



KEN PAXTON  
ATTORNEY GENERAL OF TEXAS

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

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## CONTENTS

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OAG SANE CERTIFICATION RENEWAL APPLICATION.....	2
WHO SHOULD APPLY.....	2
OAG SANE CERTIFICATION RENEWAL APPLICATION PROCESS.....	4
STEP ONE – NURSING LICENSURE .....	4
STEP TWO – NURSING EXPERIENCE .....	4
STEP THREE – CONTINUING EDUCATION .....	5
DOCUMENTING CONTINUING EDUCATION .....	5
TIMEFRAME FOR CONTINUING EDUCATION.....	6
STEP FOUR – CLINICAL REQUIRMENTS.....	6
DOCUMENTING THE CLINICAL REQUIREMENTS.....	6
TIMEFRAME FOR CLINICAL REQUIREMENTS .....	7
STEP FIVE – COMPLETE RENEWAL APPLICATION PACKET .....	7
RENEWAL APPLICATION.....	8
SUPPORTING DOCUMENTATION .....	8
INCOMPLETE RENEWAL APPLICATION PACKETS .....	9
SUBMITTING A COMPLETE RENEWAL APPLICATION PACKET .....	9
RENEWAL APPLICATION REVIEW PROCESS .....	9
ONCE CERTIFIED .....	10
SUSPENSION, PROBATION, OR DECERTIFICATION .....	10
APPEALS PROCESS.....	11
CONTACT INFORMATION .....	12
APPENDIX 1 – TERMS .....	13
APPENDIX 2 – COMPLETE RENEWAL APPLICATION PACKET CHECKLIST.....	16

# OAG SANE CERTIFICATION RENEWAL APPLICATION

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

The OAG offers the following certifications: Certified Adult/Adolescent SANE (CA-SANE) and Certified Pediatric SANE (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. Individuals may apply for one or both of the Certifications.

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 OAG SANE Certification Renewal.

This guide is designed for individuals who **are currently certified**. Individuals who **are not currently certified** – including those who have never been certified by the OAG, who have expired certifications from the OAG, or who are seeking reciprocity – should refer to the **OAG SANE Certification Application Guide**.

## WHO SHOULD APPLY

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Individuals seeking to renew an OAG SANE Certification must meet the minimum nursing qualifications – hold the appropriate nursing license and a current OAG SANE Certification – and complete two core components – continuing education and clinical requirements – prior to submitting an application to renew Certification.

OAG SANE Certification is based on the currency of practice of the OAG SANE seeking renewal and is maintained through continuing education and clinical requirements related to the care and treatment of patients presenting with a complaint of sexual assault or abuse.

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 requirements for renewing Certification and the general application process for each Certification type.

# OAG SANE CERTIFICATION RENEWAL APPLICATION PROCESS

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OAG SANE Certification Renewal is available for eligible individuals who meet the minimum nursing qualifications (nursing licensure and current OAG Certification), and complete the core components (continuing education and clinical requirements) within the designated timeframe. **Individuals must meet all the requirements and submit a complete renewal application packet before the current Certification expires.**

Individuals renewing Certification are responsible for ensuring that all requirements for renewal are completed prior to submitting an application. Details regarding each of these requirements are described in this guide.

## STEP ONE – NURSING LICENSURE

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To be eligible for Certification renewal, an individual must be an RN with a current and unencumbered license with the Texas Board of Nursing (BON). Applicants must provide a nursing license number in the **SANE Certification Renewal Application**, which will be verified by the OAG. ([See Step Five – Complete Renewal 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. ([See Contact Information](#)).

## STEP TWO – NURSING EXPERIENCE

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To be eligible for Certification renewal, an individual must hold a current Certification. An applicant must provide the certification number on the **SANE Certification Renewal Application**. ([See Step Five – Complete Renewal Application Packet](#)).

If an applicant's OAG SANE Certification has expired, the applicant will not be eligible for Certification renewal. Contact the OAG SANE Administrator for more information on seeking a new OAG SANE Certification.

## STEP THREE – CONTINUING EDUCATION

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To be eligible for Certification renewal, an individual must complete continuing education to maintain currency of practice. Continuing education includes continuing education activities and case reviews. Individuals are responsible for registering and completing the continuing education activities and for participating in case reviews prior to submitting the application for Certification renewal.

All continuing education training activities should be directly related to the OAG SANE Curriculum Requirements. (See the **OAG SANE Curriculum Requirements**). Case reviews must be a critical assessment of a sexual assault medical forensic examination with two or more health care professionals for the purpose of practice performance improvement. The assessment may include reviews of photographs and documentation related to the examination.

