



# STUDENT POLICY HANDBOOK

November 16, 2017

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# GLOBAL POLICIES

## Personal Session and Case Consult Pricing Policy

This section contains pricing for personal sessions, individual case consults, and small group case consults supporting SEP requirements and SE trainings.

Individual approved providers set their 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 services for sessions and consults offered at training sites. In setting fees, SE International asks the session providers to consider SE International's non-profit value, ethics and status as well as the public service and education mission. Session fees must encompass both the fair compensation for professional service rendered by the session providers and the affordability of sessions to training participants whose socio-economic resources vary widely.

As a matter of ethical standard providers may not refuse service to participants on scholarship. Providers agree to offer personal sessions and individual case consultations to scholarship students at no more than \$100/hour or \$75/credit hour for group case consultations. To receive this rate, or a more favorable new one set by approved providers, the participant will disclose their scholarship receipt. This information can be verified by SE International or regional organization or organizer.

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### SCOPE

- This policy applies to personal sessions, individual case consults, and small group case consults that fulfill the requirements for the SEP certificate.
- The policy further applies to any personal sessions, individual case consults, and small group case consults required by an SE training.
- The policy does not differentiate between a faculty member and non-faculty member provider.
- Pricing for large group case consultations provided by faculty members at SE trainings remains unchanged by this policy.

## Privacy Policy

Somatic Experiencing International 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. SE International does not share, sell or rent your information to third parties.

## Student & Assistant Health Policy

Students understand that their participation in or involvement with the Training may present a health risk to me and/or, if they are pregnant or may be pregnant, to my unborn child. Illness, stress, and other periods of significant personal difficulty can present a health risk. If student may suffer from any health risk or be pregnant and elect to proceed with the Training they do so at my own risk. Student accepts full liability for their participation and involvement with the Training. If student withdraws from the Training due to any health risk or pregnancy, the Institute refund policy applies.

## Cohorts

Somatic Experiencing International strongly recommends that students continue their training in the location in which they began. Staying in a single location for Beginning I through Intermediate III helps create a cohesive class environment and encourages students to take advantage of the support network of their SE cohort. Over time the ability to explore the class material deeply will strengthen with the bond between students, training assistants, and faculty.

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### A NOTE ABOUT ADVANCED MODULES (US & CANADA)

Because of the infrequency of the advanced trainings and the limited locations in which they are held, the student understands that remaining in a cohort throughout the Advanced year of the SE Professional Training is highly unlikely. Advanced trainings are not cohorts but regional trainings, therefore your spot in an Advanced training is not secure until your pending registration is approved.

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Required travel should be expected for the Advanced year.

## Informed Consent & Release Policy

- 1) The Somatic Experiencing® International mandates that prior to the submission of a new student application, the prospective student must agree to the following clauses and submit a statement certifying that all the information included in this agreement is true and complete. I agree to appear and act in a professional manner at all times while participating at Trainings with the Institute, and/or interacting with SE Training students, faculty, staff, assistants, and coordinators, both within and outside of the Training environment. I acknowledge that the Institute 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.
2. This Agreement supersedes any other similar agreement with SE International and cannot be modified except in writing by the Institute. This Agreement will be binding upon me and my heirs, executors, administrators, and legal representatives. This Agreement is

governed by the laws of the State of Colorado and any dispute arising from this Agreement or my relationship with the Institute shall be submitted to binding arbitration in Boulder, Colorado in accordance with the Commercial Arbitration Procedures of the American Arbitration Association. Any resulting decision may be entered in a court of competent jurisdiction.

Submission of the aforementioned application certifies the student's agreement of the following:

