



ASSISTANT AND PROVIDER POLICY FOR: ASSISTANT ATTENDANCE

Approved By: Director of Program Strategy
Effective Date: 6/1/2025
Revised Date: 10/1/2025

The goal of this policy is to establish and clarify attendance expectations for SE™ International (SEI) Assistants and who are supporting the SE Professional Training Program (the Training Program) for both in-person and live, online modules. If an assistant is needed to support a cohort and unavailable to attend in full, it is the intention of SEI to recognize and support the efforts of these assistants to continue assisting throughout the program.

This policy relates to the processes, expectations, and agreements of registration and attendance for SEI Approved Assistants supporting U.S trainings.

This policy applies to all SEI Approved Assistants who attend trainings in the U.S. SEI's U.S. policies and requirements may differ from those in our international trainings. While participating in the U.S., international constituents are expected to adhere to SEI's policies as shared in this document and on our Policy Page.

SEI reserves the right to approve or deny any application, revoke approval at any time, and 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.

Policy Language Definitions

Late Registration – For Assistants of the Training Program, registration for a module is considered a Late Registration when completed within 30 days prior to the start date of the respective module.

Walk-In – Assistants of the Training Program are considered a Walk-In at a module if they are not listed on the Staff Roster for the respective module and are in attendance.

Pair of Regional Trainings – Any Advance I and Advanced II modules that are logistically connected through being coordinated together in the same location and with the same Training Staff.

Incomplete Attendance – attendance at any module that does not meet the Attendance Policy as stated in the Training Policy Handbook.

Faculty Instructor/Lead Assistant/Coordinator: the training team member for the module, cohort, or regional training being referenced in the policy.

Registration Requirements and Expectations

- Currently, Assistants of the Training Program are expected to submit the Assistant Registration Form for each module they intend to support upon invitation to the Assisting Team.
 - o Assistants must first be invited to support a module by the Lead Assistant or Faculty Instructor prior to submitting the Registration Form. Any registration created without invitation may be subject to cancellation and Assistants in attendance without invitation may be asked to leave the training.
- To support Continuing Education Logistic Procedures, Assistant Registration Forms are expected to be submitted by no less than 30 days prior to the start date of each module.
 - o Assistants with Late Registration may not be eligible to support specified Mental Health Professional students at modules offering Continuing Education (CE) credit.
 - o Assistants will not receive SE Credit for their attendance and will be ineligible for receiving CE Credit if they do not complete their Registration by 11:59pm (in the time zone of the respective cohort) on Day 1 of any module where they are a Walk-In Assistant.
- Assistants invited to support a cohort or pair of regional trainings are encouraged to register for all consecutive modules at their earliest convenience, even if they are unsure of their availability.

Attendance Requirements, Expectations, and Agreements

- Assistants are expected to commit to attending all days of all modules within a cohort or pair of regional trainings to best support the learning container, exercises and activities.
 - o Assistants who are unable to commit in full are expected to maintain communication regarding their commitment availability to the Lead Assistant and/or Faculty Instructor so arrangements to best support student learning may be made, and to accept if their invitation is rescinded due to their lack of availability.
- Assistants must meet the Attendance Policy stated in the Training Policy Handbook to receive SE Credit toward their Assistant and Provider Approval Requirements for each module.
 - o Assistants supporting live, online modules must also follow the Online Best Practices as stated in the Training Policy Handbook.
- Assistants must attend in full and meet SEI Registration Requirements detailed above to be eligible for CEs.
- Assistants understand and agree they are covered under SEI's professional liability insurance during the undertaking of their role as an Assistant during the course of the Training and that such insurance coverage lapses between each training module in which they assist.

Volunteering Professional Consideration (VPC)

- SEI recognizes that Assistants to the Training Program are professionals who volunteer their time and expertise in support of SEI's mission.
- Assistants who are invited to support the Training Program may not be available to commit to attending all days of all modules in a cohort or pair of regional trainings.
- The presence created by the Assistant team is critical for the nervous system regulation that facilitates the learning of SE principles and practices. In some cases, commitment by an assistant



to incomplete attendance may be deemed sufficiently supportive by Faculty to best meet the learning needs of students.

- When an assistant has communicated commitment to partial attendance for a module due to their availability and the Faculty Instructor has determined there is a sufficient need for assistant support in that module, consideration may be made to support the assistant in receiving SE Credit for their incomplete attendance.
- The Faculty Instructor advocating on behalf of the assistant for this consideration must be able to attest to the skillset of the Assistant with incomplete attendance and must confirm that their skillset equates to expectations and skillset level for Assistants who satisfy the attendance requirement for SE Credit.
- SEI is unable to offer partial CE Credit under any circumstances. Assistants receiving this consideration understand that they are ineligible for CE Credit for incomplete or partial attendance.

Process for Obtaining Volunteering Professional Consideration

- The Assistant must communicate and maintain communication regarding their partial commitment availability for the module to the Lead Assistant and/or Faculty Instructor.
- The Faculty Instructor must assess and confirm that the skillset of the Assistant meets expectations and skillset level for Assistants who satisfy the attendance requirement to receive SE Credit for that module.
- The Faculty Instructor must communicate with the Coordinator to ensure that the Assistant's attendance is correctly marked for the module as "Partially Attended" with SEI and that a note is made on the Roster for Volunteering Professional Consideration to be granted.
 - o The Coordinator may note "VPC per Faculty".
- The SEI Administrative Office will ensure SE Credit is granted and noted for the Assistant.