Continuing education must be completed as specified by the OAG to be accepted for the Certification. (See Table One). The continuing education activities must be specific to the OAG Curriculum Requirements and must impact your practice as a CA-SANE or CP-SANE, respectively.

<b>Table One: Continuing Education Requirements</b>	
<b>CA-SANE 20 Total Hours</b>	<b>CP-SANE 24 Total Hours</b>
<ul style="list-style-type: none"><li>• 12 hours of continuing education activities</li><li>• 8 hours adult/adolescent case review*</li></ul>	<ul style="list-style-type: none"><li>• 12 hours of continuing education activities</li><li>• 12 hours of case review<ul style="list-style-type: none"><li>○ 8 hours specific to the <b>prepubescent</b> patient</li><li>○ 4 hours specific to the <b>adolescent</b> patient*</li></ul></li></ul>

**\*NOTE: Applicants seeking CA-SANE and CP-SANE are only required to complete 4 total hours of case review specific to the adolescent patient.**

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## DOCUMENTING CONTINUING EDUCATION

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Applicants must document completion of the continuing education activities using the **SANE Continuing Education Activities Form** and case reviews using the **SANE Case Review Form**.

If the OAG SANE Program Administrator cannot determine the course was applicable, the applicant may be contacted for more information. You must keep the training certificates, agendas, and objectives on file and have them available for OAG review, if requested. If these are not available, the submitted hours may be denied.

If the applicant holds a current and unencumbered SANE-A or SANE-P Certification with the IAFN renewed within the past two years from the date the application is submitted, then the applicant may submit a copy of their certification in lieu of the **SANE Continuing Education Activities Form** as documentation for continuing education activities. This will not satisfy the case review requirements.

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## TIMEFRAME FOR CONTINUING EDUCATION

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**All requirements must be completed before the applicant's current Certification expires.** Continuing education must be completed prior to submitting the application for Certification renewal.

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## STEP FOUR – CLINICAL REQUIRMENTS

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To be eligible for Renewal Certification, an individual must complete the clinical requirements for the requested Certification type. Clinical requirements are the examinations that individuals conduct to maintain currency of practice. Clinical requirements must be completed as specified by the OAG to be accepted for the Certification. (See Table Two).

<b>Table Two: Clinical Requirements</b>	
<b>CA-SANE</b>	<b>CP-SANE</b>
<p><b>10 CA-SANE Sexual Assault Medical Forensic Examinations</b></p> <ul style="list-style-type: none"> <li>☑ 6 must be Acute SAMF examination and use an evidence collection kit</li> <li>☑ 2 acute exams may be simulations</li> </ul>	<p><b>10 CP-SANE Sexual Assault Medical Forensic Examinations</b></p> <ul style="list-style-type: none"> <li>• A minimum of 6 examinations must be of the prepubescent patient</li> <li>• 1 adolescent exam may be simulation</li> </ul>

**NOTE: Clinical requirements for renewal do not need to be completed in the presence of a preceptor.**

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## DOCUMENTING THE CLINICAL REQUIREMENTS

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Applicants must document completion of the clinical requirements using the **SANE Renewal Clinical Requirements Form**. The **SANE Renewal Clinical Requirements Form** is used for all clinical requirements. The Form must be signed by the applicant and the applicant's SANE program supervisor or coordinator.

Applicants must include their name at the top of each form and provide the following information:

- Printed name of applicant
- Number of completed examinations in correct blank provided according to examination type
- Provide certification period dates in blank provided
- Applicant signature
- SANE Coordinator or Supervisor completes verification

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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Applicants must complete all requirements and apply before the applicant's current Certification expires.

### STEP FIVE – COMPLETE RENEWAL APPLICATION PACKET

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Applicants must provide sufficient information to the OAG regarding nursing qualifications, continuing education, and clinical participation before the OAG can make a determination regarding Certification. Individuals seeking Certification renewal must submit a **complete renewal application packet** prior to the expiration of the applicant's current Certification. ([See Appendix 2 - Renewal Application Packet Checklist](#)).

**Applications submitted after expiration will not be considered and no extension will be granted under any circumstances.** If the **SANE Certification Renewal Application** is received prior to the expiration of the OAG SANE certification, the certification shall continue in effect until the OAG makes a decision regarding the renewal.