- I am participating in the Somatic Experiencing® Training and any event organized by the Somatic Experiencing® International ("Training") of my own will and volition and voluntarily agree to all the terms and conditions of this Informed Consent and Release Agreement ("Agreement").
- I agree that all personal information of any participant relayed within the Training is strictly and completely confidential. I shall not disclose any of this confidential information to any other person or entity under any circumstances. I shall not make any audio, video, audiovisual, or other recordings of any portion of the Training nor shall I duplicate, reproduce, distribute, publish, or discuss any of the confidential information contained in or related to the Training.
- I agree that the Somatic Experiencing® International ("Institute") shall not be liable or responsible for any unauthorized recording of the Training. I also agree that the Institute shall have no liability or responsibility for the use or exploitation of any unauthorized recordings. I understand that if at any time the Institute approves the recording of a Training, a separate release agreement will be provided to participants and assistants.
- If I agree to participate in the Training as the subject of a demonstration, I am doing so voluntarily and at my own risk. I understand that the demonstration session may include questions about my personal trauma history and emotional, psychological, and physical symptoms I may be experiencing. I further understand that I am under no obligation to participate in the demonstration, that I may refuse to answer any question, and that I may pause or discontinue my participation in the demonstration at any time at my discretion. The Institute has no liability or responsibility for my participation or involvement in any demonstration and I accept that any result or no result may occur due to my participation or involvement.
- I understand that the primary purpose for receiving credited Personal Sessions is educational—to observe and experientially learn how SE principles are applied in practice so as to support my professional training and development.
- I understand and agree that all my sessions, meetings, and consultations with Personal Session and Case Consultation Providers ("Providers") are undertaken at my own risk and that the Institute does not monitor, control, influence, or regulate Providers. I hereby release the Institute and its related parties from any and all liability or responsibility for any acts or omissions of any Provider and any claims related thereto. I understand that the Institute makes no representations or warranties about the characteristics or quality of the services I may receive.

- I understand that the Institute is the exclusive owner or licensee of all materials utilized in the Training including, but not limited to, all printed, audio, video, digital, online, and other materials (“Materials”). The Materials also include all duplicates, reproductions, and derivatives of the Materials, as well as any materials, research, books, articles, and other works of authorship, as well as products or services, created by the Institute and related to the Training (collectively, “Materials”). The Institute retains all rights in and to all intellectual property utilized or referenced in the Training and the Materials including, but not limited to, the copyrights in the Materials and all associated trademarks. No Materials or any portion thereof are sold or otherwise transferred and the Institute does not sell any title, ownership right, or interest in or to any of the Materials.
- If I wish to present Somatic Experiencing in a public format, I hereby agree and acknowledge that I must be a presenter approved by the Institute. (Please contact [ipadmin@traumahealing.org](mailto:ipadmin@traumahealing.org).)
- In the event that the Institute or its authorized representative or agent or the Training coordinator or faculty member requests that I discontinue my participation and involvement with the Training, I will immediately leave the Training and the premises upon which the Training is being held. If I withdraw from the Training the Institute refund policy applies.
- I understand that my participation in or involvement with the Training may present a health risk to me and/or, if I am pregnant or may be pregnant, to my unborn child. Illness, stress, and other periods of significant personal difficulty can present a health risk. If I may suffer from any health risk or be pregnant and elect to proceed with the Training I do so at my own risk. I accept full liability for my participation and involvement with the Training. If I withdraw from the Training due to any health risk or pregnancy, the Institute refund policy applies.
- I agree to abide by all Institute policies, procedures, and guidelines as posted on the Institute website at [traumahealing.org](http://traumahealing.org). All Institute policies, procedures, and guidelines are subject to change without notice to me and will be updated on the Institute website. I understand and agree that it is my responsibility to check the website for updates and that I am nonetheless bound by all such policies, procedures, and guidelines.

## Membership Directory Policy

The SE Practitioner Directory is the primary source for SE referrals worldwide. When browsing the internet for SE professionals, our Directory is the first resource displayed. In addition, our faculty, staff, 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 SE International in developing new programs and providing scholarships for low-income professionals serving individuals and communities in need.

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## MEMBERSHIP TERM, RENEWAL, EXPIRATION

- Membership term is for 12 months. Renewals are based on the anniversary date of joining. Periodically, members will receive renewal reminders. SE International can revoke membership at any time. Membership fees are not considered a charitable donation. However, if you are self-employed, you may be able to write off your membership dues as a business expense.
- Profiles will not be made active until payment is received.
- Upon expiration on your anniversary date, your profile is automatically removed from the Directory. It remains ready to reactivate once you pay your dues.
- No advertising unless approved by the Institute

Advertising of any kind must be approved by the Institute for listing trainings, merchandise or services. Please contact <mailto:membership@traumahealing.org>.

Complaints about a practitioner should go to member's professional association that they belong to, not the Institute.

- Somatic Experiencing® International neither endorses nor recommends the individuals listed on this website. Somatic Experiencing® International cannot make assurances any individual would be suitable for the needs of a particular individual. Users of this directory understand and agree that the Somatic Experiencing® International is neither liable nor responsible for any actions of those using or choosing to list in this directory.

