



SUBMITTING YOUR SEP™ CERTIFICATE – CREDENTIALING FAQ

What is the Credentialing team? Credentialing manages the approval process for your SEP certificate. They will review your application and let you know if you need to complete any more sessions or consultations before receiving your certificate.

What are the requirements to receive my SEP certificate? To receive your SEP certificate, you must have completed Beginning, Intermediate, and Advanced training levels. You also must complete the additional requirements which include 12 Hours of Personal SE Sessions as well as 18 Credit Hours of Consultations (Individual and Group). You can find the detailed requirements in our Session Log form [here](#).

What is the difference between a SEP and Provisional SEP? In short, a Provisional SEP was established for those completing their Advanced II course work online in 2020. Those individuals were able to apply as a Provisional SEP until they completed their in-person two-day training. Once the two-day training in-person is complete, their Provisional SEP status will be switched to the SEP. All Provisional SEP's that attend a two-day training will receive their SEP certificate at the end of the training.

Will I receive personal session credit for being a class demonstration participant? No. Participants cannot receive credit toward their requirements for demos done in class. Class demos are an invaluable part of our training program and participants are encouraged to participate, but they cannot count the demo sessions toward meeting the personal session requirements.

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'm worried I might have lost my session logs. Can I send partial session logs for you to keep on file? At this time, we do not have the capacity to store partial session logs for students. Please only send us your logs once you have completed all the training and session requirements. As you will be tracking these documents for up to three years, we

do recommend that you make a backup copy for yourself. You might consider scanning them and emailing them to yourself, taking high-resolution photos with your phone or camera, or using an online document storage service such as Dropbox or Google Drive.

What happens if I did not get all the recommended sessions at a lower level of training? Though it is strongly recommended that you distribute your sessions/consults throughout your training as outlined on your session log form, it is not required. If, for example, you only received three personal sessions during your Beginning level, you cannot “make up” a 4th session with a Beginning-level provider after you have started Intermediate I. You will now simply get an extra session from an Intermediate provider during your Intermediate year or from an Advanced provider during your Advanced year. It is important that the providers you receive your credited sessions/consults from are approved for your current level of training. To award the SEP certificate, we are looking to see that a student has met the three-year session/consult totals and that there have been some sessions and consults received each year.

I have taken Beginning III but have not yet begun my Intermediate modules. What level would my sessions count towards? It is strongly recommended that your personal sessions/consultations are distributed throughout your training as indicated to get maximum educational benefit. However, in the case that all sessions are not met before beginning the next year of training, **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 website that the Provider is approved for your current training level.

Do I need to complete my extra requirements within a certain time frame? *Currently, we do not have a fixed time frame for completing the session requirements once you complete your Advanced II training.* We strongly recommend compiling and submitting your Approval Packet within one year of completing the Three-Year Training Program to prevent loss of documentation. Please keep all session logs until all of your hours have been completed. We are not responsible for retaining incomplete logs. Be sure to always save a copy of your logs for yourself. We are not responsible for lost session logs.

What do I need to apply for my SEP packet? In order to apply for the SEP Certificate, you will need to properly assemble an SEP Approval Packet. This packet will include:

- A Complete SEP Approval Packet Cover Page
 - This can be found on the ‘Student Forms’ page on the website.

- Session logs, invoices, or verifiable emails from Approved Providers with required information listed below:
 - Date, Level, Session Type, Length in Hours, Credit Hours, Approved Provider's name and signature.
 - If the hours logged do not meet these requirements, they will not count toward the hour total.

Where should I send my Approval Packet? When your Approval Packet is complete, scan and email the packet to credentialing@traumahealing.org. When you email your packet, title the subject line with your first and last name and "SEP Approval." i.e. "Jordan Smith SEP Approval."

How long does it take for my Approval Packet to be processed? Approval Packets can take one to three weeks to process. If the cover page is not filled out or the packet does not meet the specified guidelines, the processing time may be extended.

How can I get a replacement or duplicate copy of my SEP certificate? If you lose your SEP certificate or would like a second copy, we would be happy to send you another one. Please email credentialing@traumahealing.org with your name (as you would like it printed) and your mailing address to request a replacement copy.

I have completed the SE Professional Training and would like to review it. Is there a discount for reviewing the program? We would love to have you review the training with us. Auditors may re-take any training module at half price. Please note that we will give priority to new students for popular training locations before opening classes to auditors. Please contact our office to see if we are allowing auditors into a particular training.

We also offer review videos for all Beginning and Intermediate modules as well as the Advanced I module available to purchase to any student that has already completed the full module training. Beginning and Intermediate are with Ariel Giarretto and Advanced I is with Raja Selvam. To purchase, please visit our Training and 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

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