

Foundation for Human Enrichment dba Somatic Experiencing Trauma Institute
Somatic Experiencing® Trauma
Institute

**Assistant and Provider Policy for:
Assistant Attendance at Trainings**

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| Policy Manual Reference: Assistants Training Attendance | Approved By: International Program Manager |
| Effective Date: 7/9/2015 | Revised Date: 5/17/16 |

Assistants play an important role in providing support, containment and feedback for students during Practice sessions during the SE Trainings. It is therefore very important that Assistants be present for the entire Training module to attend to these duties so that the Training and students do not suffer from their absence. This policy is intended to be used in cases where Assistants must miss some portion of the training module. It is not meant as an option for Assistants to choose to only attend some portion of the training, as their attendance for the full training module is still the expectation.

Policy

An Assistant may only miss up to half a training day in a 4 day training or up to a full day of the 6 day training and still receive credit for the training. If an Assistant misses more than half a day in a 4 day training or more than a full day in a 6 day training they will not be eligible to receive credit for that training module to count towards the requirements for subsequent Assistant and Provider levels.

Exceptions and Alternative Cases

For an exception to this policy to be granted, the Faculty of the training the Assistant is missing must be able to attest to the skillset of the Assistant missing a portion of the training and must agree that their skillset equates to expectations and skillset level for Assistants that have assisted that module in full. Exceptions will be reviewed and approved on a case by case basis by the International Program Manager.

Within certain training locations, and where available, Assistants must attend the training in full in order to receive Continuing Education Credits. For more information Assistants should contact Somatic Experiencing Trauma Institute or the local Training Organizer about the requirements for receiving Continuing Education Credits for the training.