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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.

Designation of SEP or Practitioner in training titles

- Those listed as "SE™ Practitioners (SEP)" have completed our full training program. Those listed as "Practitioner in Training" are in the process of completing our program and are actively integrating SE skills into their primary area of practice.

## Code of Ethics

Given its mission, Somatic Experiencing® International has adopted a code of ethics to guide its Board members, committee members, and staff in their conduct when acting on behalf of Somatic Experiencing® International. The Code contains broad principles reflecting the types of behavior Somatic Experiencing® International expects towards constituents, donors, employees, peers, and the public.

## Compliance, Monitoring, and Reporting

Somatic Experiencing® International management is responsible for communicating this Code of Ethics to all members of the Board of Directors, standing committee members, staff, staff interns, and staff volunteers and for ensuring its adherence at all times.

### **Complaint process**

Formal complaints may be addressed to [compliance@traumahealing.org](mailto:compliance@traumahealing.org), which will be reviewed by the Human Resources Department.

## Language Policy

Applicants who wish to enroll in the Somatic Experiencing® International 3-year training and auxiliary courses must be proficient in the language in which they are being taught in which includes 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 general public and the proficiency of the language that the material is being taught is essential. If the instructor determines that a student's language skills are not adequate, he/she may be required to hire an interpreter at his/her own expense, or be asked to leave the program until skill level is improved.

## Training Travel Policy

Students are solely responsible for making their own travel arrangements. SE International assumes no responsibility for student's flights, transportation, lodging arrangements or visas required to attend SE trainings and events.

If students are attending trainings in foreign countries SE International recommends students review their individual travel requirements and country requirements carefully prior to registering for and attending any event.

## Issuance of SEP Certificate Requirement Details

(FOR ALL STUDENTS OUTSIDE OF EUROPE)

Beginning Level:	72 Contact Hours
Intermediate Level:	72 Contact Hours
Advanced Level:	72 Contact Hours
SEP Requirement Total:	216 Hours

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## PERSONAL SESSIONS RECOMMENDED DISTRIBUTION

Beginning Level:	4 Hours
Intermediate Level:	4 Hours
Advanced Level:	4 Hours
SEP Requirement Total:	12 Hours

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## CASE CONSULTATIONS RECOMMENDED DISTRIBUTION

Beginning Level:	4 Credit Hours
Intermediate Level:	6 Credit Hours
Advanced Level:	8 Credit Hours
SEP Requirement	Total: 18 Hours

### Case Consultation Details

Individual Case Consult: One student with an approved Individual Consult Provider

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## SPECIFIC CONSULTATION REQUIREMENTS

- 6 of the 18 total Consultation Credit Hours must be received from an SE faculty member in either the individual or group format.
- 4 of the 18 total Consultation Credit Hours must be in an Individual Case Consult (one-on-one) format.

### Important Notes

- Session distribution: It is strongly recommended that your personal sessions and consultations are distributed throughout your training as indicated above in order to receive maximum educational benefit. This will ensure that you are receiving valuable input and support as you progress through your training. In the case that all recommended sessions are not completed before you commence the next year of training, you may receive additional sessions at the higher levels of training. You are eligible for the SEP certificate as long as the 3-year total session requirements are met.
- There is currently no yearly quota for completing requirements. It is required that you work with an SE Credit Provider who has been approved at your current level of training.
- Providers must be approved for your current level: Once you begin the first day of a new level of training, all credited sessions must be received from a provider approved to give sessions and/or consults at your current level of training (e.g. starting the first day of your Intermediate I training, all sessions and consults must be received from approved Intermediate-level providers). Before booking sessions, please verify that the provider is approved for your current training level.

- Try a variety of providers: We encourage you to obtain sessions from a variety of providers who have been trained by different faculty members so that you may benefit from their diverse experience, education, backgrounds, and styles.

## SEP Approval Process

In order for a participant to apply for the SEP Certificate, they will need to properly assemble an SEP Approval Packet. This packet will include:

- A Complete SEP Approval Packet Cover Page
  - This can be found on the 'Student Forms' page on the website.
- Session logs, invoices, or verifiable emails from Approved Providers with required information listed below:
  - Date, Level, Session Type, Length in Hours, Credit Hours, Approved Provider's name and signature.
    - i. If the hours logged do not meet these requirements, they will not count toward the hour total.
  - Students must be paid in full before applying for their SEP Approval

When your SEP Approval Packet is complete, scan and email the packet to [credentialing@traumahealing.org](mailto:credentialing@traumahealing.org). When you email your packet to Rachel Volberding, title the subject line with your first and last name and "SEP Approval." i.e. "Jordan Smith SEP Approval."

