Current Students of US SE Training – Registration FAQs

What is the Registration team? The registration team manages your registrations for US SE trainings. This includes your registrations for Beginning II – Advanced II training modules and waitlists for Beginning III – Advanced II training modules. They also manage financial forms, payments and all other administrative forms while you are a student in US SE trainings.

Training Questions

Where can I find a list of scheduled training modules? Our current list of training modules can be found on the Training and Event Calendar here. Use the left-hand dropdown to filter the list by training type and the right-hand dropdown to filter the list by training location.

How long can I have in between training modules? You must have a minimum of 2 months and a maximum of 24 months between each training module. If you exceed 24 months between training modules, you will be required to retake the most recently completed training module before continuing.

What is the attendance policy? Our attendance policy is listed in our Student Policy Handbook here. You must attend at least 75% of the training module duration to be able to attend the next training module. If you want to receive Continuing Education credits you must be present for 100% of the training module.

What if I am going to miss part of my training module but not all of it? According to our attendance policy, we require our students to be at our training modules 75% of the duration. If you miss time in the module, there is also an option to purchase a Review Video for $75 to make up for the missed content. Please note that you must attend 100% of the training module to receive Continuing Education credits.

What if I cannot attend one of my local training modules and miss a scheduled class? It is always optimal to attend all SE training modules live in-person or via Zoom. However, if you are unable to attend one of your Beginning or Intermediate training modules with your cohort, you may attend that module in another location if there is space available and it takes place during the appropriate time frame. You may also take that module by video if you have not already taken another training module by video in that level. You may only take one video training module per training level. Please contact SEI International for approval.

I might need to take a break from the training program. How long can I take between modules? You can take up to two years between training modules. If you exceed two years, you must retake the previous module. If you exceed five years without taking a training module you must reapply to the program.

How much does it cost to review or audit a module? You can review or audit the module either by prerecorded video for $75.00 (this does not include the manual) or live at 50% off.

How long do I have to register for a module? All registrations will be closed three days prior to the cohort start date. The deadline is not flexible, so that we may serve our constituent community better.

Do you offer accommodations? We do our best to provide accommodations for trainings that students are registered for, such as captions or an interpreter. If you need an accommodation because of an inability to travel, please contact us via phone so we can discuss options.

Do you have recommended reading to supplement my training?
Recommended reading by Peter Levine: bookshop.org, smile.amazon.com

- Waking the Tiger – Beginning level
- Trauma and Memory – Beginning level
- In an Unspoken Voice – Beginning level
- Trauma Proofing your Kids – Intermediate Level
- Trauma Through a Child's Eyes – Intermediate level

Tuition and Payment Plans

What types of payments do you accept?

- **Credit/Debit Card:** We currently accept Visa, Mastercard, of Discover cards. We do not accept American Express. Online payment is the most efficient method for securing your spot in any module. All other payment methods are processed manually and may be delayed. If you are registering and paying for a Beginning I or II training module, please use the link provided in your acceptance letter to have your payment processed immediately online. For all other modules, you may register and pay online by selecting the event in the training and events schedule.
- **Check or Money Order:** Payments can be made in full using a personal check, company check or money order. These must be approved, so call our office and follow the prompts for Registration before sending a check. Checks can be

mailed to: SE™ International 5303 Spine Rd. Ste. 204 Boulder, CO 80301 USA +1 303 652-4035. *Due to COVID we are only in the office once a week to check mail, so payment by checks can be delayed.*

What types of payment plans do you have? Our payment plans run for seven months with the first payment due at the time of processing. A one-time $50 administrative fee is charged for each module put on a payment plan.

Is there a minimum payment amount? No, there is not a minimum payment amount. You may split up your payments as you wish over the seven month payment plan.

How do I determine my monthly payment with the $50 fee? Add it into your total cost, then divide that cost by six to get your monthly payment. For example: $980 + $50 = $1030 then divide that by seven for payments of $147.14.

What if I miss a payment? The missed payment plan fee is $25.

How do I set up a payment plan? To set up a payment plan please read the guidelines here and complete the payment plan promissory note through this form. Our office can provide more information upon request: +1 303 652-4035. First, please go to forms and download the *Payment Plan terms and conditions.*

What form do I use to submit a payment plan? Please use the Payment Plan Promissory Note which can be found here. This form can take one – three business days to be processed.

When does my payment plan payment run each month? On the 15th of each month. If the 15th lands on a holiday or weekend, payments will be run the next business day.

Can I have more than one payment plan at once? One payment plan is allowed per training module. Multiple plans can be active at once, depending on the number of modules you are registered for. However, keep in mind that we don't generally allow students to have more than three payment plans at the same time.

Can I delay my payment? Unfortunately, you cannot delay your payment.

Can I combine my payment plans? Unfortunately, you may not combine payment plans. Multiple payments will need to be made per month if you are on a payment plan for more than one module.

Can I set up a payment plan for my Group Case Consult? Group Case Consults and other types of training-related expenses are currently not eligible for payment plans.

Can you see my credit card on file? We can only view the last four digits of your card. If you need to update your card for a payment plan, please fill out the *Account Update Form* on out Student Forms page here.

Refunds/Cancellations

I need to cancel a training module, what are my options? Please refer to our refund policy in the Student Policy Handbook here to see what your refund options are. If you choose to submit a refund/cancellation, please use the Refund/Cancellation Form on our Student Forms page.

How do I request a refund? You can request a refund through our Refund Request/Cancellation form here. It is the most efficient and timely way to receive and process your refund. This form takes one – three business days to be processed. Please visit our Student Policy Handbook here to read our refund policy.

Why do I need to submit a form? We currently use forms to help track your requests. Please visit the Student Forms page here to find our forms.

