# SOMATIC EXPERIENCING® PRACTITIONER (SEP™™) CERTIFICATES EN ESPAÑOL: REQUISITOS PARA RECIBIR EL CERTIFICADO SOMATIC EXPERIENCING® PRACTITIONER (SEP™™)

## SEP™/Provisional SEP™ Approval Process

### STEP ONE: Assemble your SEP™ approval packet.

**Assemble a complete SEP™ approval packet with a cover page and session logs.**

- **Completed SEP™ Cover Page** or PSEP™ Cover Page form.
- Session logs of all credits completed with Approved Providers, including:
    - Date

Level

- Session Type
- Length in Hours
- Credit received
- Approved Provider's printed name, first and last, and signature.

If the credits logged do not meet these requirements, they will not count toward the credit total until requirements are met. This may cause delays in packet processing.

### STEP TWO: Submit your SEP™ approval packet

**Mail your complete packet to our office address: C/O Credentialing Team: SE™ International, PO Box 7240, Broomfield, CO 80021**
Subject Line: "[First and Last Name] SEP™ Approval" (e.g., "Jordan Smith SEP™ Approval")

- **IMPORTANT!** Double check to ensure your session logs and cover page are complete before sending.

## STEP THREE: Wait for your packet to be processed

**Credentialing staff will review and process your packet.**

- Approvals can take two weeks or more to process; incomplete packets extend processing time
- Keep a copy of your session logs for yourself; SEI is not responsible for lost session logs. We do not recommend mailing in approval packets, as it creates additional delays in processing. If you do choose to mail in your packet, always mail in duplicate copies of your records and keep the originals.
- Your SEP™ certificate will be emailed to you upon approval; congratulations!

## Additional Notes

- Credits logged that do not meet the requirements will not be counted toward your hour total.
- Please keep all session logs until all your credits have been completed; SEI is not responsible for retaining incomplete logs.
- International students should keep a record of certificates of completion for each module to verify completion of the training as records are not always shared between organizations due to GDPR and other privacy laws.
- Find Session Logs and other forms

## Unable to get a signature for credit on your session log?

If you are unable to obtain a signature for credit(s) documented on your Session Log, you will need to provide documented verification along with the Session Log:

- Document the details of the Personal Sessions and Case Consultations as fully as possible on the available Session Log
- In place of the signature on the Session Logs, please indicate what type of documented verification is offered (e.g., “see email” for an email documented verification)
- Acceptable documented verification of credits includes emails, invoices, and receipts.
  - Email exchanges **setting up** a Session or Consultation are not documented verification that the Session or Consultation took place and will not be accepted
  - Email exchanges about a Session or Consultation that **has already occurred** will be accepted as verification.
- Any documented verification needs to include:
  - The credit provider’s first and last name
  - Date credit was received
  - Type of credit received (e.g., Personal Session, Individual Case Consultation, etc.)
  - Level of participant during receipt of credit
  - Amount of credit received

Find Session Logs and other Forms

## Advanced II Pre-Approval requirements

To submit your SEP™ Approval Packet for preapproval prior to your Advanced II module you must first be registered for your Advanced II module. Your SEP™ Approval Packet must also be complete and submitted no later than 4 weeks prior to the start of your Advanced II modules held in the US or 6 weeks (about 1 and a half months) for international cohorts.

You may have Group Case Consultations that will be completed at your Advanced II training included in your Approval Packet. These Group Case Consultations may also complete your Faculty Hour requirement. These must be noted as “at training” in place of the signature. Only Group Case Consultation (and associated Faculty Hour) credits are eligible for completion at the Advanced II module, all other requirements must be completed upon submission.

Once you have registered for your Advanced II module and compiled your complete SEP™ Approval Packet, **Mail your complete packet to our office address: C/O Credentialing Team: SE™ International, PO Box 7240, Broomfield, CO 80021**
If submitted prior to the applicable deadline, your packet may be held for processing until the deadline has passed. If your Approval Packet does not meet the specified guidelines, your packet may be held for continued processing until after your Advanced II module has been completed and your attendance confirmed.

