# GUIDELINES & REQUIREMENTS FOR ASSISTANTS, PERSONAL SESSION PROVIDERS AND CASE CONSULTATION PROVIDERS

## Assistant Guidelines & Requirements

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 module 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 year for which they will assist. Some Faculty Members may make this a prerequisite to being accepted to the assisting team for a given module.

Assistants are expected to be present for the entire module they agree to attend. If an Assistant misses a substantial portion of the module, they will not receive credit for having assisted that module and it will not count towards the requirements for subsequent Assistant and Provider levels. Please see the Policy for Assistant Training Attendance for more details. If an alternative arrangement has been agreed to by the Faculty of that module and the Credentialing and Assisting Administrator, exceptions to this policy may be made. Where Continuing Education Units are offered, Assistants will not be eligible to receive Continuing Education Credits if they miss any portion of any module.

Any Assistant wanting to claim CEs must first check with their licensing board to ensure multiple submissions of CE Certificates will be accepted (i.e. if a Beginning I Certificate was submitted for CEs as a Participant, submitting a Beginning I Certificate for CEs as an Assistant would be considered multiple submissions, as the Certificates are for the same module).

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. Faculty may also use the expectations listed above as guidelines for writing prospective/current Assistant Recommendation or Non-Recommendation Letters. 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 module. Please contact the Faculty Member you choose to assist with for more information.

Prospective Assistants must apply and be pre-approved by the Somatic Experiencing® (SE™) Trauma Institute prior to assisting at each year of the training. Assistants approved by SE™ Trauma Institute must not have had any grievance, complaint, or action brought against them before any licensing, regulating, associative, or legal body for any violation or misconduct. Prospective Assistants who have had a grievance, complaint, or action brought against them that has been resolved may appeal to the Credentialing and Assisting Administrator for a review of qualification; review and approval of qualification will be on a case-by-case basis.

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 module. Faculty Members make the final decisions about who assists at the modules they lead; neither the SE™ Trauma Institute staff nor the local Coordinator/Organizers are responsible for Assistant selection.

We appreciate that assisting with the SE™ Trauma Institute 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 with SE™ Trauma Institute —and our changing needs over time—we also cannot guarantee that Assistants will continue to be selected for assisting teams, progress through assisting or providing levels, or maintain approval to assist or provide credited sessions/consultations after receiving initial approval.

Specific requirements for Assistants at each level:

Beginning:

- Received SEP Approval
- Submit Application including:
    - CV/résumé
    - Faculty Recommendation Letter

Intermediate:

- Assistants must have assisted at all modules of the Beginning Level of the SE™ Professional Training
- Submit Application including:
    - CV/résumé
    - Faculty Recommendation Letter

Advanced:

- Assistants must have assisted at all modules of the Beginning and Intermediate Levels of the SE™ Professional Training.
- Submit Application including:
    - CV/résumé
    - Faculty Recommendation Letter

Assistants at all levels 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™ Professional 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 SE™ Trauma 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 with the SE™ Trauma Institute, we care for our Assistants and encourage everyone to err on the side of caution.

## Personal Session Provider Guidelines & Requirements

As graduates of the SE™ Professional Training, experienced SE™ Practitioners who have integrated SE™ into their professional practice modalities contribute an important element of the learning experience for students by providing Personal Sessions for credit to class participants. Approved Personal Session Providers may sometimes offer sessions to students onsite during the course of a module, or they may provide sessions outside of the class environment to SE™ learners as they proceed through the SE™ Training. In order for a session to count for credit, Providers must apply and be approved for providing Personal Sessions at the student's current level.

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 growth and development.

Since these for-credit sessions are an integral part of the students' learning experience, it is expected that approved SE™ Personal Session Providers will not only have significant practice experience in their profession, but will also have one or more active professional practice(s) in which they have already integrated the use of SE™. It is also expected that approved Personal 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 Personal Session Provider, there are additional skills that Personal Session Providers are expected to have. To the best of their ability, approved Personal 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.

Faculty may use the skills listed above as guidelines for writing prospective/current Provider Recommendation or Non-Recommendation Letters.

