



35 E. Wacker Drive • Suite 850 • Chicago, IL • 60601 • 202.449.1099 • info@aasect.org

Helpful Hints for Completing Your AASECT Certification Application

Please use this document as a guide for preparing and completing your AASECT Certification Application.

Certifications as Separate Disciplines

Sex education, sexuality counseling and sex therapy are separate disciplines, not levels of expertise within one discipline or field. When considering which certification for which you wish to apply, you should consider your existing field of expertise and work. Are you primarily an educator, perhaps leading workshops, teaching classes, or organizing and facilitating seminars? Are you primarily a counselor, perhaps working in a clinical or medical setting, giving specific suggestions and advice? Are you primarily a therapist, working with people in individual, partners or family sessions on various sex-related issues? Each of these disciplines requires its own set of skills and knowledge. Use these questions to guide you in your choice of application, or ask a Certified Supervisor, perhaps one that you hope to have as your supervisor, for help with this decision.

- **AASECT Certified Sex Therapists** are licensed mental health professionals, trained to assess, diagnose, and provide in-depth psychotherapy, who have specialized in treating clients with sexual issues and concerns. In the absence of available licensure, they are certified, registered, or clinical members of a national psychotherapy organization. Sex therapists work with sexual concerns, including, but not limited to: sexual function and dysfunction; sexual pleasure; sexual variation; sexuality and disability; sexuality and chronic illness; sexual development across the lifespan; sexual abuse, assault, and coercion; and sexuality across cultures, gay, lesbian, bisexual, and transgender issues. In addition, where appropriate, are prepared to provide comprehensive and intensive psychotherapy over an extended period of time in more complex cases.
- **AASECT Certified Sexuality Counselors** represent a variety of professions, ranging from medicine to the clergy. Examples of sexuality counselors are physicians, Planned Parenthood counselors, nurses and other health professionals, school counselors, and clinical pastoral care and counseling providers. Counselors assist the client to realistically resolve concerns through the introduction of problem solving techniques of communication as well as providing accurate information and relevant suggestions of specific exercises and techniques in sexual expression. Sexuality counseling is generally short-term and client-centered, focusing on the immediate concern or problem.
- **AASECT Certified Sexuality Educators** teach and train about a range of topics, including but not limited to sexual health; sexual and reproductive anatomy and physiology; family planning, contraception, and pregnancy/childbirth; sexually transmitted infections; gender identity and roles; gay, lesbian, bisexual, and transgender issues; sexual function and dysfunction; sexual pleasure; sexual variation; sexuality and disability; sexuality and chronic illness; sexual development across the lifespan; sexual abuse, assault, and coercion; and sexuality across cultures. Sexuality



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educators may teach in the classroom at the elementary, secondary, and higher education levels. They may also provide education for groups of children, adolescents, or adults, training for professionals, and outreach and education in community-based, healthcare, corporate, and faith-based settings. Sexuality educators also may design and conduct workshops, courses, and seminars; contribute to the sexuality education literature; develop curriculum; plan and administer programs; deliver lectures; and provide one-on-one client education sessions.

Application Clarity

- Please make all of your information as clear as possible for the AASECT Certification Steering Committee (often written as 'CeSC). This is an AASECT committee composed of already AASECT certified individuals who review applications for certification in the various tracks. There is a chair for this committee who is responsible for oversight of all the certification committees and helps to address concerns that may arise. Clarity will facilitate the process of evaluating your candidacy. Copies of all supporting documents will need to be attached to the application.
- If you wish for the Committee to review syllabi that included course material in Human Sexuality, when the course itself was of a broader category, you should highlight such related classes. When using courses, please refer to them by their entire name and not by their course number or abbreviations. Please clearly highlight what lectures in each course are being applied to what core education or training areas.
- Please use the cover letter template included in this document to attach a cover letter to your application.
- Additionally, please use the appropriate Table of Contents template also listed in this document.
- For clarity, please do not include scholarly articles or large syllabi. If you have written a scholarly article you wish to include, please only include the first page which includes the title, author name, publication data and DOI number. Syllabi should directly relate to core requirements in education or training. Applicants may state the following: *Additional articles or syllabi [or whatever has been removed] can be supplied upon request by the reviewing committee.*

Required Information

- Please review the website for details on requirements for each certification type:
[Sex Therapist Certification Information & Requirements](#)
[Sexuality Educator Certification Information & Requirements](#)
[Sexuality Counselor Certification Information & Requirements](#)
[Sex Therapist Supervisor Certification Information & Requirements](#)
[Sexuality Educator Supervisor Certification Information & Requirements](#)
[Sexuality Counselor Supervisor Certification Information & Requirements](#)
- The following is a listing of required pieces of the application for Sex Therapist Applications.
 - A. Completed formal *AASECT Certification Application*, signed and dated.
 - B. Please note that you must identify a primary supervisor. This is usually the individual supervisor with whom you have had the most contact. This supervisor should be notified of ALL your other supervision hours/supervisors as this primary supervisor will check with all other supervisors before signing off on your application. Your primary supervisor will read



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through your entire completed application, your CV, and any website/advertising on the internet to make sure all is in compliance with AASECT application requirements. After all is reviewed and in order, your primary supervisor will sign off on the first page of your application next to your signature.

