



KEN PAXTON  
ATTORNEY GENERAL OF TEXAS

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# OAG SEXUAL ASSAULT NURSE EXAMINER (SANE) INITIAL CERTIFICATION APPLICATION GUIDE

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# OAG SANE CERTIFICATION APPLICATION

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The Office of the Attorney General (OAG), through the Sexual Assault Prevention and Crisis Services (SAPCS) program, administers the Sexual Assault Nurse Examiner (SANE) Certification Program. (See Texas Government Code §420.011).

The OAG offers the following SANE certifications: Certified Adult/Adolescent SANE (CA-SANE), Certified Pediatric SANE (CP-SANE), and a dual Certified Adult/Adolescent SANE (CA-CP SANE). For CA-SANE Certification an applicant must demonstrate currency of practice in the care and treatment of adult and adolescent patients who present with a complaint of sexual assault or abuse. For CP-SANE Certification an applicant must demonstrate currency of practice in the care and treatment of pediatric patients who present with a complaint of sexual assault or abuse. For CA-CP SANE Certification an applicant must demonstrate currency of practice in the care of treatment of adult, adolescent, and pediatric patients who present with a complaint of sexual assault or abuse.

The OAG has published rules regarding the SANE Certification Program including minimum standards for certification. (See Texas Administrative Code, Title 1, Part 3, Chapter 62, Subchapter A). This guide outlines the minimum standards and application requirements for the OAG SANE Certification.

This guide is designed for individuals who are **not currently certified**.

Individuals who are **currently certified** should refer to the **OAG SANE Certification Renewal Application Guide** for information on renewing certification. Individuals with prior training and/or advanced clinical experience, hold a certification from another state or national entity, or who have expired OAG certifications may apply for certification. The nurses must be able to meet the same currency of practice requirements of the OAG SANE renewal. Individuals must have completed the requirements within the past two years from the date of application. Refer to the **OAG SANE Certification Application Renewal Guide**.

## WHO SHOULD APPLY

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Individuals interested in seeking OAG SANE Certification must meet the minimum nursing qualifications – hold the appropriate nursing license and have nursing experience – and complete three core components – an OAG approved SANE training course, clinical requirements, and courtroom observation – prior to applying for certification.

The OAG approved SANE training course is the cornerstone of certification and begins the nurse's SANE education. During the training course, participants learn about the role of the SANE in the collaborative approach to responding to patients who present with a complaint of sexual assault or abuse. The course focuses on nursing care and treatment of the patient utilizing the principles of trauma informed care, and the steps required for conducting sexual assault medical forensic examinations.

In addition to the training course, nurses must also complete basic clinical requirements – developing practical skills as they complete pelvic and well-child examinations – and advanced clinical requirements - conducting sexual assault medical forensic examinations under a preceptor. Nurses also participate in courtroom observations as an introduction to the role of a SANE in court proceedings.

OAG SANE Certification does not ensure employability. Individuals may contact local SANE programs and medical facilities regarding employment and clinical requirement opportunities. The OAG does not provide assistance in obtaining employment or completing certification requirements. In issuing OAG SANE Certification, the OAG reviews an applicant's submission to verify the individual completed the minimum requirements for OAG SANE Certification and provided sufficient documentation to establish the requirements were met. The OAG does not review a nurse's competency or capability to provide care; oversight of the nurse's practice should be handled locally. It is recommended that local facilities and SANE programs establish policies to review the quality of care that patients receive.

This guide provides detailed information regarding the requirements for certification and the general application process for each certification type.

# OAG SANE CERTIFICATION APPLICATION PROCESS

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OAG SANE Certification is available for eligible individuals who meet the minimum nursing qualifications (nursing licensure and experience), and complete the three core components (OAG approved SANE training course, clinical requirements, and courtroom observation) within the designated timeframe. **Individuals must meet all the requirements and submit a complete application packet within two years of completing the training course.** ([See Appendix 1 Terms – Two years](#)). The OAG may allow an extension for extenuating circumstances if documentation is received from the SANE coordinator or medical director that an extension is needed. These may be approved on a case by case basis.

Individuals seeking certification are responsible for ensuring that all requirements for certification are completed prior to applying. Details regarding each of these requirements are found in this guide.

