



# STUDENT POLICY HANDBOOK



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# Welcome

Hello and welcome to the Somatic Experiencing® International Professional Training Program! We are so excited to have you join our community.

Did you know that SEI started as a small group training held in Peter Levine's "treehouse" in Berkeley, CA? It's true! That was in 1972 and both Somatic Experiencing™ (SE) and SEI have come a long way since then. We were established as the Foundation for Human Enrichment and then began as the Somatic Experiencing Trauma Institute (SETI). We continued as SETI until 2021, when we changed our name to Somatic Experiencing International (SEI). That "International" piece is important; we have students from all over the world and close partnerships with SE organizers in dozens of countries. We aim to teach and share SE with a global lens, inclusive of all people, cultures, languages, and abilities.

It has been a long journey since that little treehouse in California, but two things have not changed; SE continues to be a best practice for healing trauma, and SEI continues to be the leading authority on the Somatic Experiencing method. We are thrilled to be able to share SE with you now!

Now that you have been accepted into the training program, it's time to become familiar with some policies and procedures. This handbook is comprised of all the information that will guide your experience in the training program, from registration and refunds to case consultations and receiving your SEP certificate. It's all right here. So, we recommend saving it for easy reference.

If you have questions you feel are not answered in this handbook, you can always [contact us](#).

Thank you for joining us. We are excited to see you at the training!

Sincerely,

The SEI Administrative Team

## What is SEI?

Somatic Experiencing International (SEI) is a nonprofit organization, and we believe healing trauma transforms lives. To restore the stability and vitality of communities around the world, we train healers and helpers and bring hope to those experiencing trauma. We are the academic home for Somatic Experiencing® (SE), which is used to resolve the symptoms of stress, shock, and trauma. When our body is stuck in a survival response like fight, flight, or freeze, SE™ helps us release and regulate. Developed and founded by renown neurobiologist Peter Levine, PhD, SE is the result of the multidisciplinary study of stress physiology, psychology, ethology, biology, neuroscience, Indigenous healing practices, and medical biophysics, with more than 45 years of successful application. In addition to the 8-module training program, SEI offers public resources, webinars, short programs, and more as part of our nonprofit mission.

## Who Is Peter Levine?

Dr. Peter A. Levine received his PhD in medical biophysics from the University of California at Berkeley and holds a doctorate in psychology from International University. Dr. Levine's original contribution to the field of Body-Psychotherapy was honored in 2010 when he received the Lifetime Achievement award from the United States Association for Body Psychotherapy (USABP). That same year he also received the honorary Reis Davis Chair in Child Psychiatry for his innovative contribution to therapy for children and adolescents.

## Who Is This Handbook for?

This handbook is for students of the SE Professional Training program in the United States. We collaborate with international partners in dozens of countries, each of whom run their own SE training program using our curriculum.

Because each country operates independently to maintain their specific cultural autonomy, their specific policies and procedures may differ from this handbook. Please reach out to individual organizers for more information.

This handbook is a live document that is reviewed for revisions on a quarterly basis.

## Student Policies & Ethics

## Privacy Policy

SEI takes precautions – including administrative, technical, and physical measures – to safeguard your personal information against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction. SEI does not share, sell, or rent your information to third parties. For more detailed information, please read the [Privacy Policy](#).

## Informed Consent & Release Policy

SEI mandates that prior to the submission of a new student application, the prospective student must agree to it in its entirety. This agreement governs students' behavior, responsibilities, and understanding of risk and release of liability, as well as SEI's ownership of the training materials and content. For more detailed information, please read the [Student Informed Consent](#).

## Code of Ethics

SEI has adopted a Code of Ethics to guide its board members, committee members, and staff in their conduct when acting on behalf of the organization. The Code contains broad principles reflecting the types of behavior SEI expects towards students, constituents, donors, employees, peers, and the public. For more detailed information, please read the [Code of Ethics and Standards](#).

