



# 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 Somatic Experiencing International (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 the Somatic Experiencing (SE™) method and SEI have come a long way since then. We were established as the Foundation for Human Enrichment in 1994 and then as the Somatic Experiencing Trauma Institute (SETI). We continued as SETI until 2021, when we changed our name to Somatic Experiencing International. 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 the SE method 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; the SE method 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 the SE method with you now!

Now that you have been accepted into the training program, it's time to become familiar with our 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 that 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 501(c)(3) nonprofit educational 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 the Somatic Experiencing (SE) method, which is used to resolve the symptoms of stress, shock, and trauma that accumulate in our bodies. When stuck in a pattern of fight, flight, or freeze, SE techniques help us release, recover, and become more resilient.

SEI is neither a regulatory nor licensing organization and therefore not sanctioned to certify, license, or otherwise bestow the legal authorization to practice as any professional, including as a mental health professional. When referring to your training with SEI and/or receipt of the SEP™ Certificate, you may not document or call it a certification. The SE Professional Training Program is a certificate program.

The SEP™ designation may be achieved and maintained without additional testing or continuing education. Becoming an Assistant after completing the Training is highly recommended for consistently enhancing your understanding of SE, to continue learning SE skills from international SE faculty members, and for added exposure with unique nervous systems.

Along with completing the SE Professional Training modules in the program, additional credits must be received and verified by SEI staff to achieve the SEP Certificate and designation. As part of the learning process, the SE modality must be integrated into a certified, licensed, or otherwise credentialed practice with ethical and professional oversight.

The SE Professional Training Program is an **educational opportunity**. SEI is not in a clinical role to provide supervision, psychotherapy, or specific recommendations. Students are responsible for working under their professional license and within their scope of practice. Because these Trainings are not confidential, we ask that students be mindful of their professional responsibilities to their clients/students in what is shared within the training.

Developed and founded by renowned biophysicist Peter Levine, PhD, the SE method 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 SE Professional 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. Levin wrote his thesis "[Accumulated Stress, Reserve Capacity, and Disease](#)" in 1976. 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. Dr. Levine has since also received a Lifetime Achievement award from Psychotherapy Networker and from the Association for Training on Trauma and Attachment in Children (ATTACH) for "his lifelong commitment to healing children through research, education, and outreach."

## 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, who each run their own SE training program using our curriculum.

Because each country operates independently to maintain cultural autonomy, their specific policies and procedures may differ from this handbook. Please reach out to individual organizers for more information. Contact information for Organizers can be found on the [International Orgs Page](#) of the website.

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

## How to contact SEI

SEI is committed to providing efficient and compassionate support to all constituents. The best way to reach us for assistance is through our support form. You can find more information about this process on the Contact Page of the website.

If you need to speak with a team member more directly, you may also schedule a call with a services staff member through one of the appointments available on the Contact Page.

# 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 prospective students must agree to the Student Informed Consent Agreement in its entirety as part of the application process. 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](#) located on the Student Forms Page.

## 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](#).

## Code of Ethics

SEI has adopted a Code of Ethics to guide its board members, committee members, staff, and other professionals 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](#) found on the Ethics Page.

## 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 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 biases, and sometimes cause unintentional harm. In the spirit of the SE method, 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 will also enhance the quality and effectiveness of the professional's future behavior. To maintain confidentiality, formal grievances may only be addressed 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 that 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 their skill level is improved. If a student would like to receive the manuals in a language other than the one being taught, and SEI has that language available, SEI will make the manual available to that student.

## Accessibility

Somatic Experiencing International is committed to providing equal access to its programs and services, regardless of any local state, federal, or other jurisdictional statuses protected legally. 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 accommodation 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 during the registration process. Students will either hear from their training Coordinator for follow-up, or SEI staff if there are questions. If SEI staff does not receive a response to questions within 30 days, the form may be deleted, and a new one will need to be submitted. If you are looking to make an accessibility request or have further questions about SEI's Accessibility Policy, please submit a Support Form to the General category.

## Grounds for Removal

Educating communities in trauma resilience is a mission of SEI, and the educational container of each module is important to this mission. SEI reserves the right to approve or deny the participation of any person, in its sole discretion, with or without cause, and in accordance with its policies and the law. Reasons for removal include but are not limited to causing disruption during the training. If disruptions occur, they may be treated as teaching opportunities to demonstrate SE skills in real time. If disruptions cannot be resolved during the training, the SEI Training Staff or volunteers may support them outside of the training. If disruptions hinder the learning of other students, SEI may remove those responsible so the SE material can be taught as intended.



