



CURRENT STUDENT OF US SE™ TRAINING – REGISTRATION FAQ

What is the Registration team and what are their responsibilities? The Registration team will be the team that manages all Intermediate and Advanced level trainings as you progress through our 3-year training program. Their responsibilities include completing your registration for all United States-based Intermediate and Advanced level training modules, creating and maintaining any associated waitlists, Intermediate level cohort transfers, as well as distributing all training material prior to your training. They also handle all financial information, payment plans, along with most other administrative forms while you are an active student.

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 Events Calendar](#). They are listed based on their start dates and will be listed chronologically. To quickly navigate our calendar and see what training cohorts may be available near you, please use the dropdown filters available towards the top of this page. The left-hand dropdown filter will allow you to sort the list by training level (Beginning, Intermediate, and Advanced) and the right-hand dropdown filter will allow you to search by training location (United States or a specific US state).

For further details about a specific training module you see, please click the orange “*event summary*” button found under each listed training module to learn more. This will include details about the training itself, the faculty and coordinator along with their contact information, the daily training agenda including scheduled breaks, CE credit information, and any applicable travel & lodging and Covid-19 details.

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 your most recently completed training module before continuing. This can be done either by a pre-recorded DVD option OR auditing a live (in-person or online via Zoom) module at 50% of the module pricing.

What if I am going to miss part of my training module but not all of it? According to our attendance policy – listed in our [Student Policy Handbook](#), we require our students to

be at our training modules 75% of the duration. If you anticipate missing time or do miss time in the module, there is 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 - or anticipate missing, a scheduled module? We recognize that unforeseen circumstances, illnesses, and changes to your personal lives or schedules may occur while you are completing your SE training modules. We are happy to work with you to ensure you can continue with your training upon your return.

If you are unable to attend one of your Intermediate level 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 pre-recorded 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.

For any Advanced level training that you need to re-schedule, please contact our registration team by emailing registration@traumahealing.org for further assistance.

I might need to take a break from the training program. How long can I take between modules? You can take up to **24 months** between training modules before you will need to re-take any previously completed training module. Please keep in mind that if you need to join a new cohort to continue your training at either the Intermediate or Advanced level, you will need to contact our registration team directly, with email being the best method of contact.

If the last module you completed is within two years of the current date and you need to choose a new cohort to join, please visit our [training and events calendar](#) to see what cohorts may have available. Once you have selected a new cohort, you can then reach out to the Registration team directly with your request.

If you have exceeded two years, you must retake only your most recently completed module before proceeding with your training, which can be done either by pre-recorded video OR auditing a live training module.

If you have exceeded five years without taking a training module you must re-apply to the program. To do so, please visit our [student forms](#) page and submit a *re-admission application*. Once you have been re-admitted to the training program, you then must re-take only your most recently completed module before proceeding with your training.

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-\$115.00 (this does not include the manual) or live at 50% of the “early bird” module price.

How long do I have to register for a module? The registration period for all modules closes at 11:59pm MST **three** days prior to the cohort’s start date. **This deadline is firm with no exceptions.**

Do you offer any accommodations? We do our best to provide accommodations for students that are registering for our training modules, such as captions or an interpreter. To make any specific accommodation requests, please email registration@traumahealing.org for further assistance.

Do you have a recommended reading list 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? We currently accept Visa, Mastercard, and Discover. We do not accept American Express.

What types of payment plans do you have? Our payment plans run for four months with the first installment due at the time of processing. The first installment will be determined by dividing the total cost including fees by four. You are not registered for a training module until we receive the first installment.

How do I set up a payment plan? You may select ‘Pay Later’ when registering for your training module. You will be sent an email with a secure link to confirm payment information. You are not considered registered for a training module until we receive your first installment, **and you must submit your first payment within 5 days of registration.** SEI reserves the right to cancel your registration if payment is not received.

Why is there an additional fee(s) for my payment plan? There is a \$100 administrative fee that is automatically added to each payment plan.

What if I miss a payment? The missed payment plan fee is \$25. If you need to update financial information to continue making payments, please contact the Registration team directly.

When does my payment plan run each month? Your payment plan will run on the same day that your first payment was processed. For example, if you set up your payment plan on October 4th, your next payment will run on November 4th.

Can I have more than one payment plan at once? Yes, but only one payment plan is allowed per training module. Multiple payment plans can be active at once, depending on the number of modules you are registered for, however, keep in mind that we do not allow students to have more than three payment plans at the same time.

Can I change my monthly payment date? We request that you submit your payment plan on your desired monthly payment date. For example, if you wish to have your payments deducted on the 28th of each month, please submit your payment plan on the 28th. If you need to change the date your payment plan runs, please email the registration team directly. We will only allow you to change your payment date once per payment plan.

Can I pay off my payment plan at any time? Yes. Please email the registration team so that they may invoice you for the remaining amount.