## Ethics & Grievance Procedure

SEI aims to create conditions and accountability that support trauma-informed professional practices and behavior of SE Professionals, as set forth in the Code of Ethics and Standards of Professional Conduct. The Grievance Procedure is the process that will be used for the investigation and hearing of any claims that involve violations of that Code. It is our intention that those governed by this code will conduct themselves with integrity. We also understand that people have limitations, make mistakes, have implicit bias, and sometimes cause unintentional harm. In the spirit of the SE modality, SEI's actions are intended to be constructive, corrective, and educational versus punitive. In cases of ethics violations, SEI recognizes the importance of appropriate corrective and educative resolutions that not only will serve as redress and repair for the violation, but also will enhance the quality and effectiveness of the professional's future behavior. To maintain confidentiality, formal grievances may only be addressed to [legal@traumahealing.org](mailto:legal@traumahealing.org) by requesting and completing the Grievance Form, which will be reviewed by the Ethics & Grievance Committee. For more detailed information, please read the [SE International Grievance Process](#).

## Language Policy

Applicants who wish to enroll in the SE Professional Training program and auxiliary courses must be proficient in the language in which they are being taught, including the ability to read, write, understand, and communicate in that language prior to enrollment. One of the objectives in each program is to enhance students' communication skills with the instructor, classmates, clients, and the public, and proficiency in the language of which the material is being taught is essential. If the instructor determines that a student's language skills are not adequate, the student may be required to hire an interpreter at their own expense or be asked to leave the program until skill level is improved.

## Agreements and Expectations

This document outlines the Standard Behavioral Agreements and Expectations between Somatic Experiencing® International, faculty, assistants, students, coordinators, SEP's, committee members,

administrative staff and all participants involved in the organization, to promote a welcoming and supportive environment. The Agreements and Expectations can be found on the [Student and Training Policy Page](#).

## Accessibility

Somatic Experiencing International is committed to providing equal access to its programs and services, regardless of any local state or federal or other jurisdictional legally protected statuses. We strive to create an environment that is welcoming and inclusive to all. We do not discriminate against individuals with disabilities and will provide reasonable accommodations to ensure that persons with disabilities can access our services.

SEI is committed to ensuring compliance with the Americans with Disabilities Act (ADA). We have implemented policies and procedures to prevent discrimination against individuals with disabilities, provide reasonable accommodations to employees, and ensure accessibility of our facilities, products, and services. We regularly review and update our policies to ensure that we are meeting reasonable accessibility requests.

SEI is not limited to ADA requirements and strives to offer more accessibility options for our students.

All students will have access to an Accessibility Request form on the training registration pages.

If you are looking to make an accessibility request or have further questions have any questions about SEI's accessibility policy, please contact [accessibility@traumahealing.org](mailto:accessibility@traumahealing.org).

## Admissions Policies

When contacting the SEI office about admissions, be sure to check spam and junk folders for responses.

### Admission Criteria

To qualify as a student, applicants must meet the following criteria:

- Applicant must have a certificate, be certified in, or be licensed in a healing arts profession. Some examples of such professionals include, but not limited to, mental health practitioners, coaches, physical therapists, yoga teachers, massage therapists, spiritual health practitioners, cultural health practitioners, nurses, doctors, etc.
- Applicant must have an existing and active clientele base to work with throughout the entirety of the training program. An active practice is required upon applying.
- Applicants must be held to a governing ethical board through their profession.

If an applicant does not meet these requirements but is enrolled in a master's degree program that will provide them with licensure by the end of the second year of the training and will provide them with a clientele base to work with through practicum, exceptions may be made.

If accepted into a cohort, registrations are on a first come, first served basis for Beginning I trainings. Once registered for a Beginning I training, students have priority registration for future training events in that cohort. Training events are opened to transfers thirty (30) days prior to the start of the event and at that time, remaining spots are first come first serve. It is encouraged to register early.

SEI is neither a regulatory nor licensing organization and therefore not sanctioned to certify, license, or otherwise bestow the legal authorization to practice as a mental health professional. You are responsible for working under your professional license and within your scope of practice. Trainings are **educational opportunities**. SEI is not in a clinical role to provide supervision, psychotherapy, or specific recommendations. Because these Trainings are not confidential, we ask that you be mindful of your professional responsibilities to your clients/students in what you share within the Training. Somatic Experiencing International reserves the right to approve or deny any application, and/or accept or reject the participation of any person in its sole discretion and in accordance with its policies and the law. This includes but is not limited to reasons related to grievances filed against licensures."

