

**Foundation for Human Enrichment**  
**Assistant and Provider Guidelines**  
**Updated August 2016**

## **Assistants: Requirements and Guidelines**

Assistants are an important part of the Somatic Experiencing learning support team. As graduates of the SE Professional Training, they provide support, containment, and feedback for students during practice sessions in class; help out with organizational matters such as setting up breakout rooms, monitoring times, and supporting the training coordinator; and fulfill faculty support tasks as requested by faculty members.

Assistants are strongly encouraged to make a commitment to assist at all modules of the training year for which they will assist. Some faculty members may make this a prerequisite to being accepted to the assisting team for a given training.

We expect assistants will, to the best of their ability:

- Develop their capacity for containment and self-regulation.
- Be a cooperative team member.
- Take in constructive feedback and direction.
- Maintain appropriate professional boundaries, including confidentiality.
- Support the faculty teaching function.
- Have a working knowledge of the SE curriculum.
- Assist in providing overall class containment by helping faculty, fellow assistants, participants, and class Coordinator.

Each faculty member has his/her own preferences for how assistants are to provide feedback to participants, support the faculty teaching function, etc. If the faculty member has not clearly articulated what is expected, we recommend assistants ask the faculty member to outline what is expected of assistants for that particular training. Please contact the faculty member you choose to assist with for more information.

Assistants must apply and be pre-approved by the Institute prior to assisting at each year of the training. Individual faculty members are responsible for selecting their own assisting teams from the pool of approved assistants. Assistants should contact the faculty member(s) with whom they wish to assist to express their interest in assisting at a particular training. Faculty members make the final decisions about who assists at the trainings they lead; neither the Institute staff nor the local coordinator/organizers are responsible for assistant selection.

We appreciate that assisting at SE trainings is a volunteer service activity that supports the growth of our students. We understand that assisting may also benefit our assistants educationally, personally, and professionally. Please note, however, we cannot guarantee any personal or professional benefits and assisting should not be considered a career path. Given the large number of professionals interested in assisting at our trainings—and our changing needs over time—we also cannot guarantee that assistants will continue to be selected for assisting teams, progress through assisting or provider levels, or maintain approval to assist or provide credited sessions/consults after receiving initial approval.

Assistants agree to:

- Maintain either an active professional license or membership in a professional association with a code of ethics.
- Sign our Assistant Informed Consent and Release Agreement prior to assisting.

## Health Policy

SE Trainings can be emotionally and physically demanding. Based on direct advice of Peter A. Levine, PhD, we strongly urge people with serious health conditions and pregnant women to notify their coordinator, faculty member, and the Institute staff; to avoid the training; and, for women who become pregnant while assisting the training, to take a leave of absence. While we welcome qualified assistants to assist our trainings, we care for our assistants and encourage everyone to err on the side of caution.

## **Requirements for Assistants: Beginning, Intermediate, Advanced Levels**

Required for all levels of assisting:

- I have read the Assistant Guidelines.
- I am an SE Practitioner (SEP).
- I belong to a professional association with a code of ethics OR I have an active professional license.
- No grievance, complaint, or action has been brought or filed against me before any licensing, regulating, associative, or legal body for any violation or misconduct of any kind.
- I have prepared a current curriculum vitae (CV) or résumé.
- I have a letter of recommendation from an SE faculty member for this level.

Before you apply please have the following documents ready to upload:

1. A CV/résumé
2. Faculty recommendation letter

## **Requirements for Assistant: Intermediate Level**

- Preceding requirements listed for all levels.
- I have assisted at all modules of the Beginning level of the SE Professional Training.

Before you apply please have the following documents ready to upload:

1. A CV/résumé
2. Faculty recommendation letter

## **Requirements for Assistant: Advanced Level**

- Preceding requirements listed for all levels.
- I have assisted at all modules of the Beginning and Intermediate levels of the SE Professional Training.