A **complete renewal application packet** consists of:

- SANE Certification Renewal Application**
- Copy of Current Certification**
- SANE Continuing Education Activities Form (s)**
- SANE Case Review Form (s)**
- Case Review Certificates of Completion**
- SANE Renewal Clinical Requirements Form**
- SANE Renewal Verification Form**

Applicants must retain a copy of the **complete renewal 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.

Individuals with expired SANE Certification may contact the OAG SANE Program Administrator for information on how to become certified after expiration.

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## RENEWAL APPLICATION

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The OAG will review and verify the information provided in the application to determine eligibility for Certification renewal. 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 Public Information Act. (See Texas Government Code Chapter 552).

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## SUPPORTING DOCUMENTATION

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As part of the application for Certification renewal, applicants must submit documentation as described in this guide to show completion of all the requirements for Certification– continuing education and clinical requirements. This includes:

- **SANE Continuing Education Activities Form(s)**
- **SANE Case Review Form(s)**
  - Provide certificates of completion or other documentation such as logs describing the age focus of the case review and time spent on each age group
- **SANE Renewal Clinical Requirements Form**

Applicants must also submit a **SANE Renewal Verification Form** signed by the applicant and the SANE program supervisor or coordinator 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 RENEWAL APPLICATION PACKETS

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Applicants who do not submit a **complete renewal 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 SANE Administrator for more information on providing the missing information.

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## SUBMITTING A COMPLETE RENEWAL APPLICATION PACKET

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

1. Email: [sapcs@texasattorneygeneral.gov](mailto:sapcs@texasattorneygeneral.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.

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## RENEWAL 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. Providing false, misleading, or intentionally incomplete information may result in the application being denied or the revocation of an OAG SANE Certification.

All forms should be filled out completely and accurately. 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 the 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.

## ONCE CERTIFIED

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All SANE Certification renewals 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.

## 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 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 with **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 a notification of that decision by certified mail 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: 512-936-2880
2. Email: [sapcs@texasattorneygeneral.gov](mailto:sapcs@texasattorneygeneral.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:

**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.

**Case Review** – A critical assessment of the sexual assault medical forensic examination with two or more health care professionals for the purpose of practice performance improvement. The assessment may include reviews of photographs and documentation related to the examination.

**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. An applicant cannot begin advanced clinical until the basic clinical requirements have been met.

**Continuing Education** – Additional training for the purposes of maintaining currency of practice. Continuing education includes continuing education activities and case reviews. All continuing education activities **must be directly related to the content specified in the OAG SANE Curriculum Requirements** and the content must be relevant to care of the patient presenting with a complaint of sexual assault or abuse. Activities can be obtained through:

- Continuing Nursing Education (CNE) activity hours approved through TNA or another approver of continuing education accredited by the American Nurses Credentialing Center’s Commission on Accreditation (ANCC); or
- Non-accredited CNE hours pertaining to appropriate content matter.

The following activities are not acceptable: Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS), Trauma Nurse Core Course (TNCC),

Emergency Nurse Pediatric Course ENPC, Pediatric Advanced Life Support (PALS), and any CE obtained regarding basic nursing education.

**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.

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

**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.

**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 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.

## APPENDIX 2 – COMPLETE RENEWAL 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

- Current OAG SANE Certification

### 3. Continuing Education Requirements

#### a. CA-SANE – 20 total hours

- i.  12 hours of continuing education activities
- ii.  8 hours adult/adolescent case review\*

#### b. CP-SANE – 24 total hours

- i.  12 hours of continuing education activities
- ii.  12 hours of case review
  - 1.  8 hours specific to the prepubescent patient
  - 2.  4 hours specific to the adolescent patient\*

\*NOTE: Applicants seeking CA-SANE and CP-SANE are only required to complete 4 total hours of case review specific to the adolescent patient.

### 4. Clinical Requirements

- a.  CA-SANE – 10 Sexual Assault Medical Forensic Examinations (6 must be Acute SAMF examination and use an evidence collection kit, 2 of which may be simulations)
- b.  CP-SANE – 10 Sexual Assault Medical Forensic Examinations (6 must be of the prepubescent patient; 1 adolescent exam may be simulations)

### 5. Complete Renewal Application Packet

- a.  SANE Certification Renewal Application
- b.  Copy of Current Certification
- c.  SANE Continuing Education Activities Form(s)
- d.  SANE Case Review Form(s)
- e.  Case review certificates of completion or other documentation such as logs describing the age focus of the case review and time spent on each age group
- f.  SANE Renewal Clinical Requirements Form
- g.  SANE Renewal Verification Form