## STEP ONE – NURSING LICENSURE

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To be eligible for certification, an individual must be a registered nurse (RN) with a current and unencumbered license with the Texas Board of Nursing (BON). This includes applicants who hold a compact license or active duty military practicing at a military facility. Applicants must provide a nursing license number in the **Certification Application**, which will be verified by the OAG. ([See Step Six – Complete Application Packet](#)). The OAG SANE Administrator may contact the applicant or the BON to resolve any questions regarding licensure status.

Individuals with licensure encumbrances that impede their ability to perform as a SANE –to provide nursing care and treatment for a patient who presents with a complaint of sexual assault –may be denied certification. Contact the OAG SANE Administrator for more information.

## STEP TWO – NURSING EXPERIENCE

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To be eligible for certification, an individual must have a minimum of two years direct contact with patients (active practice) as an RN within the last five years at the time the application for certification is submitted. This includes nurses who provide or supervise those who provide direct patient care.

Applicants must sign the **Verification Form** as documentation of nursing experience. ([See Step Six – Complete Application Packet](#)).

## STEP THREE –OAG APPROVED SANE TRAINING COURSE

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To be eligible for certification, an individual must complete an OAG approved SANE training course. The content for the classes must meet the specifications described in the **OAG SANE Curriculum Requirements**. This training course is the introduction to the role of a SANE. Individuals must complete a training course prior to submitting the application for certification.

Individuals may take either adult/adolescent or pediatric specific classes to be eligible for certification. There is no requirement that applicants take both an adult/adolescent and a pediatric class unless they are seeking a dual certification. The length of the training class is set by the provider and the classes may be taken in the order offered by the provider.

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### APPROVED TRAINING COURSES

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Individuals may select training courses offered by the provider of their choice. However, to be eligible for certification, an individual must take a training course that is OAG approved. Contact the OAG SANE Administrator to determine if the selected training course has been approved by the OAG and for additional information regarding the approval process for other courses not currently approved by the OAG.

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### DOCUMENTING THE TRAINING COURSE

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Applicants must document completion of the required training course by providing a copy of the course certificate. The OAG SANE Administrator may verify attendance at training courses by contacting the individual or the training provider or requesting additional information.

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### TIMEFRAME FOR TRAINING COURSE

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**All training requirements must be completed within two years of completing the training course.** The OAG may allow an extension for extenuating circumstances if documentation is received from the SANE coordinator or medical director that an extension is needed. These may be approved on a case by case basis. Individuals who do not complete each of the requirements before the two-year deadline and have not been granted an extension for extraordinary circumstances, must complete each of the requirements again, including the training course, to be considered for certification.

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## PRIOR TRAINING

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Individuals who have completed prior training equivalent to the training requirements within the last two years may request to waive this requirement. Applicants must provide documentation of the prior training to be considered for the waiver. Requests may be approved on a case-by-case basis. Contact the OAG SANE Administrator for more information.

## STEP FOUR –CLINICAL REQUIREMENTS

To be eligible for certification, an individual must complete the clinical requirements for the requested certification type to establish currency of practice. This includes basic requirements (pelvic and well-child examinations) and advanced requirements (sexual assault medical forensic examinations). Preceptors have the discretion of determining when the clinical requirements should begin – any time before, during or after the individual completes the training course.

| <b>Table One: Basic Clinical Requirements</b>                                     |  |
|---|--|
| <b>CA-SANE</b>  | <b>CP-SANE / CA-CP SANE</b>  |
| <ul style="list-style-type: none"> <li>• <b>10 Pelvic Examinations</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>10 Pelvic Examinations</b></li> <li>• <b>20 Well-Child Examinations</b></li> </ul> |

| <b>Table Two: Advanced Clinical Requirements</b>  |   |   |
|---|---|---|
| <b>CA-SANE</b>  | <b>CP-SANE</b>  | <b>CA-CP SANE</b>   |
| <p><b>8 Adult/Adolescent Sexual Assault Medical Forensic Examinations</b></p> <ul style="list-style-type: none"> <li>• 6 Examinations must be acute with the use of an evidence kit</li> <li>• 2 of those may be Adult Medical Forensic Examination Simulations.</li> </ul> | <p><b>10 Pediatric Sexual Assault Medical Forensic Examinations</b></p> <ul style="list-style-type: none"> <li>• 6 examinations must be of the prepubescent patient</li> <li>• 1 adolescent exam may be Adult Medical Forensic Examination Simulation.</li> </ul> | <p><b>18 Sexual Assault Medical Forensic Examinations</b></p> <ul style="list-style-type: none"> <li>• 8 adult/adolescent examinations                             <ul style="list-style-type: none"> <li>○ 6 exams must be acute</li> <li>○ 2 exams may be simulations</li> </ul> </li> <li>• 10 pediatric examinations                             <ul style="list-style-type: none"> <li>○ 6 exams must be of the prepubescent patient</li> <li>○ 1 adolescent exam may be simulation</li> </ul> </li> </ul> |