Before you apply please have the following documents ready to upload:

1. A CV/résumé
2. Faculty recommendation letter

## **Providers: Requirements and Guidelines**

### **Personal Session Provider Requirements and Guidelines**

Experienced SE Practitioners who have integrated SE into their professional practice modalities contribute an important element of the learning experience for students by providing sessions for credit to class participants. Approved session providers may sometimes offer sessions to students onsite during the course of a training module, or they may provide sessions outside of the class environment to SE learners as they proceed through the SE training. For the sessions to count for credit, providers must apply and be approved for the student's current level of training.

The sessions provided for credit throughout the training are intended as a support for the students' experiential learning process of SE, although it is understood that these sessions may also contribute to the learner's personal change process. Sessions provided in this context may differ from ongoing therapy in that providers will not necessarily have a long-term therapeutic relationship with the participant.

Since these for-credit sessions are an integral part of the students' learning experience, it is expected that approved SE session providers will not only have significant practice experience in their profession, but will also have active professional practices in which they have already integrated the use of SE. It is also expected that approved session providers will stay current with the SE curriculum and vocabulary so they are fully prepared to support the learning experience of students currently enrolled in the program. The sessions provided in this context allow skilled professional practitioners to share knowledge and expertise with SE learners, and should not be viewed as a way to build the provider's practice.

In addition to the more formal criteria for becoming an approved session provider, there are additional skills that session providers are expected to have. To the best of their ability, approved sessions providers will:

- Continue to refine their skills at integrating SE into their professional practice
- Maintain awareness of scope of practice issues for integrating SE into their practice modality
- Observe confidentiality and professional boundaries
- Further develop their capacity for containment and self-regulation
- Take in constructive feedback and direction

We appreciate the service that our approved session providers offer to our students. We understand that providers also benefit professionally and financially from offering these sessions. Please note, however, that being a session provider should not be considered a career path. We cannot guarantee that providers will progress through the provider levels or maintain approval to provide credited sessions/consults after receiving initial approval.

Personal session providers agree to:

- Maintain either an active professional license or membership in a professional association with a code of ethics.
- Maintain and fully fund comprehensive professional liability or malpractice insurance with appropriate coverage amounts in accordance with the regulations of the country/region where I am providing sessions and/or consults.
- Charge a rate set by the provider for credited personal SE sessions. This rate applies to any sessions signed for on a session log and provided for credit to an SE student fulfilling their minimum SEP certificate requirements. This rate applies whether a consult is given during a training or between modules at a private practice location.

Scholarship students will be charged a maximum rate of \$100/hour for individual consults.

- Only provide personal sessions to students at the approved levels. For example, a Beginning-level provider may only sign session logs for students currently in the Beginning level of training. She/he may not sign session logs for Intermediate or Advanced students. A student is considered a Beginning student starting the first day of their Beginning I module, an Intermediate student starting the first day of their Intermediate I module, and an Advanced student starting the first day of their Advanced I training.
- Sign the Provider Informed Consent and Release Agreement.

#### **Requirements for Personal Session Providers: Beginning, Intermediate, Advanced Levels**

- I have read the Personal Session Provider Guidelines.
- I am an SE Practitioner (SEP).
- I belong to a professional association with a code of ethics. OR I have an active professional license.
- No grievance, complaint, or action has been brought or filed against me before any licensing, regulating, associative, or legal body for any violation or misconduct of any kind.
- I will at all times maintain and fully fund comprehensive professional liability or malpractice insurance with appropriate coverage amounts in accordance with the regulations of the country/region where I am providing sessions and/or consults.
- I have prepared a current curriculum vitae (CV) or résumé.
- I have a letter of recommendation from an SE faculty member for this level.
- Session Rates: I agree to provide sessions to students at a rate set by me for any credited personal sessions counting towards the minimum SEP certificate requirements and noted on a Session Log. I understand that this rate applies whether I provide the session at an SE Professional Training or at my private practice location. Scholarship students will be charged a maximum rate of \$100/hour.

