



Student Policy Handbook

November 16, 2017



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GLOBAL POLICIES

PERSONAL SESSION AND CASE CONSULT PRICING POLICY

Pricing for personal sessions, individual case consults, and small group case consults supporting SEP requirements and SE trainings

Individual approved providers set their fees. This policy allows the providers to determine their fees based on factors such as the cost of living and the standard cost for comparable services in their respective regions. Approved providers are still able to set a common fee for services for sessions and consults offered at training sites. In setting fees, FHE asks the session providers to consider FHE's non-profit value, ethics and status as well as the public service and education mission. Session fees

must encompass both the fair compensation for professional service rendered by the session providers and the affordability of sessions to training participants whose socio-economic resources vary widely.

As a matter of ethical standard providers may not refuse service to participants on scholarship. Providers agree to offer personal sessions and individual case consultations to scholarship students at no more than \$100/hour or \$75/credit hour for group case consultations. To receive this rate, or a more favorable new one set by approved providers, the participant will disclose their scholarship receipt. This information can be verified by FHE or regional organization or organizer.

Scope

- This policy applies to personal sessions, individual case consults, and small group case consults that fulfill the requirements for the SEP certificate.
- The policy further applies to any personal sessions, individual case consults, and small group case consults required by an SE training.
- The policy does not differentiate between a faculty member and non-faculty member provider.
- Pricing for large group case consultations provided by faculty members at SE trainings remains unchanged by this policy.

PRIVACY POLICY

The Somatic Experiencing® Trauma Institute takes precautions — including administrative, technical, and physical measures — to safeguard your personal information against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction. The Institute does not share, sell or rent your information to third parties.

STUDENT & ASSISTANT HEALTH POLICY

Students understand that their participation in or involvement with the Training may present a health risk to me and/or, if they are pregnant or may be pregnant, to my unborn child. Illness, stress, and other periods of significant personal difficulty can present a health risk. If student may suffer from any health risk or be pregnant and elect to proceed with the Training they do so at my own risk. Student accepts full liability for their participation and involvement with the Training. If student withdraws from the Training due to any health risk or pregnancy, the Institute refund policy applies.

COHORTS

The SE Trauma Institute **strongly recommends** that students continue their training in the location in which they began. Staying in a single location for Beginning I through Intermediate III helps create a cohesive class environment and encourages students to take advantage of the support network of their SE cohort. Over time the ability to explore the class material deeply will strengthen with the bond between students, training assistants, and faculty.

A Note about Advanced Modules (US & CANADA) -

Because of the infrequency of the advanced trainings and the limited locations in which they are held, FHE understands that remaining in a cohort throughout the Advanced year of the SE Professional Training is highly unlikely.

Required travel should be expected for the Advanced year.

INFORMED CONSENT & RELEASE POLICY

- 1) The Somatic Experiencing Trauma Institute mandates that prior to the submission of a new student application, the prospective student must agree to the following clauses and submit a statement certifying that all the information included in this agreement is true and complete. I agree to appear and act in a professional manner at all times while participating at Trainings with the Institute, and/or interacting with SE Training students, faculty, staff, assistants, and coordinators, both within and outside of the Training environment. I acknowledge that the Institute reserves the right to approve or deny any application, revoke approval at any time, and approve or deny the participation of any person, in its sole discretion, with or without cause, and in accordance with its policies and the law.

And:

- 2) This Agreement supersedes any other similar agreement with The Institute, and cannot be modified except in writing by the Institute. This Agreement will be binding upon me and my heirs, executors, administrators, and legal representatives. This Agreement is governed by the laws of the State of Colorado and any dispute arising from this Agreement or my relationship with the Institute shall be submitted to binding arbitration in Boulder, Colorado in accordance with the Commercial Arbitration Procedures of the American Arbitration Association. Any resulting decision may be entered in a court of competent jurisdiction.

Submission of the aforementioned application certifies the student's agreement of the following:

- I am participating in the Somatic Experiencing® Training and any event organized by the Somatic Experiencing Trauma Institute ("Training") of my own will and volition and voluntarily agree to all the terms and conditions of this Informed Consent and Release Agreement ("Agreement").
- I agree that all personal information of any participant relayed within the Training is strictly and completely confidential.
I shall not disclose any of this confidential information to any other person or entity under any circumstances. I shall not make any audio, video, audiovisual, or other recordings of any portion of the Training nor shall I duplicate, reproduce, distribute, publish, or discuss any of the confidential information contained in or related to the Training.
- I agree that the Somatic Experiencing® Trauma Institute ("Institute") shall not be liable or responsible for any unauthorized recording of the Training. I also agree that the Institute shall have no liability or responsibility for the use or exploitation of any unauthorized recordings. I understand that if at any time the Institute approves the recording of a Training, a separate release agreement will be provided to participants and assistants.
- If I agree to participate in the Training as the subject of a demonstration, I am doing so voluntarily and at my own risk. I understand that the demonstration session may include questions about my personal trauma history and emotional, psychological, and physical symptoms I may be experiencing. I further understand that I am under no obligation to participate in the demonstration, that I may refuse to answer

any question, and that I may pause or discontinue my participation in the demonstration at any time at my discretion. The Institute has no liability or responsibility for my participation or involvement in any demonstration and I accept that any result or no result may occur due to my participation or involvement.