How many active payment plans am I permitted? You are allowed to have up to three active payment plans at the same time.

Can I set up a payment plan for other types of trainings? If a payment plan is available for different types of trainings that SEI offers, the 'Pay Later' option will be available at checkout.

Can you see my credit card on file? No, we cannot. If you need to update your financial information for your payment plan, please contact the Registration team directly.

Refunds/Cancellations:

I need to cancel a training module, what are my options? Please refer to our refund policy, available in the [Student Policy Handbook](#), to see what your refund options are. If you need to cancel your registration and/or would like to request a refund, please use the Refund/Cancellation Form on our [student forms](#) page or see the link provided in the following question's answer.

How do I request a refund? You can request a refund through our [Request/Cancellation Form](#). Please allow for a three business day processing period. Once your form has been processed, you will then receive an email confirming the outcome of your request.

I completed the refund process but still have not seen the money in my account. How long does this take? If you have already completed the refund request and your money has not been returned to your account, please reach out to your financial institution as the money is likely being held up by any policies or procedures your financial institution has in place regarding refunds.

Why do I need to submit a form? We use forms to track your requests. Please visit the [student forms](#) page to find all available forms.

Transfer Requests:

Please read this next section thoroughly as our transfer policy has been updated. The Registration team is ONLY responsible for Intermediate and Advanced level transfers. For assistance with a Beginning level transfer request, please contact the [Admissions](#) team directly. Our transfer policy can be found in the [Student Policy Handbook](#).

Am I able to transfer cohorts? Yes, however, **you may only transfer twice during the first two levels (Beginning and Intermediate) of your three-year training program.** Please be aware, if you are intending to transfer to a different cohort only to take one module and wish to transfer back to your original cohort, this will use only one of your transfers but we cannot guarantee that you will be able to re-join your original cohort should it reach capacity and require a waitlist.

What is the transfer request process? You can request a transfer through our form on the [student forms page](#). For a transfer form to be considered for processing, the request must meet the minimum criteria:

- Form must be filled out in full, including payment information
- Must have 60 days between your previously taken module and your requested module

Video Training Modules and Reviews:

I need to take my training module by video. How do I go about doing this? As stated in our [Student Policy Handbook](#), you may take one video module per level for both Beginning and Intermediate level. To get started with this request, please first visit our [training and events calendar](#), and use the left-hand dropdown filter and select “**Video Links**” to find the *Video Module Registration Form*, which can be accessed by clicking the orange “**Register Now**” button under the first available ‘training’ listing. When the video option is taken in lieu of attending the training in-person or online via Zoom, the cost of the video module is the same as the early bird tuition rate - \$980.

Please keep the following things in mind:

- If you are requesting to take Beginning I by video, please contact our [Admissions](#) team directly. For your reference, all Beginning I video modules must be accompanied by a Beginning II registration AND will require a two-hour review session with an approved provider, included in the tuition, prior to starting your Beginning II module, ensuring that you understand the material presented before joining your cohort. *This must be completed two weeks before the Beginning II training.* To find an approved video review session provider, please visit 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.
- If you would like to purchase a pre-recorded review video of any already completed training module, this is the SAME form that you will need to fill out to make this request. Review videos are available for purchase for \$75, and each review video you would like to purchase will require its own individual form.

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 consultations 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. Further details can be found on both our [graduation requirements](#) page and the [Session Log](#) itself.

What are case consultations? Case Consultations are a professional service focused on the application of Somatic Experiencing and its integration into a participant's professional practice through examining a particular client case or discussion on the 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 Consultations? Group Case Consultations (GCC) 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 GCC hours attended, you receive one credit hour (3:1 ratio). For further information on GCCs, individual case consultations, and personal provider sessions, please look at either our graduation requirements page or on the [session log](#) itself. 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 Consultations provided at the training module an extra investment? Group Case Consultations (GCC) are attached to your training module and are included in the registration costs. You will automatically be registered; however, these are optional so attendance is not required should you elect not to attend your module's GCC. Upon receipt of your attendance, we will add your attendance to our system as proof for when you apply for your SEP packet. **We are not responsible for keeping track of your completed sessions.** Please keep all completed session logs you receive as these will be needed to complete your *SEP Approval Packet* upon completing all 8 training modules.

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 provider directory](#). This directory provides the ability to search by type of session/consultation (personal session, video review session, individual case consultation) as well as the level each provider is approved to provide at (Beginning, Intermediate, or Advanced). Before booking sessions, please verify that the provider is approved for your current training level.

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 directory](#) that the provider is approved for your current training level.

Do workshops with Dr. 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 offer 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).

For further assistance regarding any case consultations received through the Ergos Institute™ and their programming, please visit their website [here](#) to contact them directly.

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 a few business days for a response before emailing again.