#### **Requirements for Personal Session Providers: Beginning Level**

- Preceding requirements listed for all levels.
- I have assisted at all modules of the Beginning level of the SE Professional Training.
- I have an active SE practice and I have provided at least 150 SE sessions to clients.

#### **Requirements for Personal Session Providers: Intermediate Level**

- Preceding requirements listed for all levels.
- I have assisted at all modules of the Beginning and Intermediate levels of the SE Professional Training.
- I am an approved Beginning-level personal session provider and have provided a minimum of 20 credited personal sessions to Beginning-level SE students.

#### **Requirements for Personal Session Providers: Advanced Level**

- Preceding requirements listed for all levels.
- I have assisted at all modules of the Beginning, Intermediate, and Advanced levels of the SE Professional Training.
- I am an approved Intermediate-level personal session provider and have provided a minimum of 20 credited personal sessions to Intermediate-level SE students.

## Individual Case Consult Provider Requirements and Guidelines

As an individual case consult provider, you are taking on a larger leadership and educational support role within the Somatic Experiencing training program. Individual case consultation is an opportunity for SE course participants to expand their learning in a more personalized setting. Participants may want to present and get feedback on cases they are struggling with, review SE concepts, or explore ideas they are generating from their integration of SE into their practice modality.

SE case consultation is not formal supervision as required in many psychological professions, but rather an opportunity for SE learners to benefit from the knowledge and expertise of other practitioners who have been using SE for an extended period of time within their own practices. We expect that those providing individual consultations have significant practice experience in integrating SE into their practice modality in working with the general public (rather than primarily with SE students). Providing personal sessions primarily to the SE student community is not considered sufficient practice experience to qualify as a provider of consultations.

In addition to the more formal criteria for becoming an individual case consult provider, there are additional skills that consultation providers are expected to have. To the best of their ability, consult providers will:

- Develop their ability to identify and highlight what the participant is doing right, as well as ways to share ideas about where the participant faces challenges.
- Have sufficient knowledge of the limits of their scope of practice within their practice modality and license to articulate that scope of practice clearly to students who consult with them, and to adequately guide the student toward more appropriate professional consultation if the issues are outside of the provider's scope.
- Have sufficient knowledge of the common professional ethics and confidentiality rules associated with their practice modality and license to articulate those to students who consult with them, and to guide the provider and student in deciding if any ethical or confidentiality issues raised by the student are beyond the provider's scope and are better addressed by other professional consultation for the student.
- Further develop their capacity for containment and self-regulation
- Take in constructive feedback and direction.

We appreciate the service that our approved session and consult providers offer to our students. We understand that providers also benefit professionally and financially from offering these sessions. Please note, however, that being a session or consult provider should not be considered a career path. We cannot guarantee that providers will progress through the provider levels or maintain approval to provide credited sessions/consults after receiving initial approval.

Individual consult providers agree to:

- Maintain either an active professional license or membership in a professional association with a code of ethics.
- Maintain and fully fund comprehensive professional liability or malpractice insurance with appropriate coverage amounts in accordance with the regulations of the country/region where I am providing sessions and/or consults.
- Charge a rate set by the provider for credited individual case consultations. This rate applies to any consults signed for on a session log and provided for credit to an SE student fulfilling their minimum SEP certificate requirements. This rate applies whether a consult is given during a training or between modules at a private practice location. Scholarship students will be charged a maximum rate of \$100/hour for individual consults.

- Only provide credited case consults to students at the approved levels. For example, a Beginning-level provider may only sign session logs for students currently in the Beginning level of training. She/he may not sign session logs for Intermediate or Advanced students. A student is considered a Beginning student starting the first day of their Beginning I module, an Intermediate student starting the first day of their Intermediate I module, and an Advanced student starting the first day of their Advanced I training.
- Sign the Provider Informed Consent and Release Agreement.