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SEP Approvals can take up to 3 weeks to process. If the cover page is not filled out or the packet does not meet the specified guidelines, the processing time may be extended.

Please keep all session logs until all of your hours have been completed. We are not responsible for retaining incomplete logs. Be sure to always save a copy of your logs for yourself. We are not responsible for lost session logs.

## 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, and elaboration of theories and techniques already covered in the SE training (such as the Polyvagal theory). Study groups have been known to be led by students, assistants or coordinators. The leading of a study group does not authorize the provider to make actual presentations of SE material or engage in teaching SE methods, unless the study group is being conducted by an SE faculty member or someone 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 lead a

study group where you require a fee to join please consider SE International's non-profit value, ethics and status as well as the public service and education mission.

## US DOMESTIC POLICIES, OR TRAININGS DIRECTLY MANAGED BY SE INTERNATIONAL

### Case Consultation Pricing

Fees and pricing for individual and group case consults offered through official SE International Professional Trainings are offered at a set rate, although early online registration discounts are available.

### Referral Program

(For trainings held in the United States Only)

Our Referral Program lets our customers earn a referral reward for each referral made to a Somatic Experiencing Professional Training produced by Somatic Experiencing® International.

#### **In order to receive a referral reward:**

- The referrer must have completed Beginning I.
- The referred student must list the name of the referrer on their Somatic Experiencing Professional Training application.
- The referred student must complete the Beginning I training module in a training location produced by SE International

Referral Fees will be issued by check in US funds upon completion of the referred student's Beginning I training module.

#### **Restrictions:**

- Unused or un-deposited referral fee payments cannot be converted to cash or credit on file with SE International .
- Unused or un-deposited referral fees payments will expire one year after issue date and cannot be reissued.
- The Somatic Experiencing® International will not be liable for unclaimed or expired referral fee payments.
- The Somatic Experiencing® International reserves the right to revise or cancel this Referral Program at any time without prior notice.

**Please remember to:**

- Deposit your referral checks in a timely manner so they do not expire.
- If you are actively referring students to the SE Professional Training, please contact us with your new mailing address if you move so that referral checks are sent to the correct address.

If you have any questions or would like more information, please contact our office at +1 303 652-4305 or [programsupport@traumahealing.org](mailto:programsupport@traumahealing.org).

Thank you for sharing about SE with your friends and colleagues. We appreciate your partnership and support!

## Sales Terms, Refund, transfer & Cancellation Policy

Revised November 24, 2015

**Training Cancellation and Refund Policy:**

- Full refunds will be given if an applicant is denied acceptance into a training for any reason.
- Full refunds will be given if a training is cancelled by SE International .
- A full refund, less a \$100 cancellation fee, will be issued for students cancelling at least 14 days prior to the start date of the training.
- Students cancelling within 14 days of a training start date will be refunded 50% of their total class tuition.
- No refund will be issued for no shows or if registration is cancelled after 4pm US Mountain Time (GMT -7:00) the day before the training.
- Partial refunds are not awarded for those who miss portions of the live training.

### **Training Transfer Policy:**

- Students may not transfer to a module that will occur less than 2 months from their last attended module. Students are encouraged to have at least 3 months in between each module to best absorb the material.
- Students may only transfer twice in total during their Beginning and Intermediate years. Please see “How to Request a Training Refund or Transfer” below if needing to transfer.
- Tuition may be transferred to a new location or to a Video\* of the same level for a \$50 transfer fee if the request is made at least 14 days prior to the training start date.
- Students requesting a transfer within 14 days of a training start date may transfer to a new location or to a Video\* of the same level for a \$100 transfer fee.
- Transfers are not available for no shows or if the transfer request is made after 4pm US Mountain Time (GMT 7:00) the day before the training.
- Tuition may not be transferred to a training outside the US unless it is directly organized by the SE™ International.
- Exceptions may apply