- I understand that the primary purpose for receiving credited Personal Sessions is educational—to observe and experientially learn how SE principles are applied in practice so as to support my professional training and development.
- I understand and agree that all my sessions, meetings, and consultations with Personal Session and Case Consultation Providers (“Providers”) are undertaken at my own risk and that the Institute does not monitor, control, influence, or regulate Providers. I hereby release the Institute and its related parties from any and all liability or responsibility for any acts or omissions of any Provider and any claims related thereto. I understand that the Institute makes no representations or warranties about the characteristics or quality of the services I may receive.
- I understand that the Institute is the exclusive owner or licensee of all materials utilized in the Training including, but not limited to, all printed, audio, video, digital, online, and other materials (“Materials”). The Materials also include all duplicates, reproductions, and derivatives of the Materials, as well as any materials, research, books, articles, and other works of authorship, as well as products or services, created by the Institute and related to the Training (collectively, “Materials”). The Institute retains all rights in and to all intellectual property utilized or referenced in the Training and the Materials including, but not limited to, the copyrights in the Materials and all associated trademarks. No Materials or any portion thereof are sold or otherwise transferred and the Institute does not sell any title, ownership right, or interest in or to any of the Materials.
- If I wish to present Somatic Experiencing in a public format, I hereby agree and acknowledge that I must be a presenter approved by the Institute. (Please contact licensing@traumahealing.org)
- In the event that the Institute or its authorized representative or agent or the Training coordinator or faculty member requests that I discontinue my participation and involvement with the Training, I will immediately leave the Training and the premises upon which the Training is being held. If I withdraw from the Training the Institute refund policy applies.
- I understand that my participation in or involvement with the Training may present a health risk to me and/or, if I am pregnant or may be pregnant, to my unborn child. Illness, stress, and other periods of significant personal difficulty can present a health risk. If I may suffer from any health risk or be pregnant and elect to proceed with the Training I do so at my own risk. I accept full liability for my participation and involvement with the Training. If I withdraw from the Training due to any health risk or pregnancy, the Institute refund policy applies.

I agree to abide by all Institute policies, procedures, and guidelines as posted on the Institute website at traumahealing.org. All Institute policies, procedures, and guidelines are subject to change without notice to me and will be updated on the Institute website. I understand and agree that it is my responsibility to check the website for updates and that I am nonetheless bound by all such policies, procedures, and guidelines.

MEMBERSHIP DIRECTORY POLICY

The SE Practitioner Directory is the primary source for SE referrals worldwide. When browsing the internet for SE professionals, our Directory is the first resource displayed. In addition, our faculty, staff, and other professionals use the Directory to make referrals. If you are listed, you have the opportunity to receive these valuable referrals and to support those in need of your services. Your membership dues

support the SE Trauma Institute in developing new programs and providing scholarships for low-income professionals serving individuals and communities in need.

Membership term, renewal, expiration

- Membership term is for 12 months. Renewals are based on the anniversary date of joining. Periodically, members will receive renewal reminders. SE Trauma Institute can revoke membership at any time. Membership fees are not considered a charitable donation. However, if you are self-employed, you may be able to write off your membership dues as a business expense.
- Profiles will not be made active until payment is received.
- Upon expiration on your anniversary date, your profile is automatically removed from the Directory. It remains ready to reactivate once you pay your dues.
- No advertising unless approved by the Institute

Advertising of any kind must be approved by the Institute for listing trainings, merchandise or services. Please contact Elizabeth Steed Blevins at membership@traumahealing.org

Complaints about a practitioner should go to member's professional association that they belong to, not the Institute

- The Somatic Experiencing Trauma Institute neither endorses nor recommends the individuals listed on this website. The Somatic Experiencing Trauma Institute cannot make assurances any individual would be suitable for the needs of a particular individual. Users of this directory understand and agree that the Somatic Experiencing Trauma Institute is neither liable nor responsible for any actions of those using or choosing to list in this directory.

The contact information for individuals listed in this directory is to be used solely for professional referrals and is not to be used for marketing, solicitation, or other commercial purposes.

Designation of SEP or Practitioner in training titles

- Those listed as "SE™ Practitioners (SEP)" have completed our full training program. Those listed as "Practitioner in Training" are in the process of completing our program and are actively integrating SE skills into their primary area of practice.