### **Requirements for Individual Case Consult Providers: Beginning, Intermediate, Advanced Levels**

- I have read the Individual Case Consultant Guidelines.
- I am an approved Advanced-level SE personal session provider.
- I belong to a professional association with a code of ethics. OR I have an active professional license
- No grievance, complaint, or action has been brought or filed against me before any licensing, regulating, associative, or legal body for any violation or misconduct of any kind.
- I will at all times maintain and fully fund comprehensive professional liability or malpractice insurance with appropriate coverage amounts in accordance with the regulations of the country/region where I am providing sessions and/or consults.
- I have prepared a current curriculum vitae (CV) or résumé.
- I have individual consult recommendation forms from 2 SE faculty members for this level. ([download form here](#))
- Provider Scope of Practice: I understand the limits of my scope of practice within my primary practice modality and license. I can articulate my scope of practice clearly to students who consult with me. I agree to adequately guide students towards more appropriate professional consultation if the issues that arise are outside of my scope of practice.
- Ethics and Confidentiality: I understand the common professional ethics and confidentiality rules associated with my practice modality and license. I agree to articulate these rules to SE students or SE Session Providers who consult with me. I will allow these ethics and confidentiality rules to guide me in deciding if any ethical or confidentiality issues raised by the student or provider are beyond my scope of practice and are better addressed by other professional consultants.
- Individual Consult Rates: I agree to provide individual consults to students at a rate set by me for any credited consult counting towards the minimum SEP certificate requirements and noted on a Session Log. I understand that this rate applies whether I provide the session at an SE Professional Training or at my private practice location. Scholarship students will be charged a maximum rate of \$100/hour.
- Consultation for Consultants: As a case consultant, I understand that it is strongly recommended that I receive at least 4 consultations per year with an SE faculty member or with an approved small group case consultant. I understand that at least 2 of these consultations should be used to request feedback on the consultations I am providing to students.

### **Requirements for Individual Case Consult Providers: Beginning Level**

- Preceding requirements listed for all levels.
- I have had a professional practice in a related field (e.g. psychotherapy, bodywork) for at least 5 years.
- I have given at least 300 SE-oriented sessions to clients.
- Over the course of my assisting history, I have assisted two full cycles of the Beginning year, one full cycle of the Intermediate year, and one full cycle of the Advanced year.

### **Requirements for Individual Case Consult Providers: Intermediate Level**

- Preceding requirements listed for all levels.

- I have fulfilled all the requirements and am approved for providing case consultations at the Beginning level. (Please read and confirm that you meet the Beginning individual consult provider requirements as some requirements may have changed.)
- Over the course of my assisting history, I have assisted two full cycles of the Beginning year, two full cycles of the Intermediate year, and one full cycle of the Advanced year.
- I have provided a minimum of 20 credited individual case consultations to Beginning-level students.

#### **Requirements for Individual Case Consult Providers: Advanced Level**

- Preceding requirements listed for all levels.
- I have fulfilled all the requirements and am approved for providing case consultations at the Beginning and Intermediate levels. (Please read and confirm that you meet both the Beginning and Intermediate individual consult provider requirements as some requirements may have changed.)
- Over the course of my assisting history, I have assisted two full cycles of the Beginning year, two full cycles of the Intermediate year, and two full cycles of the Advanced year.
- I have provided a minimum of 20 credited individual case consultations to Intermediate-level students.

### **Small Group Case Consult Provider Requirements and Guidelines**

As a small group case consult provider, you are taking on an expanded leadership and educational role within the SE community. Group case consultations include elements of the teaching function, so special attention has been given in establishing criteria at this level of approval. Those approved for small group case consults will be on the SE Faculty Track, or will have significant related teaching or group consultation experience. Assisting at SE Professional Trainings and providing individual case consultations is not considered sufficient experience to qualify as an SE small group case consult provider.