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### CONDUCTING THE EXAMINATION

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**All examinations must be supervised and signed off by a preceptor.** Individuals seeking certification are responsible for scheduling each examination, obtaining the appropriate preceptor supervision, and utilizing fundamentals taught during the training course for sexual assault medical forensic examinations.



**The OAG will count one observation examination for each category of the basic and advanced examinations. The remaining examinations must be completed with active participation from the applicant under the supervision of the preceptor.** Individuals must work with the preceptor to determine the level of complexity for each examination. Information regarding the examinations is found below.

| Pelvic Examination  |
|---|
| <ul style="list-style-type: none"> <li>• Visual inspection and palpation of the external structures of the adult/adolescent female genitalia (vulva) to assess for normalcy, disease processes, or trauma.</li> <li>• Visual inspection with the use of a vaginal speculum inserted into the vagina allows for visual assessment of the vaginal vault and the cervix to assess for normalcy, disease processes, or trauma.</li> <li>• Inspections must be performed on a patient who is not presenting with an acute complaint of sexual assault or abuse.</li> <li>• <b>Live medical models may be used for any or all of the required adult pelvic examinations.</b></li> </ul> |

| Well-Child Examination   |
|--|
| <ul style="list-style-type: none"> <li>• Examination of a pediatric patient focusing on growth and development according to the age of the patient. <ul style="list-style-type: none"> <li>○ Cognitive</li> <li>○ Linguistic</li> <li>○ Neurological</li> <li>○ Psychological</li> <li>○ Appearance</li> <li>○ Genitalia physiology according to maturity</li> </ul> </li> <li>• Examinations should be conducted on a variety of age groups to learn more about the different stages of growth and development. (Ages are approximate as growth and development varies with each individual child.) <ul style="list-style-type: none"> <li>○ Infant (birth – 1 year of age)</li> <li>○ Toddler (1 – 3 years of age)</li> <li>○ Pre-school child (3 – 6 years of age)</li> <li>○ School-aged child (6 – 12 years of age)</li> <li>○ Preadolescent child (12 – 13 years of age)</li> <li>○ Adolescent child (13 – 17 years of age)</li> </ul> </li> </ul> |

### Sexual Assault Medical Forensic Examination

- A specialized examination provided pursuant to Texas Government Code, Chapter 420 that uses an OAG-approved evidence collection kit and protocol. Note: It is understood that the evidence collection kit is only used when indicated. However, see requirements above for CA-SANE for the required number of adult examinations utilizing a kit.
- This examination encompasses the care and treatment of a patient who presents with a complaint of sexual assault – including a medical history for the purpose of diagnosis and treatment, head-to-toe examination to assess for trauma, detailed anogenital examination to assess for trauma, and collection of forensic evidence as indicated by history and findings.

### Adult Medical Forensic Examination Simulation

- A simulated sexual assault medical forensic examination conducted on an adult patient actor.
- The exam must be completed in the same manner and utilizing the same clinical requirements as an acute sexual assault medical forensic examination.
- The examinations must be completed in the presence of a SANE and the SANE supervisor or coordinator and must be signed by a preceptor.

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## PRECEPTING THE EXAMINATION

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All examinations must be supervised by a preceptor. A preceptor is an experienced health care professional or practitioner who provides guidance and expertise to individuals as they complete clinical requirements. Preceptors should be licensed health care professionals selected by a health care organization in its routine course of business to observe or precept individuals during the completion of clinical requirements.

For **basic clinical requirements**, common preceptors include health care professionals with experience conducting pelvic or well-child examinations, such as RNs without forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).

For **advanced clinical requirements**, common preceptors include health care professionals with experience conducting sexual assault medical forensic examinations such as SANEs with OAG or other national SANE certification, non-certified RNs with forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).