# 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:

- Applicants must have a certificate, be certified in, or be licensed in a healing arts profession. Some examples of such professionals include, but are not limited to: mental health practitioners, coaches, physical therapists, yoga teachers, massage therapists, spiritual health practitioners, cultural health practitioners, nurses, doctors, etc.
- Applicants must have professional oversight for their profession, such as a governing ethical board.
- Applicants must have an existing and active clientele base to work with throughout the entirety of the training program. Having an active practice is required upon applying.
- Applicants must be in good standing ethically in their professional field and must not have any open grievance, complaint, or action brought against them before any licensing, regulating, associative, or legal body for any violation or misconduct.

If an applicant does not meet the first three (3) 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.

Applicants who are not in good standing ethically in their professional field and/or have an open grievance, complaint, or action or have had one brought against them within the past 7 years must disclose this in their application and contact the Legal Department for steps on how to proceed with their application. More information regarding this Grievance Policy may be found in the [Agreements and Expectations Document](#).

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 Policy

Acceptance into the SE Professional Training does not ensure that all SE techniques will be appropriate for integration with a student's practice. Students are expected to know and follow their professional scope of practice. This 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 practitioner. It is important for professionals to stay up to date on any changes to their scope of practice, and to seek guidance or clarification from their supervisor or regulatory body if they have any questions or concerns. By following their scope of practice, professionals can maintain the highest level of competency, protect the public, and maintain the integrity of their profession. The SEP certificate does not confer the right to diagnose or treat any medical or mental health condition. If

SEI staff sees that an SE student or SEP is claiming to treat diagnoses outside their scope of practice, you will be asked to remove that language, and as a student may be removed from the training.

## Readmission Policy

If a student defers training for five (5) years or more, they 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 students will need to retake their 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 in this case. Calculation for the number of years a student has deferred is based on the end date of the last live module completed and the start date of the next module the student is requesting.

# Training Policies

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

## Training Structure and Timeline Policy

The SE Professional Training Program curriculum is delivered through a combination of lectures, demonstrations, and guided practice sessions with other students at the training. Additionally, self-guided practice between sessions is expected, and credited practice sessions and consultations with approved providers is required for SEP Certificate approval. Course material is typically 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 biophysiological SE 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 4-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 practicing the SE method. Typically consists of two 6-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, Advanced trainings are not cohorts but regional trainings and therefore students understand their 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

As an SE™ Student, you may be wondering how to refer to yourself when speaking with potential and/or current clients, colleagues, friends, or family. Allow us to clarify this for you!

Until you have completed all SEP requirements AND received your SEP Approval Letter confirming your SEP status, SEI strongly encourages describing yourself as any of the following:

- Advertise that you "integrate Somatic Experiencing® techniques" into your practice.
- Say that you have completed "X" number of hours of training in the SE™ Professional Training.
- State that you are an "SE™ Student" or "Student of Somatic Experiencing®".

Practitioners should further consider their intended clientele base and scope of professional practice when altering professional titles to reflect SE proficiency. (For example, those without license or certification to treat mental health conditions may want to avoid using terms such as “therapist” or “counselor.”) This distinction and consideration is to protect all parties from misrepresenting themselves and prevent confusion for your clients, other SEI constituents, and the general public.

## 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 SEI cohort. Over time, the ability to explore the class material deepens as a cohort strengthens the bond between students, training assistants, and faculty.

Registrations are on a first come, first serve basis. Registration priority for consecutive modules will be granted to those established in a cohort for a limited time after the end of each module. No spot is secure until registration payment is received, and it is encouraged to register early.

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 audit the respective training module (for half price) or transfer their registration to complete the module to be eligible to earn their SEP Certificate. All transfers are subject to the Transfer Policy.

- 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 (or the equivalent of one day).

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

Additionally, only those students who have satisfied the above attendance requirements qualify to purchase Review Videos at the reduced rate of \$75.

## 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 note it is your responsibility as the student to verify that you are logged in under a screen name that will identify you to SEI, or to change your screen name to one that readily identifies you. If you are unable to change the screen name, it is your responsibility as the student to identify yourself directly to the coordinator.

Please make use of the “raise your hand” system during Q&A sections of the training so that you and other attendees can be sure to be heard in an orderly fashion.

If you are not speaking, please keep your device muted to minimize distractions.

Please follow the coordinator’s directives given prior to the training for checking in 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 possible. 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, 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.”

### **Online Training Confidentiality**

Students and assistants agree to refrain from having 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 attendees will use headphones to protect the confidentiality of other attendees in the training module. Students 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.

