Participant SEP Approval Packet Cover Page

Complete and include this form with your Session Logs to compile your SEP Approval Packet and email complete packet to credentialing@traumahealing.org or mail to office address “C/O Credentialing Team”.

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Desired on Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you have your hours completed prior to Advanced II and be looking to receive your SEP Certificate at the Advanced II training?

Yes/No

\*To receive certificate at Advanced II training, your whole and complete SEP Approval Packet must be received 6 weeks prior to the start of the Advanced II training you are registered for.

Also, you must not have any active or incomplete payment plans.\*

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide your count of your hours for staff reference when processing approvals.

Personal Sessions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Minimum 12 credit hours)

Case Consultations:

 Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Minimum 4 credit hours)

Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(No Minimum; 3 hours= 1 credit hour)

**Total Case Consultations Hours:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Minimum 18 credit hours; includes Group + Individual)

Case Consultation Hours with Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Minimum 6 credit hours)

**Review and initial the following:**

All provider signatures are accompanied by their printed name. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any hours not logged on the session log must be a verified

email, letter, or invoice from a Provider or Faculty member. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If scanned and emailed, please title subject line “First and Last name: SEP Approval Packet”.

Please note, any approval packets submitted through postal mail may experience a delay in processing.

\*Any Packets that do not meet these specifications will encounter a delay in processing time and will not be fully processed until they are complete.

\*\*Please keep copies of all session logs until all hours have been completed and approved. We are not responsible for retaining incomplete logs.