Prospective Personal Session Providers must apply and be pre-approved by the SE™ Trauma Institute prior to providing at each year-level. Providers approved by SE™ Trauma Institute must not have had any grievance, complaint, or action brought against them before any licensing, regulating, associative, or legal body for any violation or misconduct. Prospective Providers who have had a grievance, complaint, or action brought against them that has been resolved may appeal to the Credentialing and Assisting Administrator for a review of qualification; review and approval of qualification will be on a case-by-case basis.

We appreciate the service that our approved Personal 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 Personal 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/consultations after receiving initial approval.

Specific requirements for Providers at each level:

Beginning:

- Providers must have assisted at all modules of the Beginning Level of the SE™ Professional Training

- Providers must have an active SE™ practice and have provided at least 150 SE™ sessions to clients
- Submit Application including:
  - CV/résumé
  - Faculty Recommendation Letter

Intermediate:

- Providers must have assisted at all modules of the Beginning and Intermediate Levels of the SE™ Professional Training.
- Providers must be approved Beginning Level Personal Session Providers and have provided a minimum of 20 credited Personal Sessions to Beginning Level SE™ students.
- Submit Application including:
  - CV/résumé
  - Faculty Recommendation Letter

Advanced:

- Providers must have assisted at all modules of the Beginning, Intermediate, and Advanced Levels of the SE™ Professional Training.
- Providers must be approved Intermediate Level Personal Session Providers and have provided a minimum of 20 credited Personal Sessions to Intermediate Level SE™ students.
- Submit Application including:
  - CV/résumé.
  - Faculty Recommendation Letter.

Personal Session Providers at all levels 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 providing sessions and/or consultations.
- Charged scholarship students a maximum rate of $100/hour for Personal Sessions.
- Only provide Personal Sessions to students for credit at their approved levels, and clearly state approval level as well as qualification for credit to students directly and on any documents presented to students; such as a sign-up sheet.
  - For example, a Beginning Level Provider may only sign session logs for students currently in the Beginning year. They 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 module.
- Sign the Provider Informed Consent and Release Agreement.

## Individual Case Consultation Provider Guidelines & Requirements

As an Individual Consultation Provider, you are taking on a larger leadership and educational support role within the Somatic Experiencing® Training program. SE™ Case Consultations (Case Consults) provide participants the opportunity to examine the application of SE™ with their clients through the services provided by an approved SE™ Individual Consultation Provider. Case Consults reinforce participant's SE™ skill development and professional development (i.e. countertransference, scope of practice, etc.) as it relates to SE™. Case Consultations are a professional service focused on the application of SE™ and its integration into a participant's professional practice. Whereas Personal Sessions are an experiential learning process of SE given to the SE™ participants from an approved SE™ Personal Session Provider.

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 Case Consultations have significant practice experience with integrating SE™ into their practice modality while working with the general public (rather than primarily with SE™ students). Providing Personal Sessions primarily to the SE™ student community is not considered sufficient experience to qualify as a Provider of Individual Consultations.

In addition to the more formal criteria for becoming an Individual Consultation Provider, there are additional skills that Individual Consultation Providers are expected to have. To the best of their ability, Case Consultation 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 in order 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 in order to articulate those rules 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.
- Clarify with students at the beginning of a session whether the student is requesting a Personal Session or Case Consultation and maintain that boundary within the intention of that session/consult, and to accurately record all sessions and consultations on the students session log and/or accurately confirm all sessions and consultations to the Credentialing and Assisting Administrator upon request.

Faculty may use the skills listed above as guidelines for filling out Individual Case Consultation Recommendation Forms for prospective/current Providers or for writing Non-Recommendation Letters for prospective/current Providers.

Prospective Individual Consultation Providers must apply and be pre-approved by the SE™ Trauma Institute prior to providing at each year-level. Providers approved by SE™ Trauma Institute must not have had any grievance, complaint, or action brought against them before any licensing, regulating, associative, or legal body for any violation or misconduct. Prospective Providers who have had a grievance, complaint, or action brought against them that has been resolved may appeal to the Credentialing and Assisting Administrator for a review of qualification; review and approval of qualification will be on-a-case by case basis.

