PARTICIPANT SEP APPROVAL PACKET COVER PAGE

Complete and include this form with your Session Logs to compile your SEP Approval Packet and email complete packet to credentialing@traumahealing.org or mail to office address “C/O Credentialing Team”.

Participant Name: ____________________________________________________________

Name Desired on Certificate: _______________________________________________________ 

Email Address: ________________________________________________________________

Will you have your hours completed prior to Advanced II and be looking to receive your SEP Certificate at the Advanced II training?
Yes/No

*To receive certificate at Advanced II training, your whole and complete SEP Approval Packet must be received 6 weeks prior to the start of the Advanced II training you are registered for.

Also, you must not have any active or incomplete payment plans.*

Comments:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
Please provide your count of your hours for staff reference when processing approvals.

**Personal Sessions:**
(Minimum 12 credit hours) 

**Case Consultations:**
- **Individual:** 
  (Minimum 4 credit hours)

- **Group:** 
  (No Minimum; 3 hours = 1 credit hour)

**Total Case Consultations Hours:** 
(Minimum 18 credit hours; includes Group + Individual)

**Case Consultation Hours with Faculty:** 
(Minimum 6 credit hours)

**Review and initial the following:**
- All provider signatures are accompanied by their printed name.

- Any hours not logged on the session log must be a verified email, letter, or invoice from a Provider or Faculty member.

If scanned and emailed, please title subject line “First and Last name: SEP Approval Packet”.

Please note, any approval packets submitted through postal mail may experience a delay in processing.

*Any Packets that do not meet these specifications will encounter a delay in processing time and will not be fully processed until they are complete.*

**Please keep copies of all session logs until all hours have been completed and approved. We are not responsible for retaining incomplete logs.**