



ASSISTING AND PROVIDING – A&P FAQs

What is the Assisting and Providing (A&P) team? The Assisting & Providing team manages the approval process for those SEPs (SE Practitioners) who wish to become assistants and providers.

Where can I see a list of approved credit providers? This can be found on the [Credit Provider Directory](#), available on our website.

Where can I get more information on the approval requirements? You can find this information by visiting our [Assistant and Provider](#) webpage to see what the requirements for all levels of assisting and providing are.

How long does it take for my application to be processed? An [application](#) to be an assistant or provider takes **3 – 4** weeks to be processed. Please be sure to include a signed [Assisting Informed Consent Form](#) as well to avoid any delays.

What if I am not approved as an assistant but a faculty member has said I am okay to assist in a specific cohort? This is called a *Geographic Exception*. The faculty member **must** put this into the faculty recommendation letter for the applicant to attach to their application when applying to assist, otherwise the exception will not be approved.

How do I get chosen as an assistant? Faculty members select their own assistants for each of their trainings out of the pool of approved assistants. If you have not already, you will first need to [apply](#) and be approved as an assistant. Once approved, you will then need to contact the [faculty](#) member(s) you wish to assist with.

How many people can I have in a group if I am approved as a Group Consult Provider? If you are approved as a small group case consult provider, you may have a maximum of **eight** participants in your consultation. SE faculty track and faculty members may consult larger groups.

Do I need a letter of recommendation from a faculty member for each level of Assisting and Personal Session Providing I apply for? Yes. A unique letter of recommendation from a faculty member must be submitted with the application. The letter must include what level of assisting or providing you are being recommended for (ex: Beginning PSP, Intermediate ASST, etc.), the applicant's first and last name, and the recommending Faculty member's first and last name.

Do I need a letter of recommendation from a faculty member for each level of Case Consultation Providing I apply for? For individual or group case consulting applications, we require two faculty recommendation forms to be submitted with each level.

What if I don't know a faculty member well enough to fill out a consultant recommendation form? If a faculty member has not worked with you or consulted you enough for them to recommend you as a case consultant, you may need to pay the [faculty](#) member for private case consultation(s) inside of which the faculty member will be able to discuss your skills with you to better provide a recommendation.

If I had a Geographic Exception Approval, what do I need to do if I want to assist for a new training? If you were approved to assist with a Geographic Exception Approval, you must [re-apply](#) to continue assisting. A re-application is required once your requirements are met, when supporting the next level of training, or when the original approval has lapsed.

Once I am approved as an Assistant for all levels, what do I need to do if I want to assist for a new training? As an approved assistant for all levels, you do not need to “reapply” as an assistant. If you want to assist an upcoming training track, you will need to contact the faculty member to express your interest and arrange to join their team as well as sign the applicable [Informed Consent Agreement](#) if you have not already done so.

I have heard about an Alternative Track for Case Consultation Approval. Is there a faster way to move through these provider approvals? Yes, the Alternative Track for small Group Case Consultation Provider Approval allows Advanced Personal Session Providers who qualify based on their supervision experience to apply directly for small Group Case Consultation Provider and simultaneously achieve approval as an Individual Case Consultation Provider at the same level. Please contact assisting@traumahealing.org to learn about the requirements.

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