Transfer Requests

Am I able to transfer cohorts? You may only transfer twice during your three-year training program because your learning group is integral for the efficacy of the training. You can see our transfer policy in the Student Policy Handbook here. If you decide you would like to transfer during your training, please follow the transfer request process below.

What is the transfer request process?

- Contact our office to find out if there will be space in the training you wish to transfer to. Beginning training modules contact Admissions or admissions@traumahealing.org. Intermediate/Advanced training modules contact Registration or registration@traumahealing.org.
- **Please note that if you are transferring into a new cohort for Beginning II – Intermediate III levels, your transfer request will not be processed until 45 days prior to the training module start date and you may be put on waitlist depending on capacity.** This is to ensure that the current members of the cohort have time to sign up for the training module.

- We will verify the number of transfers that have occurred during your three-year program. **Students may only transfer twice within the three-year training.**
- If there is space, then you will need to request and submit written permission from both your local faculty member as well as the faculty member of the class you wish to join. Faculty members' contact info can be found here. Please forward these approval emails from faculty along with your request to: registration@traumahealing.org.
- Once you have permission, you can fill out the transfer form. Please be advised there may be a $50 administrative transfer fee.

Video Training Modules and Reviews

I need to take the training module by video. How do I go about doing this? As stated in our Student Policy Handbook, found here, you may take one video module per level for both Beginning and Intermediate level. When you submit your video module registration form, we will verify that you meet our policy before finalizing your form and sending you materials. You can order *Beginning II – Intermediate III* video modules online via our Training & Event Calendar here. Please use the left-hand dropdown menu to select 'Video Links'. This will take you to the correct form to request taking a module by Video. When the video option is taken in lieu of attending the training in person, the cost of the videos is the same as the early discounted tuition.

Please keep the following things in mind:

- For Beginning I by video, normal application procedures apply and applications must be submitted electronically. For Beginning I video modules, a complimentary two-hour review session with an approved provider is included in the tuition to help prepare you for joining the live training. *This must be completed one week before the Beginning II training.* Students schedule this session with a provider themselves and should find an approved provider in our provider directory.
- Students may not take Beginning III and Intermediate I by video consecutively.
- We do offer Advanced I for video review ***only*** for $115. We do not offer Advanced II for video review.
- CEUs are **not** available for video modules.

I would like to review a previous training module. How do I go about doing this? If you are a US SE student and have already completed a training module, you may request to review the training module via video. You can order *Beginning II – Intermediate III* video modules online via our Training & Event Calendar here. Please use the left-hand dropdown menu to select ‘Video Links’. This will take you to the correct form to request taking a module by video for review. Review videos are $75 per training module.

SEP Certificate Requirements

Are there any additional requirements to receive my SEP certificate at the end of the three-year training program? Yes, you are required to have a total of 12 credit hours of Personal SE Sessions and a total of 18 credit hours of Consultations (minimum of four credits for individual case consults and six credits with an Institute Faculty member). These totals are for the entire three-year program. While we recommend that you spread these extra requirements across your three years, you are not required to do so. Please visit the Session Log to review the additional requirements further.

What are case consultations? Case Consultations are a professional service focused on the application of SE™ and its integration into a participant’s professional practice through examining a particular client case or discussion on overall practice integration. Case Consultations are offered in group or individual settings. Participants should be mindful of the SEP Approval Requirements prior to completing Case Consultations for credit.

What are Group Case Consults? Group Case Consults are group sessions where participants can bring cases from private practice for discussion and learn how to integrate SE into their personal practices. For every three hours of GCC, you receive one hour of credit. For the best information on group case consult, individual consult, and personal provider sessions, please visit the Session Log here. This will list how many hours you need as well as the requirements. Students may also use this form to track their hours on their own.

Are Group Case Consults provided at the training module an extra investment? Group Case Consults provided at the training modules will be included in the training cost. You will automatically be registered. Upon receipt of your attendance, we will add your attendance to our system as proof for when you apply for your SEP packet. Please also continue to keep your session log and hold onto ones given to you by faculty at the sessions.

How do I know if my provider for Personal Sessions or Case Consultations is approved and at what level? We keep a list of our approved providers on our Credit Prover list here. On that list you can verify what level your provider is approved for.

I have taken Beginning III but have not yet begun my Intermediate modules. What level would my Personal Sessions or Case Consultations count towards? Once you begin the first day of a new level of training, all sessions you receive must be given by a Provider approved to give credited sessions and/or consults at your current level of training. Before booking sessions, please verify on our Credit Provider list here that the provider is approved for your current training level.

Do workshops with Peter Levine count towards credit for the program? Workshops and other trainings offered by SE Faculty apart from the three-year training program do not count toward SE Requirements. However, if these trainings have a Group Case Consultation that covers SE techniques or otherwise integrates the learning with SE, those may count. Students should receive a Session Log for any such qualifying Group Case Consultation. The credits received for these offerings will be granted at the standard 3:1 ratio (Three hours of Group Case Consultation is equal to one SE Credit).

I have not yet completed the SE training. How can I appropriately advertise my SE practice while I am still in the training? You are welcome to advertise as an "SE™ Student" and as a longer definition you may say "I am currently a student in the Somatic Experiencing Professional Training Program, seeking to complete the educational and related requirements of the program to use the Somatic Experiencing® Practitioner credential." Please be sure to use the registered trademark symbol after "Somatic Experiencing®" and the trademark symbol after "SE™." You may not state that you are an "SE™ Practitioner" as that title is reserved for those who have completed the full training program including the case consults and personal sessions. You will also want to avoid language that may be misleading or over-represent your degree of training and current SE skill set.

Still have a question? Please send an email to registration@traumahealing.org. If you have already sent an email, please allow one – two business days for a response before emailing again!