



# 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® International prior to assisting at each year of the training. Assistants approved by SE™ International 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 SE™ International staff nor the local Coordinator/Organizers are responsible for Assistant selection.

We appreciate that assisting with SE™ International 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™ International —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™ International 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 SE™ International, we care for our Assistants and encourage everyone to err on the side of caution.