



ASSISTANT AND PROVIDER POLICY FOR: FACULTY NON-RECOMMENDATION OF ASSISTANT/PROVIDER APPROVAL

Policy Manual Reference: Faculty Non-Recommendation of Assistant/Provider Approval

Approved By: International Program Manager

Effective Date: 5/5/2016

Revised Date:

The goal of this policy is to ensure SE™ International Assistant's and Providers are able to be successful in their roles as Assistants and/or Providers of Personal Sessions / Case Consults. If Assistants or Providers do not yet have the skills to be successful in these roles, it is the intention of SE™ International to support them in the development of their skillset so that they may eventually be able to Assist and/or Provide Sessions/Consults at the level to which they aspire.

This policy relates to the process that occurs when SE™ International receives a Non-recommendation letter from one or more Faculty members for an Assistant and/or Provider.

SE™ International 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.

Non-recommendation Definition

A Non-Recommendation is a recommendation letter from SE Faculty, recommending that SE™ International not approve an Assistant or Provider for the level the Assistant/Provider is applying for. A Non-recommendation letter may also be used in recommending that an Assistant or Provider's current approval level be reduced or revoked.

A Non-Recommendation letter may be written by SE Faculty for an Assistant or Provider that they feel does not meet the requirements for Assisting or Providing Sessions/Consults at the level they are applying for or are currently approved for. It may also be applied if a faculty feels that an Assistant or Provider has not followed the Assistant and Provider Guidelines as stated on the [SE™ International website](http://traumahealing.org).

Requirements

- One faculty Non-Recommendation letter
 - Additional faculty Non-Recommendation letters may be requested by International Program Manager as deemed necessary by International Program Manager.
 - Letter must specify reason for not approving new Assistant/Provider level; reason for recommended revocation of current approval level.

Outcomes

- Based on the Faculty Non-Recommendation letter(s) and any other recommendation letters that have been received in favor of promoting the Assistant/Provider (when applicable), the International Program Manager will determine if the Assistant/Provider application will be denied and/or to what extent the Assistant/Provider status should be revoked.
- Faculty may suggest steps to SETI that the Assistant/Provider needs to complete in order to become approved for Assistant/Provider status they are applying for or steps for re-approval.
- Final decision of steps required for Assistant/Provider to gain or regain approval at said Assistant/Provider level will be determined by SE™ International and communicated to Assistant/Provider.

Process to receive approval or reinstate approval

- Assistant and Provider must follow steps as outlined by SE™ International before reapplying for determined Assistant/Provider status and submit proof if required.
- When reapplying, applicant must submit a faculty letter of recommendation from the faculty who had previously written the non-recommendation letter.
- In the case where 2 Non-recommendation letters have been given, both faculty must recommend Assistant/Provider for the level they are applying/reapplying for.
- Assistant must also submit or resubmit application for Assistant/Provider level they are requesting approval/re-approval for.
- Approval for Assistant/Provider status is granted through International Program Manager.

Additional Notes

- The International Program Manager will determine whether or not a letter not recommending an Assisting qualifies as a Non-recommendation letter under this policy.
 - A letter not recommending an Assistant/Provider based on faculty being too unfamiliar with the Assistant may not apply under this policy.
- Non-recommendation letters will be kept confidential between SETI staff, faculty writing the non-recommendation and the Assistant/Provider that is receiving the non-recommendation.