

Name	City	State	Phone	Email
Arizona				
Paula J. Harper	Tucson/Tubac AZ	AZ	(312) 302-9911	pjharper2800@gmail.com
California				
Winston Wilde	Beverly Hills	CA	(323) 692-9120	docwilde@verizon.net
Linda De Villers	El Segundo	CA	(310) 535-9110	lindadevillersphd@yahoo.com
Tamara M. Sprigel	Encino	CA	(818) 990-5635	docsprigel@gmail.com
Alexandra Katehakis	Los Angeles	CA	(310) 843-9902	alex@thecenterforhealthysex.com
Tamara M. Sprigel	Los Angeles	CA	(310) 446-6653	docsprigel@gmail.com
Stephanie Buehler	Newport Beach	CA	(800) 769-0342	Dr.StephanieBuehler@gmail.com
Winston Wilde	Rancho Mirage	CA	(323) 692-9120	docwilde@verizon.net
William W. Martin	San Juan Capistrano	CA	(949) 248-7377	billmartinphd@msn.com
Suzanne E. Rapley	Santa Barbara	CA	(805) 963-3329	srapley@cox.net
Tamara M. Sprigel	Sherman Oaks	CA	(818) 990-5635	docsprigel@gmail.com
Colorado				
Neil Cannon	Denver	CO	(303) 670-5600	neil@doctorcannon.com
Connecticut				
Carole Mackenzie	Hartford	CT	(860) 231-7373	profmackenzie@aol.com
Florida				
Richard Siegel	Boca Raton	FL	(561) 809-1080	ricky.siegel@gmail.com
Richard Siegel	Boca Raton	FL	(561) 809-1080	ricky.siegel@gmail.com
Sally Valentine	Boca Raton	FL	(561) 391-3305	drsallyvalentine@me.com
S. Michael Plaut	Gainesville	FL	(410) 303-4136	smplaut@gmail.com
Carol Clark	Miami	FL	(305) 891-1827	drcarolclark@me.com
Leonard Speisman	Miami	FL	(305) 271-1410	no email
Susan Lee	Palm Beach	FL	(561) 833-0066	drsusanlee@mac.com
Deborah Huntley	Sarasota	FL	(941) 366-2442	huntley.deb@gmail.com
Stanley Althof, PhD	West Palm Beach	FL	561-822-5454	stanley.althof@case.edu
Georgia				
William C. Talmadge	Atlanta	GA	(404) 261-9325	wctalmadge@gmail.com
William Stayton	Smyrna	GA	(610) 324-1234	wmstayton@cs.com
Illinois				
Shirley R Baron	Chicago	IL	(312) 527-2940	shirleybaron@gmail.com
Kentucky				
Fred E. Stickle	Bowling Green	KY	(270) 842-2102	fred.stickle@wku.edu

Patti E. Hard	Lexington	KY	(859) 278-4364	Hardmft@yahoo.com
Jean Dunman Koehler	Louisville	KY	(502) 897-2717	jkoehler2@coresys.net

Massachusetts

Nora Kaplan	Arlington	MA	(781) 648-8607	nora.kaplan9@gmail.com
Andrea Mattisen-Haskins	Boston	MA	(617) 742-2270	amattisen@comcast.net
Gina Ogden	Cambridge	MA	(617) 491-0603	gina@ginaogden.com
Jassy Timberlake	Florence	MA	(413) 587-0095	Jassy@NorthamptonSexTherapy.Com
Kathleen Logan-Prince	Weston	MA	(781) 647-9555	loganprince@comcast.net

Maryland

Hani Miletski	Bethesda	MD	(301) 951-6592	hani@drmiletski.com
Gail Guttman	Rockville	MD	(301) 984-0322	gail@gpathery.com

Michigan

Sallie M. Foley	Ann Arbor	MI	(734) 332-9170	salliefoley@gmail.com
Claudia Kraus Piper	Ann Arbor	MI	(734) 668-7591	ckpiper@comcast.net

Nebraska

Julie A. Jurich	Omaha	NE	(402) 334-1122	juliejurichphd@yahoo.com
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New Jersey