### **How to Request a Training Refund or Transfer**

- To transfer, students must gain permission from the Faculty of both the cohort they are desiring to transfer out of and the cohort they desire to transfer to by including both faculty on an email requesting permission. Students must include length of time between last attended module and desired module. Faculty emails can be found here.
- Once permission is garnered, the transfer request must be submitted to [registration@traumahealing.org](mailto:registration@traumahealing.org) either 14 days in advance for the \$50 transfer fee or by 4pm US Mountain Time (GMT -7:00) the day before the training starts for a \$100 transfer fee.
- If transferring tuition, students must pay the \$50 or \$100 transfer fee to be considered registered for the new training location or Video\* module.
- Transfer fees can be paid either by calling our office to pay by credit card or by mailing a check or money order. +1 303 652-4035
- All refund requests must be submitted in writing to [registration@traumahealing.org](mailto:registration@traumahealing.org) either 14 days in advance for a full refund (minus \$100), or by 4pm US Mountain Time (GMT -7:00) the day before the training starts to receive a 50% refund.

\*Students may take a training one Beginning module by Video and one Intermediate module by Video in lieu of attending the live training. Students may not consecutively take Beginning III and Intermediate I by Video. Please note Video modules are not offered for Advanced-level trainings. Please note that SE International is unable to award partial Continuing Education credits. Students will ONLY receive CEs for live training modules that they have attended all hours of live online or in-person.

## Cancellations and Transfers for Faculty Group Case Consultations

- Students who registered for a faculty group case consult that accompanies a module should submit a Refund Request Form if needing to cancel. As case consultations do not cost extra, no refund will be given but accounts will be updated to reflect cancellation.
- Students may only transfer twice to faculty group case consults outside of their cohort. Please see “How to Request a Training Refund or Transfer” above if needing to transfer.

## Product Return and Refund Policy

- If for any reason you are not satisfied with your product purchase and choose to return it, Somatic Experiencing® International will issue a refund, less shipping costs, within 30 days of return. This money back guarantee is subject to the following terms, conditions & exceptions:
- The purchaser must contact [programsupport@traumahealing.org](mailto:programsupport@traumahealing.org) at Somatic Experiencing® International within 14 days of receipt of the product with the wish to return or exchange the item. The product must be returned to The Institute within 30 days of its original ship date.
- The money back guarantee requires the product to be returned in its original packaging, in the original condition. The Institute reserves the right to accept a return without refund for any product that is damaged, or to reduce the refundable amount to compensate for damage. If the Institute decides to take this action, it will contact the purchaser to explain the options.
- Any refund transaction will be processed via check in US funds. Checks are processed only one day a week.
- The Institute reserves the right to retract this offer unilaterally for any individual or organization, at any time, for any reason. If retracted, this will not affect any previous orders shipped during the time the money back guarantee was in effect. Purchasers with orders in process, which have not yet shipped, will be contacted if the money back guarantee is retracted.

## Damaged Shipments

Damaged shipment claims must be made within 24 hours of receipt of your order. We pack orders carefully, but accidents do happen. It is always a good idea to inspect your order immediately upon receipt and to let us know right away about any damage that occurred in shipment.

## Delivery

Items are generally shipped United States Postal Service (USPS). All orders will be shipped from our office within 10 business days of order placement.

## Credit Card Processing Policy

In addition to the global privacy policy, for credit card transactions with SE International: Our online credit card processing is secured through VeriSign and/or Authorize.net. \*Please note: transactions may post to account under the name Foundation for Human Enrichment (FHE). FHE does business as SE International.

## Registration Policy

(For U.S. Trainings only)

Registration for a module is complete once payment is processed. Acceptance to Three Year Program is required before registering. Students can register for modules in chronological order. Students do not have to complete a module in order to register for the subsequent one.

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### REGISTRATION DEADLINE

- Students must register for courses and webinars in the allotted time posted in the policy
- For US/Domestic trainings and/or for trainings being run by Somatic Experiencing International please review the REGISTRATION DEADLINE POLICY under US/DOMESTIC policies
- For trainings being run by an individual Organizer, not Somatic Experiencing International, please confirm the registration policy with the Organizer of the event.
- Students may be denied entry to webinars and events if they do not meet the registration deadline for a specific event.

Students may register for any class until 12:00pm on the Wednesday before the beginning of the training in the respective time zone that the training is set to take place.

Registration at the Door is strongly discouraged and not guaranteed and may result in an additional late fee.

For Webinars, students and members may register for an online webinar until 12:00pm US Mountain Time the day before the beginning of the scheduled webinar.