## Scope of Practice

Following the scope of practice policy is crucial for professionals in any field to ensure they provide safe and effective care to their clients or patients. It is the responsibility of the individual professional to be aware of their scope of practice and to adhere to the policies and regulations set forth by their governing body. Failure to do so may result in harm to the client or patient, as well as legal and professional consequences for the professional. It is important for professionals to stay up-to-date on any changes to their scope of practice policy, and to seek guidance or clarification from their supervisor or regulatory body if they have any questions or concerns. By following the scope of practice policy, professionals can maintain the highest level of competency, protect the public, and maintain the integrity of their profession. (Link to scope of practice policy)

## Readmission Policy

If you have been absent from the training for five years or more, you will need to fill out a Readmission Application. Readmission applicants must still adhere to the admissions criteria to qualify for readmission. Please be prepared to include an updated, professional resume or CV. Upon readmittance you will need to retake your most recently completed module as a review before moving on in the training. This review can be done live or via video recording. If the previous module was completed via video, live attendance will be required for the review. If the absence from the training has been less than five years and more than two years, students will only be required to retake their most recent module; applying for readmission will not be required.

## Training Policies

When contacting the SEI office about Training policies, be sure to check spam and junk folders for responses.

## Timeline Policy

The SE Professional Training curriculum is delivered through a combination of lectures, demonstrations, and guided practice sessions with other students. Course material is taught in eight training modules of four to six days in length, spaced out over 2.5-3 years. Training modules may be structured differently depending on location. Training modules must be taken in sequence. In exceptional cases, where a student is unable to attend one of the live training modules, supplemental



video training modules are offered for the Beginning and Intermediate classes so that students may continue with their local training group (certain restrictions may apply).

### **Beginning Level**

Develop foundational skills in the SE biophysiological model for the resolution of trauma. Typically consists of three 4-day live training modules, spaced 2-4 months apart.

### **Intermediate Level**

Assess the different categories of trauma as addressed in the SE model. Identify the primary characteristics and hallmarks of each category of trauma, as well as specific approaches and interventions for working with each category effectively. Typically consists of three four-day live training modules, spaced 2-4 months apart.

### **Advanced Level**

Assess how to work with complex trauma and syndromes. Expand on the use of touch in SE practice. Typically consists of two six-day live training modules, spaced 4-6 months apart.

Because of the infrequency of the advanced trainings and the limited locations in which they are held, the student understands that Advanced trainings are not cohorts but regional trainings and therefore a student's spot in an Advanced training is not secure until their pending registration is approved.

Required travel should be expected for the Advanced year.

## **SE Representation**

While promoting SE skills, students are required to note the appropriate training level if they have not fulfilled all SEP requirements. Students should not state that they are a SEP in training, but rather specify which level of the training they have completed. Finishing the 8-module training program does not mean a student has completed the program. A student must fulfill all requirements and submit a complete SEP approval packet.

## **Cohorts**

Cohorts are defined as the contained group in which a student participates in the SE training. SEI strongly recommends that students continue their training in the same cohort for Beginning I – Intermediate III. This helps create a cohesive class environment and encourages students to take advantage of the support network of their SE cohort. Over time, the ability to explore the class material deeply as a cohort will strengthen the bond between students, training assistants, and faculty. Advanced Trainings are regional and not part of specific cohorts.

## **Attendance Policy**

If a student is unable to attend one training day or more of a Beginning or Intermediate level training, they must order a 'Review Copy' of the respective training module or audit the respective training module (for half price) in order to be eligible to earn their SEP certificate.

- Each module of *in-person* or *online* Beginning and Intermediate trainings are 24 hours of instruction time, so at least 18 hours of those modules must be completed to comply with the attendance policy. Student may only miss 6 hours.

For Advanced I or II trainings, students that are unable to attend one training day or more will be required to retake the training.

- The Advanced I and II *in-person* or *online* trainings are 36 hours of instruction time, so at least 30 hours of those modules must be completed to comply with the attendance policy. Students may only miss 6 hours (or the equivalent of one day).

Students are responsible for contacting their training coordinator as soon as they know that they will be missing a portion of the training, so coordinators may plan for the absence or delay.

Please note that SEI is unable to award partial Continuing Education credits. Students ONLY receive CEs for training modules in which they have completed and attended all hours of the live event.

## Personal Session & Case Consultation Pricing Policy

Individual approved providers set their own fees. This policy allows the providers to determine their fees based on factors such as the cost of living and the standard cost for comparable services in their respective regions. Approved providers are still able to set a common fee for sessions and consultations offered at training sites. In setting fees, SEI asks the session providers to consider SEI's nonprofit value, ethics, and status, as well as the public service and education mission. Fees must encompass both the fair compensation for professional service rendered by providers and the affordability of requirements to training students whose socioeconomic resources vary widely.