Stephen J. Betchen	Cherry Hill	NJ	(856) 751-9787	stephen.betchen@yahoo.com
Carole M. Pasahow	Fair Lawn	NJ	(201) 475-2777	drpasahow@njcounselingandsextherapy.com
Daniel N. Watter	Parsippany	NJ	(973) 257-9000 x202	drwatter@morrispsych.com

New York

Shoshana Bulow	New York	NY	(212) 696-8679	smbulow@gmail.com
Sharon G. Nathan	New York	NY	(212) 724-6507	snathan@alum.mit.edu
Michael A. Perelman	New York	NY	(212) 570-5000	perelman@earthlink.net
Amy Rosenberg	New York	NY	(212) 535-3271	Amyrosenb@gmail.com
Virginia Alcott Sadock	New York	NY	(212) 427-0885	vsadock@msn.com
Richard Siegel	New York	NY	(561) 809-1080	ricky.siegel@gmail.com
Deborah Berry	New York, NY	NY	(212) 252-9362	deborahberry99@hotmail.com
William A. Kelly	Rochester	NY	(585) 327-2121	wakellymsw@aol.com
Philip A. Garippa	Staten Island	NY	(718) 442-6552	zamp2323@aol.com

Ohio

Frederick L. Peterson	Dayton	OH	(937) 479-0008	Docpete100@aol.com
Cynthia Lief Ruberg	Westerville	OH	(614) 865-1612	cynthia@cynthiaruberg.com

Ontario

Peggy J. Kleinplatz	Ottawa	ON	(613) 563-0846	
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Oregon

[Kate McNulty](#) Portland OR (503) 295-6265 katemcn@comcast.net

Pennsylvania

[Bruce Hersey](#) Altoona PA (814) 944-3852 brucehersey@gmail.com

[Lucy S. Raizman](#) Doylestown PA (215) 345-8454 x2 runningthere205@gmail.com

[Chris Fariello](#) Philadelphia PA (215) 514-6954 fariello@phiirst.com

[Nancy Gambescia](#) Philadelphia PA (610) 525-1978 ngambescia@aol.com

[Catherine D. Ravella](#) Pittsburgh PA (412) 855-4150 cravella@comcast.net

[Nancy Gambescia](#) Rosemont PA (610) 525-1978 ngambescia@aol.com

Rhode Island

[James Campbell](#) Kingston RI (401) 243-4552 jamesfcampbellphd@gmail.com

Other

[David S. Ribner](#) Jerusalem TH (052) 341-4294 matzeel@hotmail.com

[Matthew Yau](#) Townsville, Queensland TH (+61) 747-8624 2 mksyau@gmail.com

Texas

[Tamara M. Sprigel](#) TX (310) 446-6653 docsprigel@gmail.com

Vermont

[Kay Frances Schepp](#) South Burlington VT (802) 658-3586 kschepp@uvm.edu

Washington

[Cindy Rushin-Gallagher](#) Mountlake Terrace WA (425) 670-2320 cindykr@frontier.com

Wisconsin

[Gretchen Fincke](#) West Bend WI (262) 629-1567 gfincke@charter.net

[Participation Certificate for Supervisory Activity of Short Duration \(Download PDF\)](#)

In order to start the supervisory process a SUPERVISION CONTRACT must be put in writing between the supervisor and the supervisee and submitted to the AASECT office PRIOR to supervision beginning. This contract will then protect both parties legally.

IT IS THE SUPERVISOR'S RESPONSIBILITY TO COLLECT THE DOCUMENTS AND SUBMIT THEM.

PROTOTYPE CONTRACT

SUPERVISION AGREEMENT

Date:

Supervisee:

Supervisor: Gretchen Fincke, LCSW, AASECT Certified Supervisor

This document is to clarify the agreement for supervision requested by the above supervisee, for the purpose of improving clinical skills in the diagnosis and treatment of sexual dysfunction, disorders and concerns. Upon completion of the agreed upon hours of supervision, those supervisory hours accrued will be submitted for consideration toward certification as a sex therapist by the American Association of Sexuality Educators, Counselors, and Therapists. This agreement for supervision is not a guarantee or assurance of certification. The supervisee is responsible for identifying and meeting any additional certification requirements. The supervisor is available to assist in this process.