CODE OF ETHICS

Given its mission, the Somatic Experiencing® Trauma Institute has adopted a code of ethics to guide its Board members, committee members, and staff in their conduct when acting on behalf of the Somatic Experiencing® Trauma Institute. The Code contains broad principles reflecting the types of behavior the Somatic Experiencing® Trauma Institute expects towards constituents, donors, employees, peers, and the public.

Compliance, Monitoring, and Reporting

The Somatic Experiencing® Trauma Institute management is responsible for communicating this Code of Ethics to all members of the Board of Directors, standing committee members, staff, staff interns, and staff volunteers and for ensuring its adherence at all times.

Complaint process

Formal complaints may be addressed to compliance@traumahealing.org, which will be reviewed by the Human Resources Department.

LANGUAGE POLICY

Applicants who wish to enroll in the Somatic Experiencing Trauma Institute 3-year training and auxiliary courses must be proficient in the language in which they are being taught in which includes the ability to read, write, understand and communicate in that language prior to enrollment. One of the objectives in each program is to enhance students' communication skills with the instructor, classmates, clients and the general public and the proficiency of the language that the material is being taught is essential. If the instructor determines that a student's language skills are not adequate, he/she may be required to hire an interpreter at his/her own expense, or be asked to leave the program until skill level is improved.



TRAINING TRAVEL POLICY

Students are solely responsible for making their own travel arrangements. FHE assumes no responsibility for student's flights, transportation, lodging arrangements or visas required to attend SE trainings and events.

If students are attending trainings in foreign countries FHE recommends students review their individual travel requirements and country requirements carefully prior to registering for and attending any event.

ISSUANCE OF SEP CERTIFICATE REQUIREMENT DETAILS

(FOR ALL STUDENTS OUTSIDE OF EUROPE)

Beginning Level: 72 Contact Hours

Intermediate Level: 72 Contact Hours

Advanced Level: 72 Contact Hours

SEP Requirement Total: 216 Hours

Personal Sessions Recommended Distribution

Beginning Level: 4 Hours

Intermediate Level: 4 Hours

Advanced Level: 4 Hours

SEP Requirement Total: 12 Hours

Case Consultations Recommended Distribution

Beginning Level: 4 Credit Hours

Intermediate Level: 6 Credit Hours

Advanced Level: 8 Credit Hours

SEP Requirement Total: 18 Hours

Case Consultation Details

Individual Case Consult: One student with an approved Individual Consult Provider

1 Hour = 1 Credit Hour

Group Case Consult: Two or more students with an approved Group Consult Provider

3 Hours = 1 Credit Hour

Specific Consultation Requirements

- 6 of the 18 total Consultation Credit Hours must be received from an SE faculty member in either the individual or group format.
- 4 of the 18 total Consultation Credit Hours must be in an Individual Case Consult (one-on-one) format.

Important Notes

- Session distribution: It is strongly recommended that your personal sessions and consultations are distributed throughout your training as indicated above in order to receive maximum educational benefit. This will ensure that you are receiving valuable input and support as you progress through your training. In the case that all recommended sessions are not completed before you commence the next year of training, you may receive additional sessions at the higher levels of training. You are eligible for the SEP certificate as long as the 3-year total session requirements are met.
- Providers must be approved for your current level: Once you begin the first day of a new level of training, all credited sessions must be received from a provider approved to give sessions and/or consults at your current level of training (e.g. starting the first day of your Intermediate I training, all sessions and consults must be received from approved Intermediate-level providers). Before booking sessions, please verify that the provider is approved for your current training level.

- Try a variety of providers: We encourage you to obtain sessions from a variety of providers who have been trained by different faculty members so that you may benefit from their diverse experience, education, backgrounds, and styles.

SEP Approval Process

In order for a participant to apply for the SEP Certificate, they will need to properly assemble an SEP Approval Packet. This packet will include:

- A Complete SEP Approval Packet Cover Page
 - This can be found on the 'Student Forms' page on the website.
- Session logs, invoices, or verifiable emails from Approved Providers with required information listed below:
 - Date, Level, Session Type, Length in Hours, Credit Hours, Approved Provider's name and signature.
 - If the hours logged do not meet these requirements, they will not count toward the hour total.

When your SEP Approval Packet is complete, scan and email the packet to Amanda Lormand at alormand@traumahealing.org or fax to 303-652-4039.

When you email your packet to Amanda Lormand, title the subject line with your first and last name and "SEP Approval." i.e. "Jordan Smith SEP Approval."

SEP Approvals can take up to 3 weeks to process. If the cover page is not filled out or the packet does not meet the specified guidelines, the processing time may be extended.

Please keep all session logs until all of your hours have been completed. We are not responsible for retaining incomplete logs. Be sure to always save a copy of your logs for yourself. We are not responsible for lost session logs.

STUDY GROUP POLICY

Study groups are for students enrolled in the 3 year program and are designed to support learning through the continuum. They may be attended by students, coordinators (or organizers), assistants, and teachers (trainers). There can never be an exchange of money for these groups either agreed upon or as a donation. Participants may bring items such as snacks, etc, for the group but that is to be on a voluntary basis or by potluck sign up.