The **preceptor verifies** that they personally observed the examination and the individual completed the examination with the required degree of complexity as required by the preceptor. For each examination type, the individual may count one examination that is observation only towards the clinical requirements for each examination category. To guide the preceptor in supervising these clinical requirements, the following are the purposes and goals for each clinical requirement.

| <b>Pelvic Examination</b>   |
|---|
| <ul style="list-style-type: none"> <li>• <b>Purpose:</b> To apply information learned during the SANE training about the anatomy and physiology of the adult/adolescent genitalia and develop basic examiner skills in a practical application.</li> <li>• <b>Goal:</b> Prepare the individual to conduct an anogenital examination of an adult or adolescent patient who presents with a complaint of sexual assault.</li> </ul> |

| <b>Well-Child Examination</b>  |
|--|
| <ul style="list-style-type: none"> <li>• <b>Purpose:</b> To apply the principles of normal pediatric (prepubescent and adolescent) growth and development, to include the anogenital region, learned during the SANE training and develop basic skills as an examiner in a practical application.</li> <li>• <b>Goal:</b> Prepare the individual to conduct an examination of a pediatric patient who presents with a complaint of sexual assault or abuse.</li> </ul> |

| <b>CA-SANE Sexual Assault Medical Forensic Examination</b>   |
|--|
| <ul style="list-style-type: none"> <li>• <b>Purpose:</b> To build on the basic clinical skills learned conducting pelvic examinations and develop skills to evaluate and treat an adult or adolescent patient who presents with a complaint of sexual assault.</li> <li>• <b>Goal:</b> Prepare the individual to conduct an examination of an adult or adolescent patient who presents with a complaint of sexual assault utilizing medical forensic standards of practice.</li> </ul> |

| <b>CP-SANE Sexual Assault Medical Forensic Examination</b>   |
|--|
| <ul style="list-style-type: none"> <li>• <b>Purpose:</b> To build on the basic clinical skills learned during the well-child and pelvic examinations and develop skills to evaluate and treat a pediatric patient who presents with a complaint or suspicion of sexual assault or abuse.</li> <li>• <b>Goal:</b> Prepare the individual to conduct an examination of a pediatric patient who presents with a complaint of sexual assault or abuse utilizing medical forensic standards of practice.</li> </ul> |

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## DOCUMENTING THE EXAMINATION

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Applicants must document completion of the clinical requirements using the **Clinical Requirement Form**. (See Table Three). The **Clinical Requirement Form** is used for basic and advanced clinical requirements; however, the applicant may only include **one examination type** per form. To help with the review process, examinations should be listed in chronological order for each examination type.

All forms must contain the signature of the preceptor to verify supervision of the examination. If the administrator is unable to determine that an exam was precepted it may not be counted without additional verification.

Applicants will need to make additional copies of the form to document all of the requirements. Applicants must include their name and examination type at the top of each form and provide the following information:

- Box 1 – Date the exam was conducted
- Box 2 – Preceptor licensure type (e.g., MD/DO, RN/LVN)
- Box 3 – Preceptor name (Printed)
- Box 4 – Preceptor signature
- Box 5 – Type of examination (**only one type per form**) and additional information as indicated (use of live model)

The OAG SANE Administrator may contact an applicant, an applicant's SANE supervisor or coordinator, or the preceptor to resolve any questions regarding the examinations or to request additional information.

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## TIMEFRAME FOR CLINICAL REQUIREMENTS

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**All clinical requirements must be completed within two years of completing the training course.** The OAG may allow an extension for extenuating circumstances if documentation is received from the SANE coordinator or medical director that an extension is needed. These may be approved on a case by case basis. Individuals who do not complete each of the requirements before the two-year deadline and have not been granted an extension for extraordinary circumstances, must complete each of the requirements again, including the training course, to be considered for certification. Preceptors have the discretion of determining when the clinical requirements should begin – any time before, during, or after the individual completes the training course.

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## PRIOR CLINICAL EXPERIENCE

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Individuals who have prior clinical experience equivalent to the clinical requirements within the last two years may request to waive this requirement. For example, a nurse who works in a women's clinic and completes pelvic exams as part of the nurse practice may request to waive the pelvic examinations. Applicants may only waive advanced clinical requirements if they can prove currency of practice within the last two years by providing documentation of the prior clinical experience. Requests may be approved on a case-by-case basis. Contact the OAG SANE Administrator for more information.

