

## Juvenile Sex Offender Treatment Program Certification Application

### Minnesota Governing Rule 2955

This chapter sets minimum sex offender treatment program standards through rules according to Minnesota Statutes, section 241.67, subdivision 2, paragraph (a). These standards apply to and provide a framework for the inspection and certification of:

- A. residential juvenile sex offender treatment programs in state and local correctional facilities; and
- B. state-operated residential juvenile sex offender treatment programs not operated in state and local correctional facilities.

The administrative director or other person in charge of a previously uncertified residential juvenile sex offender treatment program must file an application for certification with the commissioner of corrections at least 60 days prior to the date the program expects to begin providing sex offender treatment.

### Information about the program (where services will be provided)

PROGRAM NAME			
STREET ADDRESS		CITY	STATE   ZIP CODE
PHONE NUMBER		COUNTY	AGES SERVED
PROGRAM ADMINISTRATOR FULL NAME		PHONE NUMBER	GENDERS SERVED

## Required Documents for Application

The documents below are required for certification to comply with Minnesota Rules 2955.0030 to 2955.0170. These may be submitted by mail to the DOC or by email to [IE-support.DOC@state.mn.us](mailto:IE-support.DOC@state.mn.us) with the applicants name in the subject line.

Item	Rule Requirement	Subject	Document Identifier
1-A	Minnesota Rules, part 2955.0080, subpart 8	Staffing Plan	
1-B	Minnesota Rules, part 2955.0080, subpart 9	Staff orientation, development, and training plan	
1-C	Minnesota Rules, part 2955.0090, subparts 1-8	Staff qualifications and documentation	
1-D	Minnesota Rules, part 2955.0100, subpart 1	Written admission procedure	
1-E	Minnesota Rules, part 2955.0100, subpart 3-10	Intake assessment template	
1-F	Minnesota Rules, part 2955.0110, subparts 1-3	Individual treatment plan template	
1-G	Minnesota Rules, part 2955.0130	Discharge summary form	
1-H	Minnesota Rules, part 2955.0140, subpart 1	Program policy and procedures manual	
1-I	Minnesota Rules, 2955.0160, subpart 1	Policy for special assessment and treatment procedures (if applicable)	
1-J	Minnesota Rules, part 2955.0170	Quality assurance/program improvement plan procedures	

## **Applicant Agreement, Acknowledgement and Verification Form**

**At initial application only:** The applicant must review and approve the certification application by signing below. An application from a government entity must be accompanied by a letter signed by the manager, administrator, or other executive of the government entity authorizing the submission of the certification application. An original signed copy of the Applicant Agreement, Acknowledgement and Verification Form and a letter is required for each application.

By signing below, the Applicant/Certification Holder agrees:

- The information provided on this application form is true, accurate and complete;
- I consent to electronic communication with DOC throughout the certification process;
- If DOC grants certification, I agree the program will comply with the applicable certification rules and statutes at all times;
- I understand if I choose to receive public funding, I must comply with all applicable laws and rules, that compliance will be monitored by DOC, and that noncompliance will result in penalties;
- I am the applicant responsible for communicating with DOC throughout the certification process (including by electronic communication), on all matters related to the applicable certification rules and statutes and for accepting service of all notices and orders from DOC.

*Applicant:*

I, \_\_\_\_\_, state that I am the applicant identified above. I understand that, by signing below, I am responsible for communicating with the commissioner of Corrections on all matters provided for in Minnesota Rule 2955. I also understand that service of all notices and orders affecting any certification held by the applicant identified above will be made on me, in accordance with Minnesota Rule 2955.

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SIGNATURE

DATE

Submit:

- **Completed application (signed).**
- **All items listed in the application checklist section above.**

Email: IE-support.doc@state.mn.us

Mail: Inspection and Enforcement Unit 1450 Energy Park Drive, Suite 200 St. Paul, MN 55108

Fax: 612-473-5009