



# TRAINING ASSISTANT GUIDELINES & REQUIREMENTS

Training Assistants (TA) are an important part of the Somatic Experiencing® (SE™) learning support team. As graduates of the SE Professional Training, they provide support, containment, and feedback for students during small groups, triads, and other practice sessions during a training module. TAs also help with organizational matters such as setting up breakout rooms, monitoring times, supporting the module Coordinator or Organizer, and fulfilling Faculty support tasks as requested by Faculty Instructors.

Training Assistants are strongly encouraged to make a commitment to assist at all modules per level they assist. Some Faculty Instructors may make this a prerequisite to being accepted to the assisting team for a given cohort.

Training Assistants are expected to be present for the entire module they agree to attend. If TAs miss a substantial portion of the module, they will not receive credit for having assisted that module and it will not count towards the requirements for subsequent Assistant and Provider levels. Please see the Policy for Assistant Attendance located on the [Assistant and Provider Programs Page](#) for more details. If an alternative arrangement has been agreed to with the Faculty of that module per this policy, considerations may be made.

Where Continuing Education Credits are offered, Assistants will not be eligible to receive Continuing Education Credits if they miss any portion of any module. Any TA wanting to claim CEs must first check with their licensing board to ensure multiple submissions of CE Certificates will be accepted (i.e., if a Beginning I Certificate was submitted for CEs as a student, submitting a Beginning I Certificate for CEs as an TA would be considered multiple submissions, as the Certificates are for the same module).

We expect Assistants will, to the best of their ability:

- Have a working knowledge of the SE curriculum.
- Develop their capacity for containment and self-regulation.
- Be a cooperative team member.
- Receive constructive feedback and direction.
- Maintain appropriate professional boundaries and behaviors; including confidentiality, containment and self-regulation.
- Support the Faculty teaching function.
- Support in providing overall class containment by helping Faculty, fellow As, Students, and class Coordinator or Organizer.



Faculty may use the expectations listed above as guidelines for writing prospective/current Assistant Recommendation or Non-Recommendation Letters.

Each Faculty Instructor also has their own preferences for how Assistants are to provide feedback to Students, support the faculty teaching function, etc. If the Faculty Instructor has not clearly articulated what is expected, we recommend TAs ask the Faculty Instructor to outline what is expected of TAs for that specific module. Please contact the Faculty Instructor you choose to assist with for more information.

Prospective Assistants must apply and be pre-approved by Somatic Experiencing International (SEI) prior to assisting at the training. TAs approved by SEI 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. Prospective TAs who are not in good standing ethically in their professional field, 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.

Individual Faculty Instructors are responsible for selecting their own assisting teams from the pool of approved Assistants. TAs should contact the Faculty Instructor(s) they wish to assist with to express their interest in assisting at a particular module. Faculty Instructors have authority to select who assists at the modules they lead; SEI staff and local Lead Assistants/Organizers collaborate with and support Faculty's Assistant selection. TAs who feel they are being unfairly denied access to an assisting team may review the [Agreements and Expectations](#) document along with the [Ethics Page](#) of the website to determine steps for recourse.

We appreciate that assisting with SEI is a volunteer service activity that supports our students' growth. Assisting benefits our Assistant volunteers educationally, personally, and professionally. Please note, however, we cannot guarantee any personal or professional benefits and assisting should not be considered a career path. Given the number of professionals interested in assisting with SEI—and our changing needs over time—we also cannot guarantee that TAs will continue to be selected for assisting teams, progress through assisting or providing levels, or maintain approval to assist or provide credited sessions/consultations after receiving initial approval.

#### Specific requirements for Assistants at each level:

**Training Assistant (TA):** TA Approval is to assist Beginning and Intermediate years of the SE Professional Training Program. Assisting all modules of the Beginning year must be completed prior to assisting the Intermediate year unless an exception is granting by the Faculty Instructor of a given Intermediate Level module.

- Received SEP Approval
- Submit Application including:
  - CV/résumé
  - Faculty Recommendation Letter



**Advanced Training Assistant (ATA):**

- ATAs must have assisted at all modules of the Beginning and Intermediate Levels of the SE Professional Training.
- Submit Application including:
  - CV/résumé
  - Faculty Recommendation Letter

**TAs at all levels agree to:**

- Maintain either an active professional license or membership in a professional association with a code of ethics.
- Adhere to the Policy for Assistant Attendance as posted on the Assistant and Provider Programs Page.
- Sign and adhere to SEI's current Assistant Informed Consent and Release Agreement prior to assisting.
  - This includes adhering to the Expectations and Agreements Document and application Training Policy Handbook policies.

**Health Policy:** SE Professional Trainings can be emotionally and physically demanding. Based on the direct advice of Peter A. Levine, PhD, we strongly urge people with serious health conditions to notify their Coordinator, Faculty Member, and the SEI staff. While we welcome qualified TAs to assist with the SEI, we care for our TAs and encourage everyone to err on the side of caution.