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## STEP FIVE –COURTROOM OBSERVATION

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To be eligible for certification, an individual must complete the courtroom observation requirement – 12 hours of in person courtroom observation. To gain the most experience, individuals should attend cases related to sexual assault or other criminal proceedings that involve expert testimony. Courtroom observation for a traffic violation will not be accepted. Courtroom observation provides an introduction to the courtroom environment, as well as an opportunity to observe criminal justice proceedings and witness testimony. Although not a requirement, it is recommended that participants observe an entire trial if possible to see the entire process in action.

**Applicants seeking dual certification are only required to complete 12 hours total of courtroom observation.**

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## DOCUMENTING COURTROOM OBSERVATION

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Applicants must document completion of the courtroom observation requirements using the **Courtroom Observation Form**. Courtroom attendance must be verified by courtroom personnel as indicated by the courtroom personnel signature on the form or by the SANE Coordinator. When documenting courtroom attendance, the applicant should round the time up to the nearest quarter hour. It is recommended that courtroom observation begin after the student finishes the training course.

Applicants may make additional copies of the form to document courtroom hour requirements. Include applicant name at the top of each form and provide the following information:

- Box 1 – Date and amount of time applicant observed the appropriate courtroom proceedings
- Box 2 – Courtroom personnel type (e.g., Bailiff, Defense Attorney, Prosecutor or staff) or SANE Coordinator
- Box 3 – Courtroom personnel or SANE Coordinator name (Printed)

- Box 4 – Courtroom personnel or SANE Coordinator signature

The OAG SANE Administrator may contact the applicant, an applicant’s SANE supervisor or coordinator, or the courtroom personnel to resolve any questions regarding the courtroom observation or to request additional information.

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## TIMEFRAME FOR COURTROOM OBSERVATION

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**All courtroom observation requirements must be completed within two years of completing the training course.** The OAG may allow an extension for extenuating circumstances if documentation is received from the SANE coordinator or medical director that an extension is needed. These may be approved on a case by case basis. Individuals who do not complete each of the requirements before the two-year deadline and have not been granted an extension for extraordinary circumstances must complete each of the requirements again, including the training course, to be considered for certification.

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## PRIOR COURTROOM EXPERIENCE

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Individuals who have prior courtroom experience within the last two years equivalent to the courtroom requirements - such as testifying or sitting on a jury – may request to waive this requirement. Applicants must provide documentation of prior courtroom experience within the last two years to be considered for the waiver. Requests may be approved on a case-by-case basis. Contact the OAG SANE Administrator for more information.

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## STEP SIX – COMPLETE APPLICATION PACKET

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Applicants must provide sufficient information to the OAG regarding nursing qualifications, training, clinical requirements and courtroom observation before the OAG can make a determination regarding certification. Individuals must meet all the requirements and submit a **complete application packet** within two years of completing the training course, unless an extension for extraordinary circumstances has been granted, to be considered for certification. A **complete application packet** consists of:

- a. **Certification Application**
- b. **Copy of Training Course certificate**
- c. **Clinical Requirement Form(s)**
- d. **Courtroom Observation Form(s)**
- e. **Verification Form**

[\(See Appendix 2- Complete Application Packet Checklist.\)](#)

Applicants must retain a copy of the **complete application packet** throughout the application process. This includes all documents sent in support of the application. Applicants who receive certification must also retain a copy of the packet and supporting documentation throughout the certification period.

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## CERTIFICATION APPLICATION

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The OAG will review and verify the information provided in the application to determine eligibility for certification. The OAG will use information from the application to contact applicants if additional information is needed to process the application.

NOTE: The information provided in the application and in the supporting documentation may be subject to disclosure under the Texas Public Information Act. (See Texas Government Code Chapter 552).

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## SUPPORTING DOCUMENTATION

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Applicants must provide documentation as described in this guide to demonstrate completion of all the requirements for certification – training, clinical requirements, and courtroom observations – as part of the application for certification. This includes:

- **Certificate of Training Completion**
- **Clinical Requirement Form(s)**
- **Courtroom Observation Form(s)**

Applicants must also submit a **Verification Form** signed by the applicant as part of the packet. This form documents that the applicant meets the nursing qualifications, has provided accurate information, and has completed all other requirements for certification as required by the OAG.