### Registration Policy for Live Basic Principles of SE

Online Registration closes two days prior to the start of the webinar. No registrations will be taken after this deadline. Those wanting to participate can register for the Basics Principles in the following month.

## Training Deferment Policy

Any student can take a leave of absence up to a maximum of two years. If absent from the training for more than two years, the previous module must be re-taken, 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.

\*Students may take a training one Beginning module by Video and one Intermediate module by Video in lieu of attending the live training. Students may not consecutively take Beginning III and Intermediate I by Video. Please note Video modules are not offered for Advanced-level trainings. Please note that SE International is unable to award partial Continuing Education credits. Students will ONLY receive CEs for live training modules that they have attended all hours of live online or in-person.

## Waitlist Policy

Waitlists are maintained and reviewed by the order in which you are added to the list. However: Priority is given to those who have attended the previous module in that cohort up to 45 days prior to the start date of the training, at which point if previous cohort attendees have not registered and the training is full, they will be added to the waitlist according to the date and time they contacted Somatic Experiencing International. If the training is not full, 45 days prior to the training start date any spaces in the cohort will be filled with those on the waitlist.

You will be added to the waitlist in the order your application is received, or if you are already approved you will be added at the time you communicate with the organization. If a space becomes available you will be contacted by the organization directly and will be given a certain amount of time to register, if you do not register by the time indicated we will move to the next person on the waitlist.

Advanced trainings are not a part of any cohort. Once they are full they are automatically waitlisted, please email [registration@traumahealing.org](mailto:registration@traumahealing.org) to be added to any Advanced waitlist.

### **For Beginning I & II Combined Waitlists:**

If applying to a Beginning I that is currently waitlisted, you will be added to that waitlist upon approval. If a spot becomes available in that Beginning I, it is offered to students according to their positions on the waitlist. If spots do not become available in Beginning I, but become available in Beginning II, the same waitlist will be used to fill those spots.

## Video Training Module Policy

Video editions are available for all trainings from Beginning I to Intermediate III.

- Students may take one Beginning module by Video and one Intermediate module by Video in lieu of attending the live training.
- The Beginning I Videos must be viewed prior to attending the live Beginning II training module. In addition, we require that you schedule and attend a 2-hour complementary review session with one of our approved review session providers prior to attending Beginning II.
- Students may not consecutively take Beginning III and Intermediate I by Video.
- No continuing education credits (CEs) are awarded for completion of Video modules.
- Please note that SE International is unable to award partial Continuing Education credits. Students will ONLY receive CEs for live training modules that they have attended all hours of live online or in-person.
- Video modules are not offered for Advanced level trainings.
- Advanced I videos are available for review only.
- Video Training Modules are priced equal to their live-training counterparts.
  - Video review copies may be ordered for any previously attended training for a discounted price.
- If students lose their passwords to streamed Videos they may contact [registration@traumahealing.org](mailto:registration@traumahealing.org) for a replacement password.

## Discount & Scholarship Policy

(For U.S. Trainings only)

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### EARLY BIRD DISCOUNT:

Somatic Experiencing International offers discounts for students who register for trainings more than 30 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.
- For trainings taking place outside of the United States, early registration discounts vary by location, please contact the local training organizer for more details.
- Students who choose to register more than 30 days before the beginning of a Master class are eligible for a \$100 discount if they hold an active membership at the time of the registration.

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### GROUP DISCOUNTS:

- 10% group discounts are available for 5 or more people paying for the same training with a single payment. Discount applies for all training modules and Basic Principles of Somatic Experiencing.

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### BASIC PRINCIPLES OF SE™ DISCOUNT

- We offer \$50 off Beginning I to those who sign onto our mailing list at an approved Basic Principles of SE™ Workshop or conference.

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### SCHOLARSHIPS

- A limited number of scholarships are available to those who meet the financial guidelines. For income guidelines and for the applications go to <https://traumahealing.org/tuition-and-support/>
  - Scholarships applications must be submitted at least 45 days prior to the start date of the training.
  - If applicants are waiting for a scholarship approval but need to secure their spot in a training, they must submit a payment plan. If the scholarship is awarded before the training starts the payment plan can be altered to reflect the scholarship. If a scholarship is denied the applicant can receive a full refund of the payment plan.
  - Scholarships are not awarded retroactively.
  - Applicants must reapply for scholarships for each training year.