The supervisee will present to the supervisor appropriate documents verifying academic credentials, state licensure and a copy of current liability insurance and proof of membership in AASECT. Supervision will consist of face-to-face meetings either individually or in group supervision no less than 1 or 2 times per month, two hours for individual or four hours for group. We will also utilize consultation via SKYPE when necessary. The supervision consists of case discussion and review, reading appropriate materials, and some didactic teaching by the supervisor.

Supervisee will see clients in his/her/hir professional office. Supervision will occur either in the supervisee's office or in the supervisor's office.

It will be the supervisee's responsibility to maintain a case log during the course of supervision. The log will contain the date, type of case, client's age, gender, marital/relationship status, DSM-IV codes and the modality of therapy used. The supervisor will keep a similar log. The supervisee is expected to abide by the ethical codes of his/her/hir profession and by the AASECT ethical code. Failure to do so can result in termination of the supervision contract and any certifications achieved.

The supervisor also agrees to abide by the ethics of her/his/hir profession and by the AASECT ethical code and to follow the standards outlined by AASECT for supervisory responsibilities.

The charge for the supervisory services is \$ _____ an hour for individual supervision and \$ _____ per session for group. To be reviewed in ____ 20 ____.

The supervisory contract may be terminated by either party with thirty days notice for any reason.

SupervisorDate

Email address _____

SuperviseeDate

Email address _____

Both parties to the contract can add whatever other language they desire to the contract. All of the above information must be included.

You then send the signed (not electronically) copy of the contract to the office along with the following documentation:

Documents

Supervisor:

1. Copy of your AASECT Certification as a supervisor.
2. Copy of your state license to practice.
3. Copy of your malpractice face sheet with the current year's date.

Supervisee:

1. Copy of your vita with contact information.
2. Proof of membership in AASECT.
3. Copy of your state license to practice, if you have one. If not send it in when you receive it. You must be licensed prior to being CERTIFIED. You may start training prior to licensure.
4. Copy of your malpractice face sheet with the current year's date.

NOTE: As of June 6, 2012, the AASECT Board of Directors voted to require all people doing supervision to be certified as supervisors. The only exceptions are for those certified sex therapists with contracts approved prior to June 6, 2012. These contracts will run until terminated.

ALL MATERIALS should be sent into the National office and then will be forwarded to the Chair of the Practitioner Supervisor Committee for approval. All contracts must be approved PRIOR to supervision starting. KEEP COPIES. A file will be started on the supervisee indicating the start date of supervision. No supervisee will be approved for certification without a contract. Contracts may be sent in electronically.

Tips to Help Supervisors and Supervisees

1. From the start of the process, have supervisees organize their materials into folders that follow the categories outlined on the application form. (Found on-line).

2. Save and document every class, in-service, workshop, seminar, conference. Have supervisees read the material on-line as to what counts and for how much according to the AASECT rules. Descriptions of college classes can be found on-line and help to define the content of a class.
3. Undergraduate classes can count no matter how long ago. The supervisee must have official copies of all college transcripts.
4. As a supervisor, you need to hear how the supervisee will work the whole course of a case as they go. They should have some cases that include medical complications, disease complications, and dual diagnosis complications so you can assess their ability to deal with how those issues impact on sexuality.
5. Getting input from more than one supervisor is helpful. There is no requirement to have a primary supervisor and supervisees may work with as many supervisors as they wish. It is useful to have one of the supervisors be an "overseer" of the whole supervisory process.
6. The supervisor will be asked to document what diagnoses were seen, type & number of people, over what period of time. Supervisees should keep a log of their cases and so should supervisors.
7. It is the supervisor's responsibility to ensure that the materials being presented for certification are complete and in the correct form and order. All materials should be sent in on 8 1/2 by 11 pieces of paper with sheets between indicating categories. **SAVE A COMPLETE COPY OF THE APPLICATION.**
8. The need for extra vigorous ethical standards for sex therapists needs to be explored thoroughly. Explain what can happen if a patient accuses a therapist of inappropriate sexual behavior even when there is no grounds for it. Talk about boundary issues exhaustively.