We appreciate the service that our approved Session and Consultation 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 Consultation 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.

Specific requirements for Individual Consultation Providers at each level:

Beginning:

- Providers must have had a professional practice in a related field (e.g. psychotherapy, bodywork) that they have been integrating with SE™ for at least 5 years.
- Providers must have fulfilled all the requirements and be approved for providing Personal Sessions at the Advanced Level.
- Providers must have given at least 300 SE™ sessions to clients.
- Providers must have assisted two full cycles of the Beginning year, one full cycle of the Intermediate year, and one full cycle of the Advanced year.
- Submit Application including:
    - CV/résumé
    - 2 Faculty Individual Case Consultation Recommendation Forms

Intermediate:

- Providers must have fulfilled all the requirements and be approved for providing Individual Case Consultations at the Beginning Level.
- Providers must have assisted two full cycles of the Beginning year, two full cycles of the Intermediate year, and three full cycle of the Advanced year.
- Providers must be approved Beginning Level Individual Consultation Providers and have provided a minimum of 20 credited Individual Consultations to Beginning Level students.
- Submit Application including:
    - CV/résumé
    - 2 Faculty Individual Case Consultation Recommendation Forms

Advanced:

- Providers must have fulfilled all the requirements and be approved for providing Individual Case Consultations at the Beginning and Intermediate Levels.
- Providers must have assisted two full cycles of the Beginning year, two full cycles of the Intermediate year, and two full cycles of the Advanced year.
- Providers must be approved Intermediate Level Individual Consultation Providers and have provided a minimum of 20 credited Individual Consultations to Intermediate Level students.
- Submit Application including:
    - CV/résumé
    - 2 Faculty Individual Case Consultation Recommendation Forms

Individual Consultation Providers at all levels 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 scholarship students a maximum rate of $100/hour for Individual Consultations.
- Understanding the limits of scope of practice within their primary practice modality and license, be able to articulate scope of practice clearly to students with whom they consult, and agree to adequately guide students towards more appropriate professional consultation if the issues that arise are outside scope of practice.
- Understand the common professional ethics and confidentiality rules associated with practice modality and license, agree to articulate these rules to SE students or SE Session Providers with whom they consult, and allow these ethics and confidentiality rules to guide in deciding if any ethical or confidentiality issues raised by the student or provider are beyond scope of practice and are better addressed by other professional consultants.
- As a case consultant, understand that it is strongly recommended to receive at least 4 consultations per year with a SE faculty member or with an approved small group case consultant, and understand that at least 2 of these consultations should be used to request feedback on the consultations being provided to students.
- Only provide credited Case Consultations for credit to students at the approved levels and clearly state approval level as well as qualification for credit to students and on any documents presented to students; such as a sign-up sheet.
    - For example, a Beginning Level Provider may only sign session logs for students currently in the Beginning year. They 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 module.
- Sign the Provider Informed Consent and Release Agreement.

## Beginning I DVD Provider Guidelines & Requirements

As a Beginning I DVD Review Provider, you are taking on a larger leadership and educational support role within the Somatic Experiencing® Training program. SE™ Beginning I DVD Review Providers offer participants a two-hour review after the participant has taken Beginning I by DVD in lieu of attending a live Beginning I module. This review process ensures participants are adequately prepared to join a Beginning II class.

SE™ Beginning I DVD Review is not formal supervision nor a credited Personal Session or Consultation. Rather, it is an opportunity for SE™ learners to solidify their beginning knowledge of SE™ through the expertise of other practitioners who have been using SE™ for an extended period of time within their own practices. We expect that those providing Beginning I DVD Review have significant experience in integrating SE™ into their practice modality while working with the general public (rather than primarily with SE™ students).

In addition to the more formal criteria for becoming a Beginning I DVD Review Provider, there are additional skills that Review Providers are expected to have. To the best of their ability, Review Providers will:

- Have a working knowledge of the SE™ curriculum.
- Maintain appropriate professional boundaries, including confidentiality.
- 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 in order to articulate that scope of practice clearly to students who review 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 in order to articulate those rules to students who review 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.

Faculty may use the skills listed above as guidelines for writing prospective/current Providers Recommendation or Non-Recommendation Letters.