## Audit Policy

- Students who have attended an SE professional training may choose to retake any previously completed module for 50% of the current price of the training.
- Priority for registration goes to students who have not previously taken the module and/or students who are required to take the module in order to continue with the SE Training per the policy for deferment between modules.
- For students electing to repeat a module that is near capacity, their space in the training cannot be assured until 2 weeks prior to the start date of the respective training.
  - If space is still available 2 weeks prior to the start of the desired training, the student seeking to repeat a previously completed training can then register for the course.
- Students may also order electronic or Video\* copies for any previously completed Beginning through Intermediate SE professional training modules for \$75.

## Attendance Policy

If a student is unable to attend half or more than half of a Beginning or Intermediate training, they must order a Video\* 'Review Copy' of the respective training module in order to become eligible for a certificate of completion. For Advanced I or II trainings, students that miss two or more days of the training will be required to retake the training in person. Please contact your local class coordinator as soon as you know that you will be missing a portion of a live training, so they may plan for your absence or delay.

\*Students may take a training one Beginning module by Video and one Intermediate module by Video in lieu of attending the live training. Students may not consecutively take Beginning III and Intermediate I by Video. Please note Video modules are not offered for Advanced-level trainings. Please note that SE International is unable to award partial Continuing Education credits. Students will ONLY receive CEs for live training modules that they have attended all hours of live online or in-person.

## Child Policy

To reduce child and student health risks, children cannot be present during the training.

## Animal Policy

Animals are not allowed at trainings unless they are defined as a service animal under the Americans with Disabilities Act (ADA). Under the ADA, the Institute reserves the right to ask (1) is the service animal required because of a disability, and (2) what work or task has the service animal been trained to perform.

## Continuing Education Policy

SE™ International is pleased to offer the following Continuing Education credits for full attendance in each of the eight live training module constituting our SE Professional Training in the USA.

To obtain your Continuing Education Credits:

- Students must attend all course hours to receive CE credit. Please note that SE International is unable to award partial Continuing Education credits. Students will ONLY receive CEs for live training modules that they have attended all hours of live online or in-person.
- CE credit is offered for live trainings only. No CE credit is awarded at this time for Video modules, webcasts, or other remote study options.
- CE offering is currently based on the Agenda for each individual module. CE offering may vary between 10-36 CEs depending on the course hours scheduled in a module's Agenda.
- Coordinators are responsible for tracking attendance for online modules. Participants should keep cameras on as much as possible for attendance tracking.
- NOTE – make sure you check the CEs you are requesting on your post-training evaluation. If you are attending an in-person module, please also mark your CE selection on the Sign-in sheet.
- The certificate will be sent after you have completed your post-training evaluation.
- You will have two weeks to complete your Evaluation from the date it is sent. If you are in immediate need of your certificate, or have any reservation on completing the evaluation, please email: [Evaluations@traumahealing.org](mailto:Evaluations@traumahealing.org) for your CE certificate.
- The certificate you receive is sufficient proof of your CEs for most organizations.
- For NCBTMB – NY residents, you will receive a certificate directly from their office.
- For NCBTMB – non-NY residents, the Certificate you receive from the evaluation is sufficient.
- For NCCAOM, you will receive a separate certificate via email no more than 90 days after the training.

Beginning Training Modules I, II, III	Intermediate Training Modules I, II, III	Advanced Training Modules I, II
24 Contact Hours* (4-day Training)	24 Contact Hours* (4-day Training)	36 Contact Hours* (6-day Training)

Online Beginning Training Modules I, II, III and Intermediate Training Modules I, II, III  
= 22 Contact Hours\*

Online Advanced I = 30 Contact Hours\*

\*CE offering for Online Modules may vary. Please check the CE tab of each module's Event Summary to verify CE offering.

# Authorized CE Providers

## ASWB ACE

ASWB ACE individual course approval offered for some courses. Check the CE Tab of the Event Summary of individual modules for ASWB ACE coverage. Find states and provinces that accept ACE here: [States and provinces that accept ACE – Association of Social Work Boards \(aswb.org\)](#)

- Licensed New Jersey Social Workers:

Association of Social Work Boards' Approved Continuing Education (ACE) Program Somatic Experiencing® International will apply to the Association of Social Work Boards' Approved Continuing Education (ACE) Program for each module held in the state of New Jersey. Approval is not guaranteed per module. Always check individual module websites for approval status.