As a matter of ethical standard, providers may not refuse service to students on scholarship. Providers agree to offer personal sessions and individual case consultations to scholarship students at no more than \$100/hour or \$75/credit hour for group case consultations. To receive this rate, or a more favorable new one set by approved providers, the student will disclose their scholarship receipt. This information can be verified by SEI or the regional organization or organizer.

This policy applies to personal sessions, individual case consultations, and small group case consultations that fulfill the requirements for the SEP certificate. The policy further applies to any personal sessions, individual case consultations, and small group case consultations required by an SE training. The policy does not differentiate between a faculty member and non-faculty member providers.

## Online Best Practices for Students

- Please plan to arrive a few minutes before the training is scheduled to begin, as this will allow you to settle in and for SEI to start the training on time.
- Please make use of the "raise your hand" system during Q&A sections of the training so that you and other participants can be sure to be heard in an orderly fashion.
- If you are not speaking, please keep your device muted to eliminate distractions.
- Please check in with the coordinator via the chat feature on Zoom, or via WhatsApp, if you disconnect from Zoom or require assistance. Without communication, the coordinator will assume that you have "left the room" for the purposes of attendance and that you are taking care of yourself and do not need any technical or emotional support.
- Please keep your camera on when you can. This helps our training team see how information is being received, watch for activation, and helps with engagement and holding the training container. If you must turn your camera off for an extended period of time, please let the organizer and/or assistant(s) know. Situations where you may need to turn off your video include the following: (a) The Zoom connection is unstable and the only way to hear the training is to turn off the video or (b) you need to "step out of the room."

## Confidentiality

Participants and assistants agree not to have anyone who is not registered for the training present for the training in the background. If complete privacy is not attainable, it is expected that participants will use headphones to protect the confidentiality of other participants in the training module. Participants and assistants agree not to record the training in any format, and not to share any SEI-provided recording of the online training with anyone who is not registered in the respective training cohort.

## Study Group Policy

Study groups are intended for review of SE course material, discussions, and practice of SE techniques already learned within the SE training context, as well as elaboration of theories and techniques already covered in the SE training (such as the Polyvagal theory). Study groups may be led by students, assistants, or coordinators. The leading of a study group does not authorize the leader to make formal presentations of SE material or engage in teaching SE methods, unless the study group is being conducted by an SE faculty member or a person formally accepted to faculty track. The tracking, coordination, and monetary decisions and responsibilities of these study groups fall solely on the leader of the study groups and those choosing to attend. Study groups will remain entirely separate from SEI, and SEI will not hold authority over them. Most study groups are student-led and free of charge. Should you choose to lead a study group where you require a fee to join, please consider SEI's nonprofit values, ethics, and status, as well as the public service and education mission.

## Student & Assistant Health Policy

Illness, stress, and other periods of significant personal difficulty can present a health risk. Students accept full liability for their participation and involvement with the training. If a student withdraws from the training due to any health risk, SEI's refund policy applies.

## Training & Travel Policy

Students are solely responsible for making their own travel arrangements. SEI assumes no responsibility for students' flights, transportation, lodging arrangements or entry visas required to attend SE trainings and events.

SEI has the right to move trainings online. SEI assumes no responsibility for students' flights, transportation, and lodging payments if training formats or venues change. No discounts will be given.

If students are attending trainings in countries outside of the US, SEI recommends students review their individual travel requirements and country requirements carefully prior to registering for and attending any event.

## Guests & Visitor Policy

Guests are not permitted in training events. To reduce child and student health risks, children cannot be present during the training. Animals are not allowed at trainings unless they are defined as a service animal under the Americans with Disabilities Act (ADA). Emotional support animals are not considered service animals and may not be present during training.

# Tuition & Support Policies

For the most current tuition costs, please visit [SEI's website](#). When contacting the SEI office about tuition, be sure to check spam and junk folders for responses.

## Discount & Scholarship Policy

### Early Bird Discount

Discounts are available for students who register for a training more than 30 days prior to the start of the training. Those students who qualify for the discount at the time of registration are eligible to receive \$50 off the original cost of the training.

Students who register more than 30 days prior to the beginning of an Ergos master class, taught by Peter Levine, are eligible for a \$100 discount if they hold an active SEI membership at the time of the registration.