SEI takes reasonable efforts to ensure the confidentiality of training attendees. All attendees sign confidentiality agreements acknowledging SEI’s policies on confidentiality, privacy, and recordings.

### **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 and are not a requirement for completion of the SE Professional Training Program. Facilitation 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 instructor 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.

## Travel & Reimbursement Policy

Students are solely responsible for making their own travel arrangements and staying informed on training details through the Event Summary and SEI email notifications. SEI assumes no responsibility for costs associated with students' flights, transportation, lodging arrangements or entry visas required to attend SEI trainings and events.

SEI has the right to move trainings online, change training Faculty, change CE offerings, or postpone training events. SEI assumes no responsibility for students' flights, transportation, and lodging payments if training logistics change. In the event that SEI changes training details, SEI will not issue discounts for any costs associated with a students' attendance choice. Students may request transfers or cancellations and are subject to SEI's Transfer and Cancellation Policies.

If students are attending trainings in countries outside of the US, SEI recommends students contact the Organizer of the training for information on their travel and lodging requirements and other Training or Reimbursement Policies prior to registering for and attending any event.

## Guests & Visitor Policy

Guests are not permitted at 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). If service animals will be attending, students will let their training Coordinator know ahead of time. 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](#). Tuition rates are subject to change, and students are required to pay the current rate per module at the time of registration. When contacting the SEI office about tuition, be sure to check spam and junk folders for responses.

## Discount & Scholarship Policy

Except for the Early Bird discount, all discounts on tuition are received by using discount codes. Please note, only one discount code can be used per registration. Registrants are advised to consider which available discount code offers the greater value at the time of registration. **No discounts may be applied to registration retroactively.**

### Early Bird Discount

The Early Bird Discount is available for students who register for any 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. This discount is automatically applied when registering in the timeframe.

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.\*

\*This discount is being revamped and may not be available at time of request.

### Basic Principles of SE Discount

A \$50 discount code for Beginning I registrations is offered to those who attend the Basic Principles of SE Workshop and is considered a tuition discount. As such, this discount cannot be combined with other promotions or discounts besides the Early Bird Discount. The Basic Principles of SE discount code is provided in the evaluation invitation email that is sent out the week following the workshop. This code is only valid for Beginning I registrations and must be used at the time of registration payment. The code is valid for the current calendar year. Students seeking to use the code for registration in the new year should contact the Registration Team for support. These requests will be considered on a case-by-case basis and may be denied.

### Scholarships

A limited number of scholarships are available for qualified incoming and continuing SE 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](#). Once there, please click the "Scholarship" tab.

All students must be accepted into the SE Professional Training Program and have been invited to a cohort before a scholarship can be awarded. Scholarships are awarded as 25%, 33% or 50% off tuition of upcoming modules. Scholarships cannot be applied to modules in which the participant has already registered and paid full price. Scholarships do not apply to travel or other incidental costs associated with your training experience such as case consults or personal SE sessions. Scholarships are considered tuition discounts, are applied through a discount code, and cannot be combined with other promotions or discounts, besides the Early Bird Discount.

As a matter of ethical standard, SE Credit Providers may not refuse service to students on scholarship. Providers agree to offer personal sessions and individual case consultations to



scholarship recipients at no more than \$100/hour, and \$75/credit hour for group case consultations. Scholarship rates only apply while actively working towards an SEP Certificate and expire upon graduation from the SE Professional Training Program. To receive this rate, or a more favorable one set by approved providers, please retain the award notice. It will serve as proof of scholarship.

SEI's scholarships program will open twice a year; once in the winter and once in the summer. Each application cycle will remain open for four weeks. If awarded, every scholarship will be valid for five years from the initial award date. Scholarships are valid for all modules taken in the five-year period, with the exception of substitute recordings and audits.

At this time, scholarships can only be applied to trainings based in the United States (U.S.), either in-person or online. You do not need to reside in the U.S. to attend a U.S. based training.

## Credit Card Processing Policy

In addition to the global privacy policy, for credit card transactions with SEI, online credit card processing occurs through Stripe, PayPal and QuickBooks Payments. Please note, charges may come through with SEI's official business name: Foundation for Human Enrichment or FHE or Somatic Experiencing.

## 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 at the time of initiating agreement over the course of the scheduled payment plan according to the terms and conditions outlined below.

Payment plans are available for United States-based Beginning I – Advanced II trainings (including the respective online and pre-recorded Substitute Video Training option). Review Videos, Audits, and Webinars are not eligible for payment schedules. As a non-profit, SEI is proud to be able to offer payment plans. Please note they are limited and on a first come first serve basis. If you are someone who started this training on a payment plan, but payment plans are not available when you register for your next module, please submit a support form to Registration for assistance.

