

## **Applying for the US SE Training Program – Admissions FAQs**

What is the Admissions team? The Admissions team processes your applications and invites you to your training cohort (or location) for the US SE training. They will be your point of contact for getting registered for Beginning I. After you have registered for Beginning I, your account moves into a new team. Please send questions about application status or Beginning I to this department.

I do not see a cohort location that works for me, what do I do? Since your acceptance is valid for five years, you may choose to wait until the right opportunity becomes available to you. By signing up for our mailing list you will receive notifications on when a cohort will be opening in your area and stay informed on other potential opportunities. To do so, please fill out the signup sheet on the bottom right corner of the home screen of our website, in the orange block.

My cohort is not listed on the application, nor is the waitlist, what should I do? If a cohort or waitlist is not listed on the application it is because the cohort and waitlist is full and closed. In that event, please select your second-choice cohort for your application, then reach out to <a href="mailto:admissions@traumahealing.org">admissions@traumahealing.org</a> for more information or help finding a new cohort.

**Why do I need to submit my resume?** Your resume allows us to see your career experiences to determine eligibility. We are looking at it for work history, synopsis of job roles, and education history. It is imperative to our decision process.

I started my application, but the screen timed out or I accidentally closed the tab out. Can I return to my application? Yes! Every time you click next, your application saves. If you need to return to your application, please click on this <a href="link">link</a> and enter the SAME name and email address used. This will take you to your incomplete application where you can finish the application.

**How long will it take to process my application?** Please allow 1 – 3 weeks for us to process your application. A decision from the organization will be sent from <a href="mailto:admissions@traumahealing.org">admissions@traumahealing.org</a>

**Where can I apply?** You may apply at this link <u>here</u>. There is no cost for applying and you are under no obligation to participate upon your acceptance.

What is the status of my application? Please allow 1 – 3 weeks for us to process your application. An admissions decision will be sent from <a href="mailto:admissions@traumahealing.org">admissions@traumahealing.org</a>

**My application is incomplete. What am I missing?** Please refer to the email that was sent to you about your incomplete application. Most of the time we are missing a Student Informed Consent form. We cannot process your application without it. You can find it here.

I have not received an email about my application. What's going on? We send out emails about your application and status from <a href="mailto:admissions@traumahealing.org">admissions@traumahealing.org</a>. Please search your inbox for an email from <a href="mailto:admissions@traumahealing.org">admissions@traumahealing.org</a> as sometimes our emails end up in spam or promotions inboxes.

I am on a waitlist for Beginning I, how is my position determined? We use the timestamp of when you submitted your application to determine your spot in a Beginning I waitlist.

I was on a waitlist and was offered a spot! How do I register for the training module? You may start the registration process outlined in your offer email or fill out a registration form or payment plan form to ensure your spot in the training. Please keep in mind that you have a limited time to secure this opportunity before we move down the waitlist.

I attended Basic Principles of Somatic Experiencing. How do I receive my \$50 credit? You will receive your \$50 credit in your account after attending Basic Principles of Somatic Experiencing. When you register for your Beginning I training module, this credit will be automatically applied. There is no coupon code for the \$50 credit.

I have registered and paid for a Beginning I training module but have decided I would like to switch into a different cohort. How do I go about doing this? Since you have already registered and paid for a Beginning I training module, you will need to complete a transfer request form to transfer your registration to another cohort. You can submit that form <a href="here">here</a>. Because you are just beginning the program, you do not need to receive written permission from faculty. However, if you decide to transfer after you have completed your Beginning I training module, you must receive written permission to transfer cohorts.

**Still have a question?** Please email <u>admissions@traumahealing.org</u>. If you have already sent an email, please allow one – two business days for a response before emailing again!