### Basic Principles of SE Discount

A \$50 discount code for Beginning I registrations is offered to those who attend a Basic Principles of SE Workshop.

### Scholarships

A limited number of scholarships are available for qualified incoming and continuing SE Professional students. Being qualified for a scholarship does not guarantee a student will receive a scholarship award. For more information about application requirements and guidelines, please visit [SEI's website](#).

Scholarship applications must be submitted at least 45 days prior to the start date of the training. All students must be accepted into the Professional Training program and have been invited to a cohort before a scholarship can be awarded. Scholarships are awarded at a maximum of 50% off tuition and can only be applied to trainings based in the United States.

Scholarships cannot be applied to trainings in which the participant has already registered and paid full price. Scholarships are not awarded retroactively. Scholarships are valid for one calendar year or three training registrations, whichever happens first.

## Credit Card Processing Policy

In addition to the global privacy policy, for credit card transactions with SEI, our online credit card processing is secured through VeriSign and/or Authorize.net. Please note, charges may come through with SEI's official business name: Foundation for Human Enrichment or FHE. SEI uses Stripe as our card processor.

## Payment Plan Terms and Conditions

This Payment Plan Agreement ("Agreement") is made by and between Somatic Experiencing® International ("SEI"), a Colorado registered 501(c)(3) nonprofit training and education organization having an address at PO BOX 7240, 8800 W. 116th Circle, Broomfield, CO 80021 USA and those who select the pay later payment method ("Registrant") upon registering and paying for an activity, program, webinar or conference ("Event") hosted by SEI.

By selecting the payment plan option and submitting a payment method, Registrants accept this Agreement.

By choosing the payment plan option, Registrant hereby agrees to pay:

1. The initial payment schedule includes a non-refundable \$100 processing fee.
2. The total tuition as stated on the Event registration page over the course of the scheduled payment plan according to the terms and conditions outlined below

Payment plans are available for Beginning I – Advanced II trainings (including the respective pre-recorded Video Training option). Review Videos, Audits, and Webinars are not eligible for payment schedules.

Registrants can set up a plan by selecting the payment plan option during registration. Payment plans will break the registration cost into four equal monthly installments. The first installment is charged during registration, and the following installments will be charged on the same date for the next three months. To make changes to the scheduled payment method or to pay off balance in full, please [contact us](#).

Students can have a maximum of 2 active payment schedules at once.

Discounts, such as scholarship or promotional, must be applied during the registration process and cannot be retroactively applied to any completed registration or active payment schedule. No exceptions.

Payment plans do not function like a deposit system. It is the registrant's responsibility to ensure that payments are being made each month and to contact SEI for any missed/failed installments.

Payment schedule fees are as follows:

- *\$100 Administrative fee* – This is the cost associated with opening a payment schedule and is added to the total before being split into four equal installments. This is nonrefundable and still applies if the payment plan balance is paid in full at any time.
- *\$25 Late Payment fee* – Applied when installments are paid greater than 72 hours after the due date. Max of 2 - \$50 applied to a transaction.
- *\$50 Schedule Amend fee* – this is to be applied to payment schedules SEI must re-create due to multiple failed installments. Added in conjunction with 2 late payment fees but not to exceed \$100.
- *\$100 Cancellation fee* – Applied to payment schedules that have been cancelled/re-created two or more times. This may result in the student being asked to pay the remaining balance in full.

Cancelling your payment schedule must be done using our Refund/Cancellation form – also available on the Student Forms webpage and will be subject to the policies listed on the form.

**FAILURE TO PAY.**

Registrant understand that:

- a. After a missed/failed installment, they will receive an email informing them how to complete their payment.
- b. Failure to repay this Agreement will bar Registrant from receiving their SEP™ certificate until all outstanding debt has been paid in full. In addition to this, Registrant will also be unable to register for additional training modules.
- c. SEI retains the right to deny any Registrant's payment plan requests.

- d. SEI retains the right to cancel registrations due to lack of payment.
- e. Failure to repay this Agreement shall be governed and executed according to the laws of the State of Colorado regardless of the place of its execution or performance. Any controversy or claim arising out of or relating to this Agreement shall be settled by arbitration in the county of Boulder, Colorado, in accordance with the rules of the American Arbitration Association. Judgment upon the award may be entered in any court having jurisdiction for this transaction.