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, or transaction(s). The first installment is charged during the initiation of the agreement, 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](#).

Registrants can have a maximum of two (2) active payment schedules at once.

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

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. This fee is charged once per payment schedule.
- *\$25 Late Payment fee* – Applied when installments are paid greater than 72 hours (about 3 days) 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 two (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.

A payment schedule may be cancelled by the Registrant at any time. 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. A payment schedule may also be cancelled by SEI when payments have been missed.

## **FAILURE TO PAY.**

Registrants understand that:

- a. After a missed/failed installment, they will receive an email informing them how to complete their payment.
- b. If they do not respond via payment to missed/failed installment emails, they will be unregistered and lose their good standing with SEI. This action will take place and a notification regarding this will be sent on the 20<sup>th</sup> day after missed/failed installment. Registrant will be required to contact SEI directly to have their good standing reinstated and regain eligibility for registration.
- c. 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 be unable to register for additional training modules.
- d. SEI retains the right to deny any Registrant's payment plan requests.
- e. SEI retains the right to cancel registrations due to lack of payment. Attendance for modules with cancelled registration may not be counted and students may be required to retake module upon registering later.
- f. 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 a student is denied acceptance into a module or if a module 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. Those on payment schedules will be refunded up to 50% of their total class tuition based on amount paid at the time of cancellation. No refunds will be provided for Basic Principles of SE Webinars. Transfers may be granted upon request through submission of the Transfer Form.

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 the incorrect module, 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 Reminder Emails go out to invited students at 60 days and at 30 days prior to the training start date. Additionally, Beginning I and Advanced I invited students will receive a Registration Invitation email at the time of their registration request approval.

Attendance Reminder Emails go out to registered students at 10 days, 5 days, and 3 hours prior to the training start date/time.

## 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 and may register ahead through Intermediate III without having to complete a module prior to registering for the subsequent one. To register ahead for Advanced I and/or Advanced II, students must have completed the Intermediate II module and be registered for Intermediate III.

Students must follow all Training and Payment Policies when registering ahead for any module(s).

### Registration Deadline for Beginning to Advanced Modules

Students must register for courses and webinars in the allotted time posted in this 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 students for their intended module only if received prior to 3PM four (4) days before the training start date. This deadline is subject to the time zone set for the respective module. At this deadline, registrations for modules will close and students will no longer be permitted to join.

## Transfer Policy

### Transfer Requests

Transfer requests must meet the minimum criteria detailed below for the Transfer Request Form to be accepted for processing:

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

Students interested in transferring to a cohort that is at capacity (full) must wait to submit a Transfer Request Form until 30 days prior to the start of the first module they would like to join. 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 60 days from their last attended module. Students are required to have at least 60 days in between each module to best absorb the material. Calculation for number of days between two consecutive modules is based on the end date of the last module completed and the start date of the next module that the student is requesting. Students may only transfer to a different cohort twice in total, once during their Beginning year and

once during their Intermediate year. 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 a new training or video module**

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

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

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

If you have previously submitted an Accessibility Request Form, you will need to resubmit for the cohort/module you are transferring into once the transfer is complete. Please reach out to the Coordinator of your new cohort to request a link to the form.

### **Transferring Internationally**

If students are attending trainings in countries outside of the US, SEI recommends students contact the Organizer of the training for information on their training requirements and other Admissions, Transfer, or SEP Approval Policies prior to registering for and attending any event.

### **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 who do not attend the GCC held in conjunction with their training forfeit the registration for that consultation offering and must find consultations with approved providers for completing their credits. There will be no refunds from tuition or transfer opportunities for GCCs not attended. Students will be subject to the cost of GCCs obtained with approved providers.

### **Training Deferral Policy**

Any student may take a leave of absence for a maximum of two years. If the student is 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 per the Training Audit Policy. Calculation for the number of years a student has deferred is based on the end date of the last live training completed and the start date of the next live training that the student is requesting.

### **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. This Auditor pricing is considered a tuition discount, is obtained with a discount code, and cannot be combined with other promotions or discounts, besides the Early Bird Discount. These returning students (auditors) will have second priority to any students that are new to the cohort.

If a student is required by SEI to retake any training, they will be assigned the same priority status as first-time students.

Students seeking to audit a module must submit the Auditor Request Form. If their initial request is denied, they may resubmit the form 30 days prior to the start of the training. If space is available, a spot will be offered. Students may also order Review Videos for any previously completed Beginning through Advanced I modules. Order forms can be found on the [Student Forms](#) page.