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## INCOMPLETE APPLICATION PACKETS

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All forms should be filled out completely and accurately. Applicants who do not submit a **complete application packet**, as described above, or who have not completed all the requirements prior to submission will not be considered for certification.

Applicants will be provided written notification if the application is incomplete. Applicants who receive this notification may contact the OAG SANE Administrator for more information on providing the missing information.



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## SUBMITTING A COMPLETE APPLICATION PACKET

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The **complete application packet** can be submitted via:

1. Email: [SAPCS@oag.texas.gov](mailto:SAPCS@oag.texas.gov)
2. Fax: (512) 370-9801
3. Mail:  
Office of the Attorney General  
Crime Victim Services Division  
SAPCS SANE Program  
P.O. BOX 12548 MC 011-1  
Austin, TX 78711-2548

**For security purposes, the OAG cannot accept applications submitted by walk-in, hand delivery, or same day courier services.**

The OAG accepts no responsibility for delays in mailing. Applicants are strongly advised to allow for and anticipate any delays by sending the application as early as possible.

## APPLICATION REVIEW PROCESS

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The OAG or any agent or representative of the office has the right to review, investigate and verify the information provided by applicants seeking certification. Providing false, misleading, or intentionally incomplete information may result in the application being denied or the revocation of an OAG SANE Certification or other action as required by law.

The OAG will review the application and supporting documentation to verify that the applicant completed the certification requirements and that the forms have the proper signatures.

During the review and verification process, the OAG SANE Administrator may contact an applicant to resolve questions regarding the submission and may request additional information. In addition, the OAG may contact other organizations or individuals with information relating to the application as needed, including an applicant's SANE supervisor or coordinator.

The OAG will notify applicants in writing of its decision regarding certification. Applicants approved for certification will receive an OAG certificate, information regarding maintaining certification, and other program information. Applicants denied certification will receive information regarding the appeals process should the applicant wish to appeal the OAG decision. Applicants who have been denied may reapply.

## ONCE CERTIFIED

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All SANE Certifications are valid for two years unless there has been an adverse action taken by the OAG. OAG SANEs must continue to maintain nursing licensure during the certification period to maintain eligibility.

Participants in the SANE Certification program are subject to audit by the OAG and must maintain all information and documentation submitted in support of the certification throughout the duration of the certification period.

## RENEWING CERTIFICATION

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To renew certification, refer to the **OAG SANE Certification Application Renewal Guide**. In order to be considered for renewal, the application must be received before the current certification expires.

## SUSPENSION, PROBATION, OR DECERTIFICATION

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An OAG SANE Certification is subject to suspension, probation, or decertification in cases where the individual no longer meets the eligibility requirements or the individual submits fraudulent information to the OAG.

Individuals seeking certification and currently certified SANEs must notify the OAG about pending actions that would impact their nursing licensure. Written notice must be provided within five calendar days of the event or of receiving notice from the BON of a pending disciplinary matter. Information must also be provided to the OAG regarding the outcome of any enforcement actions or investigations surrounding the licensure. The OAG may also investigate any information received about an OAG SANE in making a determination on the certification. Failing to report a possible change in eligibility may result in suspension or revocation of an OAG SANE Certification.

## APPEALS PROCESS

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Individuals will be notified in writing by certified mail of any decision to deny, decertify, suspend or probate a certification. The notice will contain the specific facts or conduct alleged and the basis for the action. The notice will also include information regarding available administrative remedies. The OAG may request additional information needed to overturn the decision.

Individuals who disagree with the decision may appeal by providing a written request to the OAG to reconsider the decision. The request must provide information regarding why the individual disagrees with the OAG's determination.

The written request for reconsideration must be provided to the OAG **within 30 days of the date of the notification**. The OAG will send written notice that the appeal has been received and information regarding the next steps in the appeals process. Individuals may send the OAG any additional information to support the request for reconsideration within 30 days. A hearing officer from the Crime Victim Services Division will review the appeal, as well as any additional evidence provided by the individual.

The hearing officer will make a final decision regarding the certification after reviewing the reconsideration request and any additional information provided. Once a decision has been made, the OAG will provide written notification of that decision within 10 business days.

Appeals may be denied if an individual fails to submit information within the time limits. To appeal a decision made by the OAG, send the appeal request in writing by mail or fax.