Prospective Beginning I DVD Review Providers must apply and be pre-approved by the SE™ Trauma Institute prior to providing Beginning I DVD Reviews. Providers approved by SE™ Trauma Institute must not have had any grievance, complaint, or action brought against them before any licensing, regulating, associative, or legal body for any violation or misconduct. Prospective Providers who have had a grievance, complaint, or action brought against them that has been resolved may appeal to the Credentialing and Assisting Administrator for a review of qualification; review and approval of qualification will be on a case-by-case basis.

We appreciate the service that our approved 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 Consultation Provider should not be considered a career path. We cannot guarantee that Providers will maintain approval to provide Beginning I DVD Reviews after receiving initial approval.

Specific requirements for Beginning I DVD Review Provider:

- Providers must have had a professional practice in a related field (e.g. psychotherapy, bodywork) that they have been integrating with SE™ for at least 5 years.

- Providers must have fulfilled all the requirements and be approved for providing Individual Case Consultations at the Intermediate Level.
- Providers must have given at least 300 SE™ sessions to clients.
- Providers must have assisted two full cycles of the Beginning year, one full cycle of the Intermediate year, and one full cycle of the Advanced year.
- Submit Application including:
    - CV/résumé
    - Faculty Recommendation Letter.

Beginning I DVD Review 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 providing sessions and/or consults.
- Offer the Review Session to Beginning I DVD participants only and at no cost to the participant.
- Obtain from the Employee Site and submit for reimbursement the Beginning I by DVD Review Session Form and Invoice and W9 forms to the SE™ Trauma Institute office prior to the start of the participants' Beginning II module.
- Understand and agree that the reimbursement rate is $200 for a 2-hour session per participant.
- Understanding the limits of scope of practice within their primary practice modality and license, be able to articulate scope of practice clearly to students with whom they review, and agree to adequately guide students towards more appropriate professional consultation if the questions that arise are outside scope of practice.
- Sign the Provider Informed Consent and Release Agreement.

## Small Group Case Consultation Provider Guidelines & Requirements

As a Small Group Case Consultation Provider, you are taking on an expanded leadership and educational role within the SE™ community. Small Group Case Consultations (Case Consults) 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 Consultations 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 Consultations or Personal Sessions is not considered sufficient experience to qualify as an SE™ Small Group Case Consult Provider.

Small Group Case Consultation 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 that they have integrated with SE™. 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 Members or those formally accepted to SE™ Faculty Track may provide Case Consultation to groups larger than 8 participants.

SE™ Case Consultations provide participants the opportunity to examine the application of SE™ with their clients through the services provided by an approved SE™ Consultation Provider. Case Consultations reinforce participant's SE™ skill development and professional development (i.e. countertransference, scope of practice etc.) as it relates to SE™. Case Consultations are a professional service focused on the application of SE™ and its integration into a participant's professional practice. Whereas Personal Sessions are an experiential learning process of SE given to the SE™ participants from an approved SE™ Personal Session Provider.

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 Consultation Provider, there are additional skills that Case Consultation Providers are expected to have. To the best of their ability, Case Consultation 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 in order to articulate that scope of practice clearly to students whom 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 in order to articulate those rules to students whom 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.
- Hold intention of Case Consultations as opportunity for students to examine the application of SE™ with their clients and maintain boundary between Case Consultations and Personal Sessions. Also, to accurately record all sessions and consultations on the student's session log and/or accurately confirm all

sessions and consultations to the Credentialing and Assisting Administrator upon request.

Faculty may use the skills listed above as guidelines for filling out Small Group Case Consultation Recommendation Forms for prospective/current Providers or for writing Non-Recommendation Letters for prospective/current Providers.

Prospective Small Group Case Consultation Providers must apply and be pre-approved by the SE™ Trauma Institute prior to providing at each year-level. Providers approved by SE™ Trauma Institute must not have had any grievance, complaint, or action brought against them before any licensing, regulating, associative, or legal body for any violation or misconduct. Prospective Providers who have had a grievance, complaint, or action brought against them that has been resolved may appeal to the Credentialing and Assisting Administrator for a review of qualification; review and approval of qualification will be on a case-by-case basis.