This policy applies to all students, including those transferring in from countries outside the United States.

## At Capacity Cohorts

If any training event in a cohort is listed as At Capacity on the Training Calendar, students interested in joining must submit a Transfer Request Form no more than 30 days prior to the start of the training. If space is available, a spot will be offered.

## Substitute Video Training Module Policy

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

To complete Beginning I via Substitute Video, students are required to register and attend a 2-hour, complementary assessment with an approved Beginning I Review Provider. Students taking Beginning I via Substitute Video are required to schedule their Review assessment prior to registration and have their Review Provider contact SEI to confirm the Review assessment is scheduled. Students must complete Beginning I Video registration by no less than 60 days prior to the Beginning II they are seeking to join. Student must also have a complete Beginning I Video Review Form submitted from the Session Provider by no less than 30 days prior to the start of the Beginning II module they are seeking to join. It is the responsibility of the student to communicate their individual deadline to their Review Provider so the provider may submit the Review within this timeframe. It is recommended to contact 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 the second time, the student must attend the training live as an auditor. Only Beginning I Substitute Videos currently require assessment.

As with live modules, Substitute Video modules must be spaced out a minimum of 60 days before the next live training session. Calculation for number of days between two consecutive live modules is based on the end date of the last module completed and the start date of the next module that the student is requesting. For Beginning I Substitute Video registrations, calculation starts at the date of completed registration. Substitute Video modules are not eligible for continuing education credits (CEs). Substitute 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.

Substitute Video modules 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.

Substitute Video modules are not offered for completion of Advanced level modules toward SEP requirements. Advanced I videos are available as Review Videos only.

Students may also order Review Videos for any previously completed Beginning through Advanced I 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 Credits
- Intermediate Level: 4 Credits
- Advanced Level: 4 Credits
- SEP Requirement Total: 12 Credits

### Case Consultation Recommended Distribution

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

### Personal Session & Case Consultation Pricing Policy

Individual approved SE Credit 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 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/credit hour, and \$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. SEI can verify this information upon request.

This policy applies to all personal sessions, individual case consultations, and small group case consultations that fulfill the requirements for the SEP certificate. The policy does not differentiate between a faculty instructor and non-faculty instructor providers, or any group consultations approved by SEI to offer SE credit.

### 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 the SE method, 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 Personal Session Provider has integrated SE techniques into their standing modality. The sessions provided in this context allow skilled professional practitioners to share knowledge and expertise with students as they 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 students the opportunity to examine the application of SE techniques with their clients through the services provided by an approved Individual Consultation Provider. These Case Consults reinforce the student's SE skill development and professional development (i.e., countertransference, scope of practice, etc.). These Case Consultations are a professional service focused on the application and integration of SE skills into a student's professional practice.

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

As Small Group Case Consultations are provided to a group, and not all attendees 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 students. When there are only two (2) students, 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: two students 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 for 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 attending students for any reason. Students may not receive SE Credit for any recorded training or consultation, including those available in the Media Library.

### **Specific Consultation Requirements**

Six (6) of the eighteen (18) total Consultation Credits must be received from an SE faculty instructor in either the individual or group format.

Four (4) of the eighteen (18) total Consultation Credits must be received from the Individual Case Consultation (one-on-one) format.

The four (4) minimum Individual Case Consultation credits may be completed with Faculty along with an additional two (2) consultations to meet both credit requirements specified above. The remaining case consultation credits needed to complete the total eighteen (18) after reaching these specified minimums may be completed through either Individual or Group Case Consultations and with or without a Faculty Instructor as best suits the student.

### **Important Notes**

It is strongly recommended that personal sessions and case consultations are distributed throughout the training as indicated above 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 if the total credit requirements are met.

There is currently no yearly quota for completing credit 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 module, all sessions and consultations must be received from providers approved at the Intermediate level or higher). Before booking with providers, please verify that the provider is approved for your current training level.

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

## SEP™ Approval Process

SEP Approval Process Steps may be reviewed on the [Graduation \(SEP\) Requirements Page](#) of the website.

## 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 SE Professional 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 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 SE Professional Training Program. Those still in the process of completing our program and actively integrating SE skills into their primary area of practice are listed by their SE Student Level.

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 Records Policy

SEI maintains roster, attendance, and training CE approval records for up to 7 years per the requirements of our CE Board. SEI may not have the data needed to provide students seeking a CE Certificate their CE Certificate of Completion after 7 years. In these cases, SEI will provide the student with a transcript documenting their level of completion in the SE Professional Training Program for their purposes.

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](#).