US DOMESTIC POLICIES, OR TRAININGS DIRECTLY MANAGED BY FHE

CASE CONSULTATION PRICING

Fees and pricing for individual and group case consults offered through official FHE Professional Trainings are offered at a set rate, although early online registration discounts are available.

REFERRAL PROGRAM

(For trainings held in the United States Only)

Our Referral Program lets our customers earn a referral reward for each referral made to a Somatic Experiencing Professional Training produced by the Somatic Experiencing Trauma Institute.

In order to receive a referral reward:

- The referrer must have completed Beginning I.
- The referred student must list the name of the referrer on their Somatic Experiencing Professional Training application.
- The referred student must complete the Beginning I training module in a training location produced by the SE Trauma Institute.

Referral Fees will be issued by check in US funds upon completion of the referred student's Beginning I training module.

Restrictions:

- Unused or un-deposited referral fee payments cannot be converted to cash or credit on file with the SE Trauma Institute.
- Unused or un-deposited referral fees payments will expire one year after issue date and cannot be reissued.
- The Somatic Experiencing Trauma Institute will not be liable for unclaimed or expired referral fee payments.
- The Somatic Experiencing Trauma Institute reserves the right to revise or cancel this Referral Program at any time without prior notice.

Please remember to:

Deposit your referral checks in a timely manner so they do not expire.

If you are actively referring students to the SE Professional Training, please **contact us with your new mailing address if you move** so that referral checks are sent to the correct address.

If you have any questions or would like more information, please contact our office at **+1 303 652-4305** or info@traumahealing.org.

Thank you for sharing about SE with your friends and colleagues. We appreciate your partnership and support!

SALES TERMS, REFUND, TRANSFER & CANCELLATION POLICY

Revised November 24, 2015

Training Cancellation and Refund Policy

- Full refunds will be given if an applicant is denied acceptance into a training for any reason.
- Full refunds will be given if a training is cancelled by the SE Trauma Institute.
- A full refund, less a \$100 cancellation fee, will be issued for students cancelling at least 14 days prior to the start date of the training.
- Students cancelling within 14 days of a training start date will be refunded 50% of their total class tuition.
- No refund will be issued for no-shows or if registration is cancelled after 4pm US Mountain Time (GMT - 7:00) the day before the training.
- Partial refunds are not awarded for those who miss portions of the live training.

Training Transfer Policy

- Tuition may be transferred to a new location or to a Video* of the same level for a \$50 transfer fee if the request is made at least 14 days prior to the training start date.
- Students requesting a transfer within 14 days of a training start date may transfer to a new location or to a Video* of the same level for a \$100 transfer fee.
- Transfers are not available for no-shows or if the transfer request is made after 4pm US Mountain Time (GMT -7:00) the day before the training.
- Tuition may not be transferred to a training outside the US unless it is directly organized by the SE Trauma Institute.

**Students may take a training one Beginning module by Video and one Intermediate module by Video in lieu of attending the live training. Students may not consecutively take Beginning III and Intermediate I by Video.*

Video modules are not offered for Advanced-level trainings.

How to Request a Training Refund or Transfer

- All refund requests must be submitted in writing to registration@traumahealing.org either 14 days in advance for a full refund (minus \$100), or by 4pm US Mountain Time (GMT -7:00) the day before the training starts to receive a 50% refund.
- All refunds will be issued by check in US Funds.
- All transfer requests must be submitted in writing to registration@traumahealing.org either 14 days in advance for the \$50 transfer fee or by 4pm US Mountain Time (GMT -7:00) the day before the training starts for a \$100 transfer fee.
- If transferring tuition, students must pay the \$50 or \$100 transfer fee to be considered registered for the new training location or Video module.
- Transfer fees can be paid either by calling our office to pay by credit card or by mailing a check or money order. +1 303 652-4035

Refunds for Case Consultations

- Full refunds will be given if a case consultation is cancelled by the SE Trauma Institute
- A full refund, in the form of a payment credit only, can be issued towards future Case Consults for cancellations made prior to 4pm US Mountain Time (GMT - 7:00) the day before the case consult.
- A full check refund, minus a 25% cancellation fee, will be issued for students cancelling prior to 4pm US Mountain Time (GMT - 7:00) the day before the case consult.
- No refunds will be issued for no-shows or if registration is cancelled after 4pm US Mountain Time (GMT - 7:00) the day before the training.
- Partial refunds are not awarded for those who miss portions of the live training.

