



Policy 2-3 Reporting Workshops

~~W~~ ~~A~~ ~~H~~ workshop reports are to be reported to AMI/TIRA, ~~along~~ with the licensing fees for use of AMI copyrighted materials (*see Policy 2-9*). Follow the appropriate Workshop Reporting Checklists (*See Policy 2-7 for what is the appropriate checklist to use, and see section 1 of the Trainer Kit for the actual checklists*). It is recommended that Trainers review the checklist before beginning the workshop, to insure that they have everything that will be needed during the workshop, as well as using the checklist upon completion of the workshop.

The completed checklist is to be ~~submitted~~ sent in, ~~along~~ with all paperwork and payment to AMI/TIRA **within 20 days** of the workshops completion. AMI Management will ~~not~~ issue ~~the~~ official certificates of attendance upon receiving the complete ~~until a~~ workshop report and ~~payment is reported and paid in full~~. If a Trainer has made arrangements for students to pay for the workshop in installments, or at a later date, that does not affect the licensing fees being due and paid with ~~the~~ reporting of the workshop.

~~Trainers who are late reporting workshops in full are subject to being removed from the website. Trainers who are chronically late in sending in complete workshop paperwork will have their status reviewed by the Certification/Accreditation Committee and may be required to complete further training before being able to renew their Certification/Accreditation.~~

If a trainer is more than 60 days delinquent in reporting a workshop, s/he will be given written notice from AMI administration. They will be given one week to respond to this notice. Failure to respond will result in review of the situation by the Certification/Accreditation Committee.

This review may lead to a probationary period for the Trainer if the committee deems it appropriate action at this time.

If a Trainer is more than 60 days delinquent reporting a workshop 3 times in one 3 year Certification/Accreditation cycle, this will result in a review by the Certification/Accreditation Committee. The committee will make a determination of either a probationary period for the Trainer or suspension of their Certification/Accreditation.

AMI Central Management exists in large part to support the Trainers. However full and timely workshop reporting is necessary in order for it to do the job.

Remitting Trainer Fees for Training Done Outside the

Routine Workshop Format

Some Trainers offer TIR and Applied Metapsychology training outside the standardized workshop format, either training students one on one, or teaching these subjects as part of a longer curriculum. In those cases, the licensing fee for each student trained in the material will be due when that workshop material is completed. As above, the completed checklist is to be submitted, along with all paperwork and payment to AMI/TIRA within 20 days of this date. *(See Policy 2-9 for further details on licensing fees), along with the Short Form Workshop Checklist (found in Section 1 of the AMI/TIRA Trainer Kit).*