MAIL:  
Office of the Attorney General  
Crime Victim Services Division  
Appeals and Legal Counsel  
P.O. BOX 12548 MC 011-1  
Austin, TX 78711-2548

Fax:  
512-370-9435

For questions regarding the appeals process, contact the Appeals and Legal Counsel Section at **(512)-936-1599**.

## CONTACT INFORMATION

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For questions regarding this information or at any time during the application process, contact the OAG SANE Program Administrator at:

1. Phone: 512-475-4881
2. Email: [SAPCS@oag.texas.gov](mailto:SAPCS@oag.texas.gov)
3. Fax: (512) 370-9801
4. Mail:  
Office of the Attorney General  
Crime Victim Services Division  
SAPCS SANE Program  
P.O. BOX 12548 MC 011-1  
Austin, TX 78711-2548

## APPENDIX 1 – TERMS

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The following terms, when used in this Guide and for the purpose of implementing the OAG SANE Certification, shall have the following meanings:

**Acute Sexual Assault Medical Forensic Examination** – An examination conducted on a patient who presents with an acute complaint of sexual assault within 120 hours of occurrence.

**Adolescent Patient** – A person who is under 18 years of age and at least a stage three of Tanner Classification of Sexual Maturity (onset of menses in the female).

**Adult Patient** – A person who is 18 years of age or older.

**Adult Medical Forensic Examination Simulation** – A simulated sexual assault medical forensic examination conducted on an adult patient actor. The exam must be completed in the same manner and utilizing the same clinical requirements as an acute sexual assault medical forensic examination. The examinations must be completed in the presence of a SANE and/or the SANE supervisor or coordinator and must be signed by a preceptor.

**CA-SANE** – A Certified Adult/Adolescent SANE who demonstrates a currency of practice in the care and treatment of adult and adolescent patients who present with a complaint of sexual assault or abuse.

**Clinical Requirements** – Examinations required by the OAG to establish currency of practice. Examinations include pelvic examinations, well-child examinations, and sexual assault medical forensic examinations. Clinical requirements are broken into two levels: basic and advanced.

**Courtroom Observation** – In-person observation required to develop an understanding of the legal system and what is required of a SANE during courtroom proceedings – including testimony.

**Courtroom Personnel** – Individuals employed at or by a court who can verify courtroom attendance, including but not limited to bailiffs, prosecuting attorneys or staff, court clerk, or judicial staff.

**CP-SANE** – A Certified Pediatric SANE who demonstrates a currency of practice in the care and treatment of pediatric patients who present with the complaint of sexual assault or abuse.

**Currency of Practice** – Maintaining experience and practical skills for nursing care and treatment of a patient who presents with a complaint of sexual assault. This includes clinical requirements and continuing education.

**OAG SANE Certification Application** – The application used by applicants who do not hold a current OAG SANE Certification. **Non-Acute Sexual Assault Medical Forensic Examination** – An examination conducted on a patient with a delayed complaint of sexual assault beyond 120 hours.

**Office of the Attorney General** – The Texas Attorney General. (Also referred to as the OAG).

**OAG Approved SANE Training Course** – A training course that provides instruction on nursing care and treatment of a patient with a complaint of sexual assault that meets the minimum standards set by the OAG and that has been formally approved by the OAG. (Also referred to as a training course).

**OAG SANE Curriculum Requirements** – The minimum standards for training topics for an OAG Approved SANE Training Course. The OAG shall publish guidelines for adult/adolescent and pediatric classes.

**OAG Sexual Assault Nurse Examiner** – A person who holds an OAG SANE Certification. (Also referred to as an OAG SANE).

**OAG SANE Certification** – The formal process by which the OAG reviews and approves requests for OAG SANE Certification from applicants who meet the certification requirements established by the OAG. Certification is based on currency of practice requirements. Certified individuals receive a **Currency of Practice Certification**. (Also referred to as certification).

**OAG SANE Certification Renewal** – The process by which the OAG reviews submitted documentation by applicants who currently hold certification from the OAG and are seeking to continue that certification.

**OAG SANE Program Administrator** – the person employed by the OAG to oversee the administration of the OAG SANE Certification process.

