



Assisting And Providing – A&P FAQs

What happened to the Intermediate Level Assistant Approval? The Intermediate Level Assistant approval was combined with the Beginning Level Assistant approval under the new Training Assistant Approval. There is no longer an application for the Intermediate level.

Why did the Assistant Approvals change? Between 2019 and 2023, a proposal to better align SEI's Assistant and Provider Guidelines with those of our International Partners was created by the Unification of Standards Committee through SEI. SEI administrative staff have been working on an implementation plan, and these changes are the first step and aligned with our technology update.

What do these changes mean for my current approval/letter? Currently approved Beginning and Intermediate Assistants have been pre-approved into the new Training Assistant level. All assistants may continue to use their current Approval Letters to verify their approvals letters, and a new letter will be issued at your next approval level.

What do these changes mean for Geographic Exception Approvals? Geographic Exception applications and approvals will no longer be needed for Training Assistants who have not assisted all Beginning Level modules and have been invited to assist an Intermediate cohort. Only approval from the Faculty Instructor who is teaching the Intermediate Level cohort is needed for these cases. Geographic Exceptions will still be required for Non-SEPs seeking to assist and for Training Assistant who are seeking to assist the Advanced Level without having completed the requirements. Currently approved Geographic Exception Assistant may continue to use their approval letters as verification of your authorization to assist as applicable.

What do these changes mean for provider approvals? Currently, only the Assistant Approvals are changing. The Personal Session Provider Guidelines have been updated to reflect these changes as well. Only language referencing assistant approval levels has changed. The requirements for approval at the various levels of providing Personal Sessions has not changed.

Where can I see a list of approved credit providers? This can be found on the [SE Credit Provider](#) tab at the top of the [Portal](#).

How do I access the portal environment? Please visit the [Fonteva Landing Page](#) for all questions regarding the new portal environment.



Where can I get more information on the approval requirements? You can find this information by visiting our [Assistant and Provider](#) webpage to see what the requirements for all levels of assisting and providing are.

How long does it take for my application to be processed? An application to be an assistant or provider takes **3 – 4 weeks** to be processed. Please be sure to include a signed Assisting Informed Consent Form available under the [My Forms](#) tab on the left-hand side of the [Portal](#) as well to avoid any delays.

What if I am not approved as an assistant but a faculty member has said I am okay to assist in a specific cohort? This is called a Geographic Exception. The faculty member **must** put this into the faculty recommendation letter for the applicant to attach to their application when applying to assist, otherwise the exception will not be approved. Geographic Exception Recommendations are provided at the discretion of the Faculty Instructor for that cohort.

How do I get chosen as an assistant? Faculty members select their own assistants for each of their trainings out of the pool of approved assistants. If you have not already, you will first need to apply and be approved as an assistant. Once approved, you will then need to contact the [faculty](#) member(s) you wish to assist with for selection onto their Assisting Team. The Application can be found under the [My Forms](#) tab on the left-hand side of the [Portal](#).

How many people can I have in a group if I am approved as a Group Consult Provider? If you are approved as a small group case consult provider, you may have a maximum of **eight** participants in your consultation. SE faculty instructors may consult larger groups.

Do I need a letter of recommendation from a faculty member for each level of Assisting and Personal Session Providing I apply for? Yes. A unique letter of recommendation from a faculty member must be submitted as needed with each new application. The letter must include what level of assisting or providing you are being recommended for (ex: Training Assistant, Advanced Training Assistant, etc.), the applicant's first and last name, and the recommending Faculty member's first and last name.

Do I need a letter of recommendation from a faculty member for each level of Case Consultation Providing I apply for? For individual or group case consulting applications, we require two faculty recommendation forms to be submitted with each level. These are different than the standard recommendation letter. The correct pre-existing form must be completed and/or signed by the faculty instructor providing the recommendation.



What if I don't know a faculty instructor well enough to fill out a consultant recommendation form? If a faculty member has not worked with you or consulted you enough for them to recommend you as a case consultant, you may need to schedule a private case consultation(s) with a faculty members so they will be able to discuss your skills with you to better provide a recommendation.

If I had a Geographic Exception Approval, what do I need to do if I want to assist for a new training? If you were approved to assist with a Geographic Exception Approval, and your approval is current, you may submit a new Geographic Exception Recommendation Letter to have your current approval update. If you do not hold a current approval, you must re-apply to continue assisting. A new application is required once your requirements are met to obtain full approval, when supporting the next level of training, or when the original approval has lapsed.

Once I am approved as an Assistant for all levels, what do I need to do if I want to assist for a new training? If you want to assist an upcoming training, you will need to contact the faculty member to express your interest and arrange to join their team as well as sign the current Informed Consent Agreement(s) if you have not already done so.

I have heard about an Alternative Track for Case Consultation Approval. Is there a faster way to move through these provider approvals? Yes, the Alternative Track for small Group Case Consultation Provider Approval allows Advanced Personal Session Providers who qualify based on their supervision experience to apply directly for small Group Case Consultation Provider and simultaneously achieve approval as an Individual Case Consultation Provider at the same level. Please contact the Assisting Team to learn about the requirements.

Still have a question? Please submit the Contact Form on the [Contact Page](#) using the Assisting and Provider Category. If you have already submitted a Contact Form, please allow one – two business days for a response.