## Training Cancellation & Refund Policy

Full refunds will be given if an applicant is denied acceptance into a training or if a training is cancelled by SEI. Students cancelling at least 14 days prior to the start date of the training will be issued a full refund minus the \$100 cancellation fee. Students cancelling within 14 days of a training start date will be refunded 50% of their total class tuition. This also includes payment schedules.

No refund will be issued for no shows or if registration is cancelled after 4PM Mountain Time the day before the training. Partial refunds are not awarded for those who miss portions of the live training.

If a student has registered for an incorrect training, a refund, minus a non-refundable \$25 cancellation fee, will be processed. The student will be required to re-register for the correct module.

## Registration Policies

When contacting the SEI office about registration, be sure to check spam and junk folders for responses.

### Registration Policy

Registration for a module is complete once payment is processed. Acceptance to the SE Professional Training Program is required before registering. Students must register for modules in chronological order. Students do not have to complete a module prior to registering for the subsequent one.

### Registration Deadline for Beginning to Advanced Modules

Students must register for courses and webinars in the allotted time posted in the policy. Students may be denied entry to webinars and events if they do not meet the registration deadline for a specific event.

SEI will accept registrations submitted by participants for their intended module only if received on or prior to three days before the start date. At the three-day deadline, registrations for modules will close and students will no longer be permitted to join.

## Transfer Policy

### Transfer Requests

For a transfer request form to be considered for processing, your request must meet the minimum criteria:

- Form must be filled out in full
- **Must have 60 days between your previously taken module and your requested module**
- Requests MUST be made 10 business days prior to of the training start date

If interested in transferring to a full cohort, submit a Transfer Request Form 30 days prior to the start of the event. If space is available, a spot will be offered. Cohorts will be noted as full on the Training Calendar.

Students may not transfer to a module that will occur less than two months from their last attended module. Students are encouraged to have at least two months in between each module to best absorb the material. Students may only transfer to a different cohort twice in total during their Beginning and Intermediate years. A one-time transfer refers to students who need to transfer out of their cohort for a single module to stay on track with their current cohort. Transferring to different cohorts for different modules count as multiple transfers.

### **Transferring to a new training or video module**

Transfers are not available for no shows or if the transfer request is made after 4PM Mountain Time the day before the training. Tuition *cannot* be transferred to a training course outside the US.

*\*Students may take one Beginning module by video and one Intermediate module by Video in lieu of attending the live training. Students may not consecutively take Beginning III and Intermediate I by video. Video modules are not offered for Advanced-level training.*

To transfer, the online Transfer Request Form must be submitted. Students are required to fill out the Transfer Request form online in order to be considered for a transfer. Approval is not guaranteed upon form submission.

### **Faculty Group Case Consultations Policy**

Group Case Consults (GCCs) taught by faculty that accompany training modules are included in the tuition. GCCs that accompany modules are optional to attend. Students can transfer twice to GCCs in other cohorts.

### **Training Deferment Policy**

Any student may take a leave of absence for a maximum of two years. If absent from the training for more than two years, the previous module must be retaken, either in-person or by video, before joining the next module. If the last module taken before the leave of absence was taken by video, the repeated module must be taken in-person for 50% of the tuition rate.

### **Training Audit Policy**

If a student would like to take a module for a second (or any subsequent) time in-person or online, they will only be charged 50% of the tuition rate. These returning students (auditors) will have second priority to any students that are new to the cohort.

If a student has taken a Beginning I module by video and asks to retake the module in-person, SEI will treat that student as a new student and assign them the same first priority status. If a student is required by SEI to retake a training, they will be assigned first priority status. Students interested in this option should review the Beginning I Video Training information.

Auditors will submit a transfer form 30 days prior to the start of the training. If space is available, a spot will be offered. Students may also order video review copies for any previously completed Beginning through Advanced I training modules. Order forms can be found on the [Student Forms](#) page.

## Full Cohorts

If any training event in a cohort is listed as full on the Training Calendar, students may submit a Transfer Request Form 30 days prior to the start of the training. If space is available, a spot will be offered.

## Video Training Module Policy

All training modules from Beginning I to Intermediate III are available for completion via video. Students may take one Beginning module by video and one Intermediate module by video in lieu of attending the live training. Students may not consecutively take Beginning III and Intermediate I by video.