**Pediatric Patient** - A person who is under 18 years of age.

**Pelvic Examination** – Visual inspection and palpation of the external structures of the adult/adolescent female genitalia (vulva) to assess for normalcy, disease processes or trauma. A visual inspection with the use of a vaginal speculum inserted into the vagina allows for visual assessment of the vaginal vault and the cervix to assess for normalcy, disease processes and/or trauma. Inspections must be performed on a patient who is not presenting with an acute complaint of sexual assault or abuse.

**Preceptor** – An experienced health care professional or practitioner who provides guidance and expertise to individuals as they complete clinical requirements. Preceptors should be licensed health care professionals selected by a health care

organization in its routine course of business to observe or precept individuals during the completion of clinical requirements.

- For **basic clinical requirements**, common preceptors include health care professionals with experience conducting pelvic or well-child examinations, such as RNs without forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).
- For **advanced clinical requirements**, common preceptors include health care professionals with experience conducting sexual assault medical forensic medical examinations such as SANEs with OAG or other national SANE Certification, non-certified RNs with forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).

**Prepubescent Patient**– A person who is under 18 years of age, and either a female who is pre-menarcheal or a male who is Tanner Classification of Sexual Maturity Stage two or less.

**Registered Nurse** –A person who holds an active, unencumbered professional nursing license as a registered nurse issued by the Texas Board of Nursing, including an RN who practices in Texas pursuant to any multistate licensure privilege. (Also referred to as RN).

**Sexual Assault Medical Forensic Examination** – A specialized examination provided pursuant to Texas Government Code, Chapter 420 that uses an OAG-approved evidence collection kit and protocol. This examination encompasses the care and treatment of a patient who presents with a complaint of sexual assault – including a medical history for the purpose of diagnosis and treatment, head-to-toe examination to assess for trauma, detailed anogenital examination to assess for trauma, and collection of forensic evidence as indicated by history and findings.

**Sexual Assault Nurse Examiner** – A nurse who conducts sexual assault forensic medical examinations but does not hold an OAG SANE Certification. (Also referred to as a SANE).

**Texas Board of Nursing (BON)** – The Texas state agency responsible for regulating the practice of professional nursing, pursuant to the Nursing Practice Act, Texas Occupations Code.

**Texas Evidence Collection Protocol** – As authorized by Texas Government Code, Chapter 420, the Texas Evidence Collection Protocol provides recommendations to medical, legal, law enforcement, advocacy, and forensic science professionals on the



identification, collection and preservation of physical evidence and the minimization of physical and psychological trauma for survivors of sexual assault.

**Well-Child Examination** – Examination of a pediatric patient focusing on growth and development according to the age of the patient:

- Cognitive
- Linguistic
- Neurological
- Psychological
- Appearance
- Genitalia physiology according to maturity

Examinations should be conducted on a variety of age groups to learn more about the stages of growth and development. (Ages are approximate as growth and development varies with each individual child.)

- Infant (birth – 1 year of age)
- Toddler (1 – 3 years of age)
- Preschool child (3 – 6 years of age)
- School-aged child (6 – 12 years of age)
- Preadolescent child (12 – 13 years of age)
- Adolescent child (13 – 17 years of age)

## APPENDIX 2 – COMPLETE APPLICATION PACKET CHECKLIST

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### 1. Nursing Licensure

- Hold a current and unencumbered license with the Texas Board of Nursing

### 2. Nursing Experience

- Have a minimum of two years direct contact with patients (active practice) as an RN within the last five years at the time the application for certification is submitted

### 3. Training Requirements

- Complete an OAG approved Training Course

### 4. Clinical Requirements

#### a. CA-SANE

- i.  10 Pelvic Examinations
- ii.  8 Sexual Assault Medical Forensic Examinations

#### b. CP-SANE

- i.  10 Pelvic Examinations
- ii.  20 Well-Child Examinations
- iii.  10 Sexual Assault Medical Forensic Examinations

#### c. CA-CP SANE

- i.  10 Pelvic Examinations
- ii.  20 Well-Child Examinations
- iii.  18 Sexual Assault Medical Forensic Examinations
  - 1. 8 focused on adult/adolescent patients
  - 2. 10 focused on pediatric patients

### 5. Courtroom Requirements

- 12 hours of courtroom observation

### 6. Complete Application Packet

- a.  Certification Application
- b.  Copy of Training Course Certificate
- c.  Clinical Requirement Form(s)
- d.  Courtroom Observation Form(s)
- e.  Verification Form