Product Return and Refund Policy

- If for any reason you are not satisfied with your product purchase and choose to return it, The Somatic Experiencing® Trauma Institute will issue a refund, less shipping costs, within 30 days of return. This money back guarantee is subject to the following terms, conditions & exceptions:
- The purchaser must contact accounting@traumahealing.org at The Somatic Experiencing® Trauma Institute within 14 days of receipt of the product with the wish to return or exchange the item. The product must be returned to The Institute within 30 days of its original ship date.
- The money back guarantee requires the product to be returned in its original packaging, in the original condition. The Institute reserves the right to accept a return without refund for any product that is damaged, or to reduce the refundable amount to compensate for damage. If the Institute decides to take this action, it will contact the purchaser to explain the options.
- Any refund transaction will be processed via check in US funds. Checks are processed only one day a week.
- The Institute reserves the right to retract this offer unilaterally for any individual or organization, at any time, for any reason. If retracted, this will not affect any previous orders shipped during the time the money back guarantee was in effect. Purchasers with orders in process, which have not yet shipped, will be contacted if the money back guarantee is retracted.

Damaged Shipments

Damaged shipment claims must be made within 24 hours of receipt of your order. We pack orders carefully, but accidents do happen. It is always a good idea to inspect your order immediately upon receipt and to let us know right away about any damage that occurred in shipment

Delivery

Items are generally shipped United States Postal Service (USPS). All orders will be shipped from our office within 10 business days of order placement.

CREDIT CARD PROCESSING POLICY

In addition to the global privacy policy, for credit card transactions with FHE: Our online credit card processing is secured through VeriSign and/or Authorize.net.

REGISTRATION POLICY

(For U.S. Trainings only)

Students must be registered for or have completed prerequisite modules before being able to register for more advanced modules.

Registration Deadline

- Students must register for courses and webinars in the allotted time posted in the policy
 - For US/Domestic trainings and/or for trainings being run by FHE please review the REGISTRATION DEADLINE POLICY under US/DOMESTIC policies
 - For trainings being run by an individual Organizer, not FHE, please confirm the registration policy with the Organizer of the event.
- Students may be denied entry to webinars and events if they do not meet the registration deadline for a specific event.

Students may register for any class until 12:00pm on the Wednesday before the beginning of the training in the **respective time zone that the training is set to take place.**

Registration at the Door is strongly discouraged and not guaranteed and may result in an additional late fee.

For **Webinars**, students and members may register for an online webinar until 12:00pm US Mountain Time the day before the beginning of the scheduled webinar.

Registration Policy for Live Basic Principles of SE

Online Registration closes the Wednesday before the training, at noon. If you would like to register after this time, please call our office during business hours or you can register the day of the event at the door.

TRAINING DEFERMENT POLICY

Any student can take a leave of absence up to a maximum of two years. If absent from the training for more than two years, the previous module must be re-taken, either in person or by Video, before joining the next module. If the last module taken before the leave of absence was taken by Video, the repeated module must be taken in person.

WAITLIST POLICY

Waitlists are maintained and reviewed by the order in which you are added to the list. **However:** Priority is given to those who have attended the previous module in that cohort up to 45 days prior to the start date

of the training, at which point if previous cohort attendees have not registered and the training is full, they will be added to the waitlist according to the date and time they contacted FHE. If the training is not full, 45 days prior to the training start date any spaces in the cohort will be filled with those on the waitlist.

You will be added to the waitlist in the order your application is received, or if you are already approved you will be added at the time you communicate with the organization.

If a space becomes available you will be contacted by the organization directly and will be given a certain amount of time to register, if you do not register by the time indicated we will move to the next person on the waitlist.

For Beginning I Closed Trainings:

In order to be added to the waitlist for the closed training of your choice you need to first apply and be accepted to the program.

Beginning II Waitlists:

We will start a Beginning II waitlist as soon as Beginning I reaches capacity and a waitlist is started for that training. Students will be asked if they want to be added to both in the case that they are able to transfer from another location or if they have taken Beginning I by Video.

TRAUMA INSTITUTE

VIDEO TRAINING MODULE POLICY

Video editions are available for all trainings from Beginning I to Intermediate III.

- Students may take one Beginning module by Video and one Intermediate module by Video in lieu of attending the live training.
- The Beginning I Videos will be either emailed or shipped to you and must be viewed prior to attending the live Beginning II training module. In addition, we require that you schedule and attend a 2-hour complementary review session with one of our approved review session providers prior to attending Beginning II.
- Students may not consecutively take Beginning III and Intermediate I by Video.
- No continuing education credits (CEs) are awarded for completion of Video modules.
- Video modules are not offered for Advanced-level trainings.
- Video Training Modules are priced equal to their live-training counterparts.
 - Video review copies may be ordered for any previously attended training for a discounted price.
- If students lose their passwords to streamed Videos they may contact accounting@traumahealing.org for a replacement password.

DISCOUNT & SCHOLARSHIP POLICY

(For U.S. Trainings only)

Early Bird Discount: SE Trauma Institute offers discounts for students who register for trainings more than 30 prior to the start of the training.

