



## How to Apply for SEI Assistant or Provider Approvals

### Seeking First Time Approval (no EASE or ABT history)

- ▶ Use a laptop or desktop computer to log into the SEI Portal: [portal.traumahealing.org/s/login](https://portal.traumahealing.org/s/login).
- ▶ Once logged in, you will be on the '**My Info**' landing page. Scroll towards the bottom of the page to find the '**Assistant & Provider Forms**' section.
- ▶ Locate the link for the application you need and click on the link to open the application form.
- ▶ Once inside the application, you will need to fill in your name and contact information.
- ▶ Select '**NO**' to the question about previous EASE/ABT approvals.
- ▶ Upload your Faculty Recommendation(s) which specifically supports your approval for the new role.
- ▶ Upload a copy of your SEP Certificate (contact SEP Support for a copy if needed).
- ▶ Complete all sections of the application, and then click submit.
- ▶ Navigate back to the '**Assistant & Provider Forms**' section and locate the link for the appropriate corresponding Informed Consent form.
- ▶ Click on the link to open the form, fill it out completely, and click submit. Approvals will not be issued without up to date consent forms on file.

*Please be aware, application related communications will be sent from 'noreply@traumahealing.org'. Emails sent from this address are sometimes filtered into junk or non-primary inboxes.*