We appreciate the service that our approved Session and Consultation 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 Consultation 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.

Specific requirements for Small Group Case Consultation Providers at each level:

Beginning:

- Providers must have had a minimum of 7 years' experience in an active SE™ practice. (This may include the time you spent in the SE™ Professional Training).
- Providers must have had a professional practice in a related field (e.g. psychotherapy, bodywork) that they have been integrating with SE™ for at least 5 years.
- Providers must have assisted two full cycles of the Beginning year, one full cycles of the Intermediate year, and one full cycles of the Advanced year.
- Providers must meet at least ONE of these four criteria:
    - approved to provide Advanced Level Individual Consultations and have given a minimum of 20 Individual Consultations to Advanced Level students, OR –
    - *have supervisory status within your state licensure system (proof required), OR –
    - *have completed counselor supervision training (proof required), OR –
    - *be formally trained as a supervisor and have actively supervised professionals in their field
- Submit Application including:
    - CV/résumé
    - 2 Faculty Small Group Case Consultation Recommendation Forms

Please note that, should you meet one of the above requirements indicated with the * symbol, your approval as a Small Group Case Consultation Provider will also grant you approval for the same level as an Individual Consultation Provider. For example, your approval as a Beginning Level Small Group Case Consultation Provider will also grant you automatic approval as a Beginning Level Individual Case Consultation Provider, etc.

Intermediate:

- Providers must have fulfilled all the requirements and be approved for providing Group Case Consultations and Individual Consultations at the Beginning level.
- Providers must be approved Intermediate Level Group Case Consultation Providers and have given a minimum of 5 credited Group Case Consultations to Beginning Level students.
- Providers must have assisted two full cycles of the Beginning year, two full cycles of the Intermediate year, and one full cycles of the Advanced year.
- Submit Application including:

    - CV/résumé
    - 2 Faculty Small Group Case Consultation Recommendation Forms

Advanced:

- Providers must have fulfilled all the requirements and be approved for providing Group Case Consultations and Individual Consultations at the Beginning and Intermediate levels.
- Providers must be approved Intermediate Level Group Case Consultation Providers and have given a minimum of 5 credited Group Case Consultations to Intermediate Level students.
- Providers must have assisted two full cycles of the Beginning year, two full cycles of the Intermediate year, and two full cycles of the Advanced year.
- Submit Application including:
    - CV/résumé
    - 2 Faculty Small Group Case Consultation Recommendation Forms

Small Group Case Consultation Providers at all levels 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.
- Establish and charge an equal rate per credit hour to each student attending a credited Group Case Consultation (3 hours = 1 credit hour). This rate is to be determined by the Provider, and may be adjusted to a sliding scale to accommodate the needs of participants.
    - Scholarship students will be charged a maximum rate of $75/credit hour (3 hours = 1 credit hour).
- Understanding the limits of scope of practice within their primary practice modality and license, be able to articulate scope of practice clearly to students with whom they consult, and agree to adequately guide students towards more appropriate professional consultation if the issues that arise are outside scope of practice.
- Understand the common professional ethics and confidentiality rules associated with practice modality and license, agree to articulate these rules to SE students or SE Session Providers with whom they consult, and allow these ethics and confidentiality rules to guide in deciding if any ethical or confidentiality issues raised by the student or provider are beyond scope of practice and are better addressed by other professional consultants.
- As a case consultant, understand that it is strongly recommended to receive at least 4 consultations per year with a SE faculty member or with an approved small group case consultant, and understand that at least 2 of these consultations should be used to request feedback on the consultations being provided to students.
- Understand that students pursuing the SEP certificate must receive a minimum of 6 credited Case Consultation Hours from a SE faculty member, and ensure that those participating in their Group Case Consultations are aware of this requirement.
- Only provide credited Group Case Consultations for credit to students at the approved levels, and clearly state approval level as well as qualification for credit to students and on any documents presented to students; such as a sign-up sheet.
    - For example, a Beginning Level Case Consultation Provider may only sign session logs for students currently in the Beginning year. They 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 module.

- Sign the Provider Informed Consent and Release Agreement.