- Those students who qualify for the discount at the time of registration are eligible to receive \$50 off the original cost of the training.
- For trainings taking place outside of the United States, early registration discounts vary by location, please contact the local training organizer for more details.
- Students who choose to register more than 30 days before the beginning of a Master class are eligible for a \$100 discount if they hold an active membership at the time of the registration.
- Students who register for 3 hour case consults online more than 7 days in advance are eligible to receive a \$5 discount.
 - **Notes on Case Consult Pricing**
 - In-person registration fee on the day of a consult is \$80
 - Students attending 1.5 hour consults incur a fee of \$40
 - Students who register online for a 1.5 hour Case Consult more than 7 days in advance are eligible to attend for \$37.50.

Group Discounts:

- 10% group discounts is available for 5 or more people from the same organization paying with a single payment.
 - For details: <http://traumahealing.org/learn-se/>

Basic Principles of SE™ discount

- We offer \$50 off Beginning I to those who sign onto our mailing list at an approved Basic Principles of SE™ Workshop or conference.

Scholarships

- A limited number of scholarships are available to those who meet the financial guidelines. For income guidelines and for the applications go to <https://traumahealing.org/scholarships/>
 - Scholarships applications must be submitted at least 45 days prior to the start date of the training.
 - Scholarships are not awarded retroactively.
 - Applicants must reapply for scholarships for each training level

REVIEW POLICY

- Students who have attended an SE professional training may choose to retake any previously completed module for 50% of the current price of the training.
- Priority for registration goes to students who have not previously taken the module and/or students who are required to take the module in order to continue with the SE Training per the policy for deferment between modules.

- For students electing to repeat a module that is near capacity, their space in the training cannot be assured until 2 weeks prior to the start date of the respective training.
 - If space is still available 2 weeks prior to the start of the desired training, the student seeking to repeat a previously completed training can then register for the course.
- Students may also order electronic or Video copies for any previously completed Beginning through Intermediate SE professional training modules for \$75.



CONTINUING EDUCATION POLICY

The SE Trauma Institute is pleased to offer Continuing Education credit for full attendance in each of the eight live training modules constituting our SE Professional Training in the USA.

To Obtain Your Continuing Education Credits

- All CEs listed below are offered for SE Professional Training modules in US. A limited variety of CEs may be offered for other workshops and trainings as indicated on our training schedule.
- Students must attend all course hours to receive CE credit. Partial credit is not awarded.
- CE credit is offered for live trainings only. No CE credit is awarded at this time for Video modules, webcasts, or other remote study options.
- NOTE - On the daily sign-in sheet, Students MUST check which CEs they want to earn.
- Make sure you also check the CEs you want to earn on your evaluation form at the end of the training.
- You will receive a hard copy of a certificate of completion at the end of your training. Be sure you pick this certificate up before you leave the training. Most organizations on this list accept this certificate as proof of your CE Credits. For organizations that do not accept this certificate you will receive another certificate via e-mail within 120 days after the training ends, IF YOU HAVE INDICATED WHICH CEs you want to earn on the sign-in form.

Beginning Training Modules I, II, III	Intermediate Training Modules I, II, III	Advanced Training Modules I, II
24 Contact Hours (4-day Training)	24 Contact Hours (4-day Training)	36 Contact Hours (6-day Training)

Authorized CE Providers

ANCC - American Nurses Credentialing Center

- As an American Psychological Association approved provider CES programs are accepted by the American Nurses *Credentialing Center* (ANCC). Every state Board of Nursing accepts ANCC approved programs except California and Iowa.
- CES is also an approved Continuing Education provider by the California Board of Registered Nursing, (Provider Number CEP15567) which is also accepted by the Iowa Board of Nursing.

APA - American Psychological Association

- Commonwealth Educational Seminars (CES) is approved by the American Psychological Association to cosponsor Continuing Education for Psychologists. CES maintains responsibility for these programs.

ASWB – Association of Social Work Boards

- Commonwealth Educational Seminars (CES), provider #1117 is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) through the Approval Continuing Education (ACE) Program. CES maintains responsibility for these programs. ASWB Approval period: 10/5/15-10/5/18. Social workers should contact their regulatory board to determine course approval for continuing

education credits. Some states do not require pre-approval. If your state is not on the below list, please check with your state board.

- Commonwealth Educational Seminars can grant Social Work CEs in the following states: AI, AK, Alberta, AR, AZ, British Columbia, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, New Brunswick, NE, NH, Newfoundland & Labrador, NM, NC, ND, Nova Scotia, OH, OK, OR, PA, RI, Saskatchewan, SC, SD, TN, TX, UT, VA, Virgin Islands, VI, VT, WA, WI and WY.
- Please contact your state board if you have concerns about CE credit. All Social Workers attending programs that have been awarded Social Work Continuing Education from CES will receive a Certificate upon completion.
- Grievance Policy - Commonwealth Educational Seminars (CES) seeks to ensure equitable treatment of every person and to make every attempt to resolve grievances in a fair manner. Please submit a written grievance to CES, [1020 Osterville West Barnstable Rd, Marstons Mills, MA 02648](#). Grievances will initially be directed to the training instructor. Grievances would receive, to the best of our ability, corrective action in order to prevent further problems. If you have questions or concerns, contact Commonwealth Educational Seminars at [\(800\) 376-3345](#).
- Accommodations for the differently abled - All of our training facilities are handicap accessible. Accommodation requests can be made during your online registration process. If you are not registering online, and are in need of accommodations, please contact: [Kerry Love, Global Programs Manager, Registration@traumahealing.org, \(303\) 652-4035](#)