- C. Membership: Please note that continuous membership in AASECT is a requirement for becoming certified and remaining certified. You cannot receive supervision without remaining a member of AASECT. Please read the [AASECT Membership Agreement](#) which you agree to when you join the organization. Please note that it states that you cannot use the AASECT name in any of your advertising or CV. You cannot state that you are “in supervision for AASECT certification.” You cannot state that you are “working on your AASECT certification” or that you ‘expect to be certified in XXmonth/XXyear.” You cannot state that you are a member of AASECT. That is reserved for those certified. Please check with your supervisor to understand the reasoning for these requirements.
- D. Copy of official transcript. **Please note** - transcript may be scanned into the application and does **not** need to be sealed envelope (Item III).
- E. Copy of license (if applicable), certification, or proof of membership in one (1) of the approved disciplines or professional organizations (Item IV). Please make sure that the dates of expiration are clearly on the copy of license or related material.
- F. Official transcripts, attendance certificates, syllabi, etc., documenting ninety (90) hours of education in the designated Core Knowledge areas of human sexuality (Item V).
- G. Official transcripts, attendance certificates, syllabi and other credible evidence documenting sixty (60) hours of training in sex therapy that includes the designated areas of focus (Item VI).
- H. Official documentation of participation in a structured group experience focusing on sexual attitudes and values e.g., a SAR (Item VII). For more information about locating available SARs, please see the [AASECT Continuing Education Calendar](#).
- I. Endorsement form letter(s) from supervisor(s) certifying a minimum of three hundred (300) hours of clinical experience providing services as the sole or primary therapist for patients/clients with diagnosed ‘Psychosexual Disorders’ as determined by the current *DSM*.
- J. Endorsements must be received from the following persons on the appropriate forms:
 - 1. An AASECT Certified Supervisor of Sex Therapy attesting to the applicant's supervised clinical work and recommending the supervisee as fully ready to practice as an AASECT certified sex therapist. Every supervisor must write about their experience with you. Supervisors have choice of several types of form depending on the length/type of supervision they had with you. For your primary individual and group supervision, you will need the supervisor to write a letter of endorsement to attach to the endorsement form. Supervisors are familiar with these requirements.
 - 2. A professional colleague who can comment on the applicant's professional responsibilities, professional ethics and overall ability as a sex therapist.
 - 3. A character reference from someone outside the applicant's immediate work setting, from someone who has known the applicant for a minimum of two (2) or more years (example: former teacher, former employer or employee, clergy member, someone with whom the applicant has had a working relationship). **Do not**



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use family members or significant others, relatives, personal friends, business partners.

K. Updated and complete curriculum vitae (CV).

The applicant should clearly mark each document in their application so that the document can easily be matched with the certification requirement to which it applies. **All documentation will become the property of AASECT.**

Education Hours

- A two hour CE workshop is usually only one topic. If it is being used for two topics, use one hour in one topic and one hour in the other. The two hour CE workshop cannot be sliced and diced further, and it cannot account for more than two hours. In your application, clearly indicate how each hour is being dedicated to what area of core sexuality education or sex therapy.
- Avoid 'double dipping,' which means counting the same two CE hours twice. For example: a human sexuality course that is three credits and is one semester long usually has 45 hours. If 15 hours are being used for a 'Range of Sexual Functioning,' only 30 hours are left to cover other topics listed under 'Core Knowledge.' Again, this must be clearly identified. Write out the course name and course lectures titles. Please do not use terms like Course # HBSE 617 part A, Lecture 1.

Core Knowledge vs. Training

- Human Sexuality Education (Core Knowledge) is not the same as Specialty Education/Training. A 'Core Knowledge' class does not cover a topic in the depth that is needed for sex therapy, sexuality counseling and sexuality education training.
- Core Knowledge is usually general knowledge about human sexuality while specialty Education/Training is **specific, in depth information** about the 'doing' of that specialty – the theory, the principles and the practical application for sexuality education, sexuality counseling or sex therapy.
- Successful applicants have taken an academic (college or university) program or a comprehensive sex therapy/education/counseling program.
- CE credits from conferences should not be used to fulfill **all** of the education hours.
- If content of a course is being used for more than one topic that must be clear and explained. Do not list the same class in both Core Knowledge and Sex Therapy Specialty Education.

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.
- Your primary supervisor must review and sign off on the entire application prior to submitting.



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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.

Approval

- Upon approval from the Sex Therapist Certification Committee, the successful applicant will receive a certificate in recognition of having met AASECT requirements for certification in the area of sex therapy. This certification will be subject to renewal every three (3) years with renewals following in three (3) year increments.
- Each AASECT Certified Sex Therapist will be listed in the AASECT Membership Directory and will be eligible to receive referrals from the Headquarters Office and AASECT website.
- D. 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](#).



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Additional Assistance

If you have additional specific questions about compiling your application, counting your coursework or meeting requirements, please consult with your supervisor. They will guide you through the certification and application process and should be your first resource.

For more information, the following links will be helpful:

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



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Cover Letter for Application for AASECT Certification (Template)

Applicant's Full Name, Credentials
Applicant's Present Address
Applicant's City, State/Province, Zip
Applicant's Country
Applicant's Telephone Number
Applicant's Email Address
Applicant's Primary Supervisor's Name

Date

Kellie Braband
Director of Programming
AASECT
35 E. Wacker Drive, Suite 850
Chicago, IL 60601
USA

Dear Ms. Braband,

Enclosed please find my completed application, application fee and supporting documentation for AASECT Sex Therapist (Counselor, Educator) Certification, which I am submitting for review. I have the highest regard for AASECT, and I feel privileged to have completed the certification requirements. For the sake of convenience, I have numbered the pages of my application, and on page two you will find a Table of Contents.

Thank you for considering my application. I invite you to contact me should there be any questions or need for additional information.

Sincerely,

Applicant's Name
Applicant's AASECT Member ID#

Enclosed: AASECT Sex(uality) (Therapist, Counselor, Educator) Certification Application, and Supporting Documents



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Applicant's Name and Date

Table of Contents (version 1 - template)

The following sample *Table of Contents* can serve as a helpful guide for assembling your application for submission if you attended a university or institute CE program. Number of pages in length may vary.

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Applicant's Name and Date

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