# Training requirements

To graduate from the SEI Three-Year Training Program and receive the Somatic Experiencing® Practitioner (SEP™) Certificate, you must complete **216 contact hours of training** (6 to 8 training modules depending on the country). Additionally, you must receive **12 credits of Personal Sessions** and **18 credits of Case Consultations** from approved providers. Out of these 18 credits, a minimum of 4 credits must be individual case consultations and a minimum of 6 credits must be completed with Faculty.
Please note:

- 3 hours of Group Case Consult time counts as 1 credit.
    - If only 2 hours are completed, students will receive .67 credit.
    - If only 1.5 hours are completed, students will receive .5 credit.
    - If only 1 hour is completed, students will receive .33 credit.
- Credit for Personal Sessions are equal to the duration of the session. 50-minute sessions will count for a full hour. Any sessions that are less than 50 minutes will be counted for partial credit.
    - If only 45 minutes are completed, students will receive .75 credit.
    - If only 30 minutes are completed, students will receive .5 credit.
    - If only 15 minutes are completed, students will receive .25 credit.

- Credits for Individual Case Consultations are always equal to the duration of the session. Only Individual Case Consultations lasting a full hour will receive full credit. Individual Case Consultations lasting less than a full hour will receive partial credit.
- All modules and associated administrative processes must be completed prior to receiving the SEP™ Certificate. Certificates may be withheld until such processes (incomplete payment plans or other outstanding fees, waivers, etc.) are completed.
- If you wish to transfer from a US training to a European training, different training requirements may apply. For more information, see **somatic-experiencing-europe.org**.

VIEW CREDIT PROVIDER LIST

## Provider Lists

SE™ personal session providers, individual case consultation providers, and group case consultation providers are listed by approval level. Before receiving a credited session or consultation, please use these lists to ensure that the provider you are using is approved for your current level of training and the type of session or consultation you wish to receive.

Lists are updated monthly, and some providers may have been approved since the last update. Also, some providers who are approved may elect not to be listed. Please request to see the Approval Letter for any provider you work with to ensure they are approved by SEI for the level and type of credit you are seeking. If you have questions regarding the status of a particular provider, please feel free to contact us by going to **our contact page.**

All credited sessions and consultations must be received from providers approved for your current level of training. These sessions and consultations must be recorded on a session log form and will start counting for credit on the first day of your Beginning I training.

A list of Faculty instructors can be found on the Faculty Page of our website. Here you will find all faculty members with contact information – a reference to obtain the required Faculty Credits.

## Session Fees

Session Fees

- Session fees are set by individual approved providers. This rate applies whether a consultation is given during a training or between modules at a private practice location.
- Personal Session and Individual Case Consult fees are paid directly to the provider.
- Policies regarding session rates are set by SEI and are reviewed periodically; rates may be subject to change without prior notice. For Scholarship students, the maximum cost for a 1-hour personal session or Individual Case Consultation is $100.

Group Case Consultation Fees

- Group case consultation fees are set by the provider. For scholarship students, the maximum cost for Group Case Consultation counting towards the minimum consultation requirement is $75/Credit Hour. Since 3 hours of group consultation equals 1 Credit Hour, the fee should be assessed at $25 per actual hour spent in group consultation.
- Group Consultations must be received from an approved Group Consult Provider or faculty member.
- Group Consult fees are paid directly to the provider unless the consultation is organized by SEI's main office.
- Policies regarding allowable rates for Group Case Consultations are set by SEI and are reviewed periodically; rates may be subject to change without prior notice.

## Important Considerations

It is strongly recommended that your personal sessions and consultations are distributed throughout your training to receive maximum educational benefit. This will ensure that you receive valuable input and support as you progress through your training.

- If session distribution does not match the recommended distribution, you are still eligible for the SEP™ certificate if the 3-year total credit requirements are met.

Providers must be approved for your current level.

- Once you begin the first day of a new level of training, all credited sessions and consultations must be received from a provider approved to give sessions and/or consults at your current level of training (e.g., starting the first day of your Intermediate I training, all sessions and consults must be received from approved Intermediate-level providers).
- Before booking sessions, please verify that the provider is approved for your current training level by requesting their Approval Letter.
- We encourage you to obtain credits from a variety of providers who have been trained by different faculty members so that you may benefit from their diverse experience, education, backgrounds, and styles.

For students who completed the SE™ Training in Europe contact the European Association of SE™ (EASE) at **info@ease.eu.com**.