BBS - California Board of Behavioral Sciences

- The California Board of Behavioral Sciences accepts CEs from NASW, NBCC and APA. The Certificate of Completion you receive when you complete a module lists these organizations, and will be your proof to the BBS that you have earned CEs for the module. You DO NOT have to be a member of one of these organizations to earn the CEs.

CSWMFT – Ohio Counselor, Social Worker, and Marriage Family Therapist Board

- For any of our eight, live, Professional Training Modules, that take place in the state of Ohio, Somatic Experiencing Trauma Institute will apply for CSWMFT CEs per module. The approval number will change per training and will be listed on the Certificate given out at the trainings.

Licensed Professional Counselors

- Commonwealth Educational Seminars (CES) can grant Continuing Education credit for the above listed professions in the following states: AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, ME, MA, MO, NE, NH, NJ, NM, NC, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WI and WY.

Marriage & Family Therapists

Commonwealth Educational Seminars (CES) is entitled to grant continuing education credit to Marriage & Family Therapists in the following states: AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IN, IA, KS, ME, MD, MO, MT, NE, NH, NJ, NM, NC, OR, PA, RI, SC, SD, TN, TX, VT, VA, WA, WI and WY. CES maintains responsibility for these programs.

MT BBH – Montana Board of Behavioral Health - Board of Social Work Examiners, Professional Counselors, Marriage and Family Therapists

- For any of our eight, live, Professional Training Modules, that take place in the state of Montana, Somatic Experiencing Trauma Institute will apply for MT BBH CEs per module. The approval number will change per training and will be listed on the Certificate given out at the trainings.

NAADAC - Association for Addictions Professionals

- The Somatic Experiencing Trauma Institute is an Approved Education Provider for NAADAC - approved provider number 170378. Please review for State Coverage: <https://www.naadac.org/naadac-ce-acceptance>

NBCC - National Board for Certified Counselors

- The Somatic Experiencing Trauma Institute is an NBCC-Approved Continuing Education Provider (ACEP™) and may offer NBCC-approved clock hours for events that meet NBCC requirements. The ACEP solely is responsible for all aspects of the program. Approved Provider # 5980.

NCBTMB - National Certification Board of Therapeutic Massage and Bodywork

- The Somatic Experiencing Trauma Institute is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider.
- Somatic Experiencing is also sponsored by NCBTMB to teach New York LMTs continuing education that is accepted by the state of New York for license renewal. Approved Provider # 450113-06. (Special certificates will be emailed to students after each class for LMTs licensed in the state of New York.)

NCCAOM - National Certification Commission for Acupuncture and Oriental Medicine

- The Somatic Experiencing Trauma Institute is approved to provide Professional Development Activity (PDA) points in the Adjunctive Therapy (AT) category for Acupuncturists and Oriental Medicine practitioners. Approved Provider # 364. (Special certificates will be emailed to students requesting PDAs after each class.) <http://www.nccaom.org/state-licensure/>

NYSBSW - New York State Education Department's State Board for Social Work

- Somatic Experiencing Trauma Institute SW CPE is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers. Approved Provider #0099.

NYMHC – New York Mental Health Counseling

- Somatic Experiencing Trauma Institute is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. #MHC-0111.

NYMFT – New York Marriage Family Therapy

- Somatic Experiencing Trauma Institute is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. #MHC-0058.
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For the Live Basic Principles of Somatic Experiencing workshop, we can offer 3 or 6 Continuing Education Credits (reflective of the length of the one day workshop). Below are the limited CEs we are approved to provide for the Live Basic Principles of Somatic Experiencing in the US. Please check the CE Tab on the Event Summary, as accreditation can change per location.

ANCC & BRN - American Nurses Credentialing Center & California Board of Nursing

- Nurses: As an American Psychological Association approved provider Commonwealth Educational Seminars (CES) programs are accepted by the American Nurses Credentialing Center (ANCC). Every state Board of Nursing accepts ANCC approved programs except California and Iowa, however CES is also an approved Continuing Education provider by the California Board of Registered Nursing, (Provider Number CEP15567) which is also accepted by the Iowa Board of Nursing.

APA - American Psychological Association

- Psychologists: Commonwealth Educational Seminars (CES) is approved by the American Psychological Association (APA) to offer continuing education credit programs. CES maintains responsibility for this program and its content.