- Licensed Oklahoma Social Workers:

Association of Social Work Boards' Approved Continuing Education (ACE) Program Somatic Experiencing® International will apply to the Association of Social Work Boards' Approved Continuing Education (ACE) Program for each module held in the state of Oklahoma. Approval is not guaranteed per module. Always check individual module websites for approval status.

Please note that Licensees are responsible for determining state board requirements for the number of CE hours each state allows. Please contact your state board if you have concerns about CE credit.

## BBS - California Board of Behavioral Sciences

PLEASE NOTE: As of July 15, 2015, the California Board of Behavioral Sciences will no longer support a direct Continuing Education program. Instead, BBS Licensees will need to obtain their Continuing Education Credits through another CE provider. Licensees are responsible for finding and verifying a CE Provider is approved by an approval agency accepted by the BBS. The following organizations are recognized by the Board as approval agencies for CE Providers accepted by the BBS. Check the CE Tab of the Event Summary of individual modules for coverage by one of these boards

- Association of Social Work Boards (ASWB)
- National Board for Certified Counselors (NBCC)
- For more information about this change, go to [California Board of Behavioral Sciences](#)
  
- [BBS website](#)

### **NAADAC - Association for Addictions Professionals**

- The Somatic Experiencing® International is an Approved Education Provider for NAADAC - approved provider number 170378. Please review for State Coverage: <https://www.naadac.org/naadac-ce-acceptance>

### **NBCC - National Board for Certified Counselors**

- Somatic Experiencing® International is an NBCC-Approved Continuing Education Provider (ACEP™) and may offer NBCC-approved clock hours for events that meet NBCC requirements. The ACEP solely is responsible for all aspects of the program. Approved Provider # 5980.

NBCC website

### **NCBTMB - National Certification Board of Therapeutic Massage and Bodywork**

- The Somatic Experiencing® International is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider.
- Somatic Experiencing is also sponsored by NCBTMB to teach New York LMTs continuing education that is accepted by the state of New York for license renewal. Approved Provider # 450113-06. (Special certificates will be emailed to students after each class for LMTs licensed in the state of New York.)
- UPDATE – As of June 1, 2019, Assistants and Faculty may not receive Continuing Education credits from this board.
- NCBTMB website

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### **NCCAOM - National Certification Commission for Acupuncture and Oriental Medicine**

- Somatic Experiencing® International is approved to provide Professional Development Activity (PDA) points in the Adjunctive Therapy (AT) category for Acupuncturists and Oriental Medicine practitioners. Approved Provider # 364. (Special certificates will be emailed to students requesting PDAs after each class.) <http://www.nccaom.org/state-licensure/>

### **MT BBH - Montana Board of Behavioral Health**

- As of March 30, 2019, the board no longer pre-approves continuing education (CE) courses or sponsors. Licensees are responsible for taking courses which directly relate to their scopes of practice as defined in statute and rule. Licensees are responsible for selecting quality program. This means pre-approved course lists are no longer posted to the board website and course approval forms have been removed.
- For more information about this change, go to Montana Board of Behavioral Health Website: <http://boards.bsd.dli.mt.gov/bbh#12>.

## **New York State Licenses**

<http://www.op.nysed.gov/opcertvertinfo.htm>

### **Licensed Mental Health Counselors in New York State**

- Somatic Experiencing® International is recognized by the New York State Education Department's State Board of Licensed Mental Health Counselors as an approved provider of continuing education for Licensed Mental Health Counselors Provider #MHC-0111m from September 8, 2017 – September 30, 2020.

### **Licensed Social Workers in New York State**

- Somatic Experiencing® International is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0099, through April 30, 2024. We have submitted our renewal application and are awaiting approval from NYSED.

### **Licensed Marriage and Family Therapists in New York State**

- Somatic Experiencing® International is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed marriage and family therapists. #MFT-0058.

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### **Ohio Counselor, Social Work and Marriage and Family Therapists Board**

- Somatic Experiencing® International will apply to the Ohio Counselor, Social Work and Marriage and Family Therapist Board for each module held in the state of Ohio. Approval will be pending and not guaranteed per module. Always check individual module websites for approval status.
- Somatic Experiencing® International will not apply for any modules outside of Ohio to be covered by the Ohio Counselor, Social Work and Marriage and Family Therapist Board.