other professionals (including myself) interested in the field of sexual health. She is truly an ambassador for AASECT and has demonstrated her ability to mentor and develop others in the field. Some examples include her serving as the AASECT mentor and representative for Connecticut since 2010. In addition to her supervisory skills, XXX is proficient in the content and has a solid foundational knowledge of sexual health and AASECT. For example, XXX has been a faculty member of the Institute of Sexuality Education and Enlightenment and taught several AASECT-approved courses since 2011, including participating in an advanced SAR pre-conference at the 2013 AASECT annual conference.

Other attributes that illustrate her professional leadership ability include being the Region V representative for the American College Health Association (ACHA), serving on the Health Promotion Section Leadership Executive Board for ACHA and assisting the Sexual Health Education and Clinical Care Coalition for ACHA. She has also been awarded for her outstanding advising and most valuable professional several years in a row. These prestigious awards demonstrate her commitment and dedication to the field of public health.

XXX is an expert at building relationships, leveraging support from a variety of professional networks while developing effective teaching strategies. She takes great pride in her work which is apparent through her diligence, thoughtfulness and attention to detail with all her projects. Nationally, she has been instrumental in speaking on the importance of the GYT Campaign and has worked tirelessly on the ACAH Pap and STI survey, another benchmarking survey designed to assist student health centers from across the United States determine their needs related to sexual and reproductive health.

XXX's career is defined by her passion for health communication and promotion of sexual and reproductive health. In this regard, she is well-qualified for this position. Thank you for your consideration. Please feel free to contact me if you have any further questions at XXX-XXX-XXXX.

Respectfully,

XXXXXX, Ph.D., CSE, CHES