To complete Beginning I via video, students are required to register and pay for Beginning II at the same time as Beginning I. Payment plans can be used for one or both modules. Students are required to attend a 2-hour complementary assessment with an approved Beginning I Review provider at least two weeks before the start of Beginning II. It is recommended to reach out to multiple Review Providers early and to allow 5-7 days for responses. The list of Beginning I Review Providers can be found here: [Credit Providers - Somatic Experiencing® International](#).

If the assessment is not passed, the student will pay the provider \$200 for the next assessment. If the assessment is not passed again, the student must attend a live training for 50% of the tuition cost. Only Beginning I video substitutions require assessment.

As in live trainings, video modules are required to be spaced out a minimum of 60 days before the next live training session. Video modules are not eligible for continuing education credits (CEs). Video modules are priced equal to their live-training counterparts as they substitute for a live training to satisfy program requirements. Video Links are sent via email at the time of payment processing.

These videos are pre-recorded trainings with Ariel Giarretto, SEP, CMP, LMFT, MS. They will work best on Firefox or Google Chrome and the links do not expire.

Video modules are not offered for completion of Advanced level modules toward SEP requirements. Advanced I videos are available for review only.

Students may also order video review copies for any previously completed Beginning through Advanced I training modules. Order forms can be found on the [Student Forms](#) page. If students lose passwords to streamed videos, they may [contact us](#) for a replacement password.

### Beginning I Review Session Cancellation Policy

Students may cancel a 2-hour review session up to 24 hours prior. After that time, students will be required to pay the Review Provider a \$100 cancellation fee if they do not attend the session.

## SEP Policies

When contacting the SEI office about SEP requirements, be sure to check spam and junk folders for responses.

### SEP Certificates

### Contact Hour Requirements



- Beginning Level: 72 Contact Hours
- Intermediate Level: 72 Contact Hours
- Advanced Level: 72 Contact Hours
- SEP Contact Hour Requirement Total: 216 Contact Hours

### Personal Session Recommended Distribution

- Beginning Level: 4 Hours
- Intermediate Level: 4 Hours
- Advanced Level: 4 Hours
- SEP Requirement Total: 12 Hours

### Case Consultation Recommended Distribution

- Beginning Level: 4 Credit Hours
- Intermediate Level: 6 Credit Hours
- Advanced Level: 8 Credit Hours
- SEP Requirement Total: 18 Hours

### Case Consultation and Personal Session Details

The one-on-one Personal Sessions provided for credit throughout the training are intended as a support for the students' experiential learning process of SE, although it is understood that these sessions may also contribute to the learner's personal growth and development. In a Personal Session, students experience the SE method from the client perspective, and experience how the SE Personal Session Provider has integrated SE into their standing modality. The sessions provided in this context allow skilled professional practitioners to share knowledge and expertise with SE™ learners as students learn to integrate the SE Method within their scope of practice.

The one-on-one Individual Case Consultations provided for credit through the training give participants the opportunity to examine the application of SE™ with their clients through the services provided by an approved SE™ Individual Consultation Provider. These Case Consults reinforce participant's SE™ skill development and professional development (i.e. countertransference, scope of practice, etc.) as it relates to SE™. These Case Consultations are a professional service focused on the application of SE™ and its integration into a participant's professional practice.

Small Group Case Consultations provided for credit throughout the training include elements of the teaching function. Like Individual Case Consultations, these group consultations provide participants the opportunity to examine the application of SE™ with their clients through the services provided by an approved SE™ Consultation Provider as they address the questions of all group participants. Case Consultations reinforce participant's SE™ skill development and professional development (i.e. countertransference, scope of practice etc.) as it relates to SE™. Case Consultations are a professional service focused on the application of SE™ and its integration into a participant's professional practice.

As Small Group Case Consultations are provided to a group, and not all participants may have the chance to present, these consultations are credited at a 3:1 (3 hours = 1 credit) ratio. Group consultations outside the training may range from 2-8 participants. When there are only 2 participants, the consultations may be credited like an Individual Case Consultation if each participant is given equal time to present and only receives credit for their time in the consultation. (Ex: 2 participants in a 3-hour group consultation would each need to present for 1.5 hours and would receive 1.5 credit.) Students may not receive credit from reviewing a recorded Group Case Consultation. Small Group Case Consultations **may not be recorded** and distributed for credit, or to anyone outside the original group of participants for any reason.

### Specific Consultation Requirements

Six of the 18 total Consultation Credit Hours must be received from an SE faculty member in either the individual or group format.