Small group case consult provider status is not granted without the candidate demonstrating significant expertise in the use of SE in a professional practice context; candidates are expected to have a minimum of 7 years of experience in active SE practice. Small group case consultations may have no more than 8 participants in the group, whether provided in person or via teleconference or other group electronic formats such as Skype. Only SE faculty or those formally accepted to SE faculty track may provide case consultation to groups larger than 8 participants.

Case consultation groups are intended for review of SE course material and consultation about clients with whom the SE trainee/SEP is working. Authorization as a small group case consultation provider does not authorize the provider to make actual presentations of SE material or to otherwise engage in teaching SE methods.

In addition to the more formal criteria for becoming a small group case consult provider, there are additional skills that consultation providers are expected to have. To the best of their ability, consult providers will:

- Develop their ability to assess and manage group dynamics.
- Develop their ability to identify and highlight what the participant is doing right, as well as ways to share ideas about where the participant faces challenges.
- Maintain confidentiality and appropriate professional boundaries.
- Further develop their capacity for containment and self-regulation.
- Take in constructive feedback and direction.
- Have sufficient knowledge of the limits of their scope of practice within their practice modality and license to articulate that scope of practice clearly to students who consult with them, and to adequately guide the student toward more appropriate professional consultation if the issues are outside of the provider's scope.

- Have sufficient knowledge of the common professional ethics and confidentiality rules associated with their practice modality and license to articulate those to students who consult with them, and to guide the provider and student in deciding if any ethical or confidentiality issues raised by the student are beyond the provider's scope and are better addressed by other professional consultation for the student.

We appreciate the service that our approved session and consult providers offer to our students. We understand that providers also benefit professionally and financially from offering these sessions. Please note, however, that being a session or consult provider should not be considered a career path. We cannot guarantee that providers will progress through the provider levels or maintain approval to provide credited sessions/consults after receiving initial approval.

Small group case consult providers agree to:

- Maintain either an active professional license or membership in a professional association with a code of ethics.
- Maintain and fully fund comprehensive professional liability or malpractice insurance with appropriate coverage amounts in accordance with the regulations of the country/region where I am providing sessions and/or consults.
- Charge an equal rate per credit hour to each student attending a credited group case consultations (3 hours = 1 Credit Hour). This rate is to be determined by the provider. This rate applies to any group consult signed for on a session log and provided for credit to an SE student fulfilling their minimum SEP certificate requirements. The rate applies whether a consult is provided during a training or between modules at a private practice location. Scholarship students will be charged a maximum rate of \$75/Credit Hour.
- Only provide credited group case consults to students at the approved levels. For example, a Beginning-level case consult provider may only sign session logs for students currently in the Beginning level of training. She/he may not sign session logs for Intermediate or Advanced students. A student is considered a Beginning student starting the first day of their Beginning I module, an Intermediate student starting the first day of their Intermediate I module, and an Advanced student starting the first day of their Advanced I training.
- Sign the Provider Informed Consent and Release Agreement.

### **Requirements for Small Group Case Consult Providers: Beginning, Intermediate, Advanced Levels**

Group consultation by necessity will include elements of the teaching function, so special attention is given to applicants' qualifications for this provider level. Assisting at SE Professional Trainings and providing individual case consultations are not considered sufficient experience to be approved for providing Small Group Case Consultations. Small Group Case Consultants are expected to have related teaching and/or group consultation and leadership experience in a related field.

- I have read the Small Group Case Consultant Guidelines.
- I am an approved Advanced-level SE personal session provider.
- I belong to a professional association with a code of ethics. OR I have an active professional license.
- No grievance, complaint, or action has been brought or filed against me before any licensing, regulating, associative, or legal body for any violation or misconduct of any kind.
- I will at all times maintain and fully fund comprehensive professional liability or malpractice insurance with appropriate coverage amounts in accordance with the regulations of the country/region where I am providing sessions and/or consults.
- I have prepared a current curriculum vitae (CV) or résumé.
- I have group consult recommendation forms from 2 SE faculty members for this level. ([download form here](#))
- I agree to admit a maximum of 8 participants to each of my group case consultations.