ASWB - Association of Social Work Boards

- Social Workers: CES, provider #1117, is approved as a Provider for Social Work Continuing Education by the Association of Social Work Boards (ASWB) www.aswb.org, through the Approved Continuing Education (ACE) program. CES maintains responsibility for the program. ASWB approval period: 10/5/15 through 10/5/18. Social Workers should contact their regulatory board to determine course approval. Social Work CEs are NOT awarded in: NJ, NY, NV, WV.
- Grievance Policy - Commonwealth Educational Seminars (CES) seeks to ensure equitable treatment of every person and to make every attempt to resolve grievances in a fair manner. Please submit a written grievance to CES, [1020 Osterville West Barnstable Rd, Marstons Mills, MA 02648](mailto:1020_Osterville_West_Barnstable_Rd_Marstons_Mills_MA_02648). Grievances will initially be directed to the training instructor. Grievances would receive, to the best of our ability, corrective action in order to prevent further problems. If you have questions or concerns, contact Commonwealth Educational Seminars at [\(800\) 376-3345](tel:8003763345).
- Accommodations for the differently abled - All of our training facilities are handicap accessible. Accommodation requests can be made during your online registration process. If you are not registering online, and are in need of accommodations, please contact: [Kerry Love, Global Programs Manager, Registration@traumahealing.org](mailto:Kerry_Love_Global_Programs_Manager_Registration@traumahealing.org), 303-652-4035.

LPC & Mental Health Counselor - Licensed Professional Counselors

- Commonwealth Educational Seminars (CES) is entitled to grant continuing education credit for LPCs/LCMHCs in the following states: AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, ME, MA, MO, NE, NH, NJ, NM, NC, OR, PA, RI, SC, SD, TN, UT, VT, VA, WA, WI, WY. CES maintains responsibility for this program.

MFT - Marriage and Family Therapists:

- Continuing education credit for Marriage & Family Therapists is awarded in the following states: AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IN, IA, KS, ME, MD, MO, MT, NE, NH, NJ, NM, NC, OR, PA, RI, SC, SD, TN, UT, VT, VA, WA, WI, WY. CES maintains responsibility for this program.

NYMFT – New York Marriage Family Therapy

- Commonwealth Educational Seminars is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0444.

Below are the limited CEs offered for SE Master Classes modules in the US. The amount of CEs varies on the length of the training. Please check the CE Tab on the Event Summary, as accreditation can change per location.

ANCC & BRN - American Nurses Credentialing Center & California Board of Nursing

- Nurses: As an American Psychological Association approved provider Commonwealth Educational Seminars (CES) programs are accepted by the American Nurses Credentialing Center (ANCC). Every state Board of Nursing accepts ANCC approved programs except California and Iowa, however CES is also an approved Continuing Education provider by the California Board of Registered Nursing, (Provider Number CEP15567) which is also accepted by the Iowa Board of Nursing.

APA - American Psychological Association

- Psychologists: Commonwealth Educational Seminars (CES) is approved by the American Psychological Association (APA) to offer continuing education credit programs. CES maintains responsibility for this program and its content.

ASWB - Association of Social Work Boards

- Social Workers: CES, provider #1117, is approved as a Provider for Social Work Continuing Education by the Association of Social Work Boards (ASWB) www.aswb.org, through the Approved Continuing Education (ACE) program. CES maintains responsibility for the program. ASWB approval period: 10/15/15 through 10/15/18. Social Workers should contact their regulatory board to determine course approval. Social Work CEs are NOT awarded in: NJ, NY, NV, WV.

LPC & Mental Health Counselor - Licensed Professional Counselors

- Commonwealth Educational Seminars (CES) is entitled to grant continuing education credit for LPCs/LCMHCs in the following states: AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, ME, MA, MO, NE, NH, NJ, NM, NC, OR, PA, RI, SC, SD, TN, UT, VT, VA, WA, WI, WY. CES maintains responsibility for this program.

MFT - Marriage and Family Therapists:

- Continuing education credit for Marriage & Family Therapists is awarded in the following states: AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IN, IA, KS, ME, MD, MO, MT, NE, NH, NJ, NM, NC, OR, PA, RI, SC, SD, TN, UT, VT, VA, WA, WI, WY. CES maintains responsibility for this program.

NYMFT – New York Marriage Family Therapy

- Commonwealth Educational Seminars is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0444.

ATTENDANCE POLICY

If a student is unable to attend half or more than half of a live training, they must order a 'Review Copy' of the respective training module in order to become eligible for a certificate of completion. For Advanced I or II trainings, students that miss half or more than half of the training will be required to retake the training in person. Please contact your local class coordinator as soon as you know that you will be missing a portion of a live training, so they may plan for your absence or delay.

Please note that FHE is unable to award partial Continuing Education credits. Students will ONLY receive CEs for training modules that they have completed and attended all hours of in-person.