Four of the 18 total Consultation Credit Hours must be in an Individual Case Consultation (one-on-one) format.

### **Important Notes**

It is strongly recommended that personal sessions and case consultations are distributed throughout the training as indicated above in order to receive maximum educational benefit. This will ensure receipt of valuable input and support as students progress through the training. In the case that all recommended credits are not completed before commencement of the current training year, students may receive additional sessions at the higher levels of training. Students are eligible for the SEP certificate as long as the three-year total session requirements are met.

There is currently no yearly quota for completing requirements. It is required that students work with an SE Credit Provider who has been approved at their current level of training. On the first day of a new level of training, all credited sessions must be received from a provider approved to give sessions and/or consultations at the current level of training (e.g., starting the first day of an Intermediate I training, all sessions and consultations must be received from approved Intermediate level providers). Before booking with providers, please verify that the provider is approved for your current training level.

SEI encourages students to obtain sessions from a variety of providers who have been trained by different faculty members so that they may benefit from diverse experiences, education, backgrounds, and styles.

### **SEP Approval Process**

In order for a student to apply for the SEP Certificate, they 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 'Graduation Requirements' page on the website.
- Session logs, invoices, or verifiable emails from approved providers with required information, including date, level, session type, length in hours, credit hours, and approved provider's name and signature.
- Fill out the evaluation after each event to receive either a CE certificate or Certificate of Completion. Keep these certificates and submit them with the SEP Approval Packet.

If the hours logged do not meet these requirements, they will not count toward the hour total. Student account balance must be paid in full before applying for SEP Approval.

When the SEP Approval Packet is complete, scan and email the packet to [credentialing@traumahealing.org](mailto:credentialing@traumahealing.org) with the subject line "FirstName LastName SEP Approval" (e.g. "Jordan Smith SEP Approval"). Please allow one week for processing of SEP Approvals. If the cover page is not filled out or the packet does not meet the specified guidelines, the processing time may be extended.

Please keep all session logs until all hours have been completed. SEI is not responsible for retaining incomplete or lost session logs.

## Membership

Each membership term is for 12 months. Renewals are based on the anniversary date of joining. Periodically, members will receive renewal reminders. SEI can revoke membership at any time. Membership fees are not considered a charitable donation. However, self-employed members may be able to write off membership dues as a business expense.

Our membership program is separate from the 8-module SE training program. Membership fees are **not** included in the tuition fees. If you would like to purchase a membership, please visit our [Membership](#) page on our website to learn more about our different levels and benefits.

### Membership Directory

The SE Practitioner Directory is the primary source for SE referrals worldwide. When browsing the internet for SE professionals, SEI's directory is the first and best resource. In addition, our faculty, staff, and other professionals use the directory to make referrals. If you are listed, you have the opportunity to receive these valuable referrals and to support those in need of your services. Your membership dues support SEI in developing new programs and providing scholarships for low-income professionals serving individuals and communities in need.

Profiles will not be made active until membership dues are received. Upon expiration of membership, profiles are automatically removed from the directory. Profiles remain ready to reactivate once dues are paid.

Those listed as "SE™ Practitioners (SEP)" have completed our full training program. Those listed as "Practitioner in Training" are in the process of completing our program and are actively integrating SE skills into their primary area of practice.

The contact information for individuals listed in this directory is to be used solely for professional referrals and is not to be used for marketing, solicitation, or other commercial purposes. No advertising unless approved by SEI. Advertising of any kind must be approved by SEI for listing trainings, merchandise, or services. Please [contact us](#) about Membership.

## Continuing Education Policy

When contacting the SEI office about Continuing Education, be sure to check spam and junk folders for responses.

### Continuing Education Credits

We offer Continuing Education (CE) credits to licensed professionals. **Please see the Event Summary of your training module to see which CEs will be offered.** Note: not all trainings offer the same CEs.

#### To obtain your Continuing Education Credits, students must:

- Attend ALL course hours (we are unable to award partial CE credits)
- Attend LIVE online or in-person (no CE credit is awarded for video modules, webcasts, or other remote options)
- Complete a post-training evaluation within two weeks of the training's completion

To learn more about our Continuing Education offerings, please visit our [Continuing Education Credits](#) page on our website.

If you are in immediate need of your certificate, or have any questions on the post-training evaluation, please [contact us](#).