- **Group Consult Rates:** I agree to provide credited small group consultations at an equal rate determined by me per student (for each actual hour spent in consultation). Scholarship students will be charged a maximum rate of \$75/Credit Hour. A 3-hour group case consultation equals 1 Credit Hour. Group consults consist of 2 or more students with one group consult provider.
- **Consultation for Consultants:** As a case consultant, I understand that it is strongly recommended that I receive at least 4 consultations per year with an SE faculty member or with an approved small group case consultant. I understand that at least 2 of these consultations should be used to request feedback on the consultations I am providing to students.
- **Provider Scope of Practice:** I understand the limits of my scope of practice within my primary practice modality and license. I can articulate my scope of practice clearly to students who consult with me. I agree to adequately guide students towards more appropriate professional consultation if the issues that arise are outside of my scope of practice.
- **Ethics and Confidentiality:** I understand the common professional ethics and confidentiality rules associated with my practice modality and license. I agree to articulate these rules to SE students or SE Session Providers who consult with me. I will allow these ethics and confidentiality rules to guide me in deciding if any ethical or confidentiality issues raised by the student or provider are beyond my scope of practice and are better addressed by other professional consultants.
- **Minimum Faculty Consults for SEP Certificate:** I understand that students pursuing the SEP certificate must receive a minimum of 6 Credit Hours of case consultation from an SE faculty member. I will ensure that those participating in my group consults are aware of this requirement.

#### **Requirements for Group Case Consult Providers: Beginning Level**

- Preceding requirements listed for all levels.
- I have a minimum of 7 years' experience in an active SE practice. (This may include the time you spent in the SE training.)
- I meet at least ONE of these four criteria:
  - \* I am an approved Advanced-level individual case consultant and have given a minimum of 20 individual case consults to Advanced-level students, OR
  - \* I have supervisory status within my state licensure system (proof required), OR
  - \* I have completed counselor supervision training (proof required), OR
  - \* I am formally trained as a supervisor and have actively supervised professionals in my field.

#### **Requirements for Group Case Consult Providers: Intermediate Level**

- Preceding requirements listed for all levels.
- I have fulfilled all the requirements and am approved for providing group case consults at the Beginning levels. (Please read and confirm that you meet both the Beginning group consult provider requirements as some requirements may have changed.)
- I have given a minimum of 5 credited group case consults to Beginning-level students.

#### **Requirements for Group Case Consult Providers: Advanced Level**

- Preceding requirements listed for all levels.
- I have fulfilled all the requirements and am approved for providing group case consults at the Beginning and Intermediate levels. (Please read and confirm that you meet both the Beginning and Intermediate group consult provider requirements as some requirements may have changed.)
- I have given a minimum of 5 credited group case consults to Intermediate-level students.

## **Beginning I DVD Review Provider Requirements and Guidelines**

### HOW TO BE APPROVED TO PROVIDE BEGINNING 1 DVD REVIEW SESSIONS

If you are approved to Provide Individual Case Consults at the Beginning level or above you may request to be approved to provide Beginning I DVD Review Sessions (U.S. only).

- a. Every student who takes Beginning I via DVD in the U.S. is required to take a complimentary two hour review with an SE case consult that has been approved to provide review sessions.
- b. These Beginning I DVD review sessions are free to the students and are paid by the Institute to the review session provider at a rate of \$200 for a 2-hour sessions with one student (to be reimbursed once the provider submits a completed Review Session Form and Invoice).
- c. This offer is only applicable to Beginning I Students training in the U.S. and does not apply to any other level.
- d. Please note that Beginning I DVD review sessions do not count towards the SEP certificate requirements.
- e. To request approval to provide Beginning I DVD review sessions contact [kchapman@traumahealing.org](mailto:kchapman@traumahealing.org).

Please [download the review form](#) you will be required to complete and submit for each student you review.

You will also be required to [submit a W-9 form](#) if you are approved to provide reviews.