

# AMI Ψ TIRA

## Policy 3-2 Trainer Certification/Accreditation

There are currently three basic levels of Trainer Certification/Accreditation: Trainers are qualified approved to deliver the workshops at the level at which they are Certified/Accredited, and to provide Technical dDirection and supervision towards Certification/Accreditation for facilitators at that level. A Trainer is not qualified to instruct others as Trainers unless also Certified/Accredited as a Senior Trainer (Trainer of Trainers (see Trainer of Trainers below).

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### ▪ TIRW Trainer (TIRT)

Certified/Accredited TIRW Trainers are qualified approved to deliver the:

- o Traumatic Incident Reduction Workshop (TIRW)
- o Introduction to the Basics of Applied Metapsychology (IBAM)

TIR Trainers are also qualified approved to supervise others towards

Certification/Accreditation at this level as TIR Facilitators:

- o ~~TIR Facilitator~~

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### ▪ Life Stress Reduction Trainer (LSRT)

Certified/Accredited Life Stress Reduction Trainers are qualified approved to deliver the:

- o TIR-Expanded Applications & Life Stress Reduction Techniques (TIR-EAW) Workshop
- o Life Stress Reduction - Techniques and Case Planning (LSR-CPW) Workshop

Life Stress Reduction Trainers are also qualified approved to supervise others towards

Certification/Accreditation up to and including this level, -as LSR Facilitators:

- o ~~Life Stress Reduction Facilitators~~
- o ~~TIRW Trainer~~

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When Approved specifically (see Supplemental Workshops below)

Life Stress Reduction Trainers may also deliver:

- o The Schema Workshop
- o ~~The Biomonitoring Workshop~~

### ▪ Ability Enhancement Trainer & Technical Director (AETTD)

Certified/Accredited Ability Enhancement Trainers & Technical Directors

are qualified approved to deliver the:

- o Ability Enhancement Workshops levels 1-8
- o Ability Enhancement Technical Director Course

Comment [S1]: All trainers are actually technical directors also, so it is unnecessary to be including this here.

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o Exploration and Enhanced Report (EER) Workshop  
 Ability Enhancement Trainers & Technical Directors are also qualified approved to supervise others towards Certification/Accreditation up to and including this level as

Ability Enhancement Facilitators:

- ~~o Life Stress Reduction Trainer~~
- ~~o Ability Enhancement Facilitator~~
- ~~o Ability Enhancement Trainer & Technical Director~~

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All Certified/Accredited Trainers are considered professionals who will act in a professional manner in all dealings with the public and with each other so as to maintain their own repute, and that of the subject.

Trainers should follow the *Checklist for Preparing a Trainer for Certification/Accreditation* (found in Section 14 of the AMI/TIRA Trainer Kit) in setting up and working through the supervision or internship of a trainee towards Trainer Certification/Accreditation.

**Prerequisites:**

CERTIFICATION/ACCREDITATION TITLE:	PREREQUISITES TO CERTIFICATION/ACCREDITATION:
TIRW Trainer (TIRT)	<ul style="list-style-type: none"> <li>➤ <del>Be a</del> Certified/Accredited TIR Facilitator</li> <li>➤ <del>Successful</del> <del>Completion</del> of TIR-Expanded Applications Workshop</li> <li>➤ <del>Successful</del> <del>Completion</del> of the Life Stress Reduction – Case Planning Workshop</li> <li>➤ <del>Successful</del> <del>Completion</del> of a TIR Instructor Program and apprenticeship with an AMI Certified/Accredited Senior <del>LSRT</del>TIR Trainer</li> </ul>
Life Stress Reduction Trainer (LSRT)	<ul style="list-style-type: none"> <li>➤ <del>Be a</del> Certified/Accredited Life Stress Reduction Facilitator</li> <li>➤ <del>Be a</del> Certified/Accredited TIRW Trainer</li> <li>➤ <del>Successful completion of an LSR Instructor Program and apprenticeship with an AMI Certified/Accredited Senior LSR Trainer</del></li> <li>➤ <del>Successful completion of personal Life Stress Reduction program as a viewer</del></li> </ul>
Ability Enhancement Trainer & Technical Director (AET+D)	<ul style="list-style-type: none"> <li>➤ <del>Be a Certified/Accredited Ability Enhancement Facilitator</del></li> <li>➤ <del>Be a</del> Certified/Accredited Life Stress Reduction Trainer</li> <li>➤ <del>Be a Certified/Accredited Ability Enhancement Facilitator</del></li> </ul>

Comment [S2]: Move up for consistency

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- [Successful completion of the Ability Enhancement Technical Director Course](#)
- [Successful completion of an Ability Enhancement Instructor Program and apprenticeship with an AMI Certified/Accredited Senior Ability Enhancement Trainer](#)

While ~~applicants an individual~~ must first be Certified/Accredited as a Facilitator at the level for which ~~they are/he is~~ applying for Certification/Accreditation as a Trainer, they can begin to train as a Trainer ~~at that level~~ if they are actively pursuing Facilitator Certification/Accreditation at that level.

### Senior Trainers: Trainer of Trainers

There are currently three levels of Certification/Accreditation for Senior Trainer. As well as being qualified to deliver the workshops and provide supervision towards facilitator Certification/Accreditation, Senior Trainers are qualified to apprentice others for Certification/Accreditation as Trainers at that level.

- **Senior Traumatic Incident Reduction Trainer (STIRT)**  
Certified/Accredited Senior TIR Trainers are qualified to provide apprenticeships for TIR Trainers.
- **Senior Life Stress Reduction Trainer (SLSRT)**  
Certified/Accredited Senior Life Stress Reduction Trainers are qualified to provide apprenticeships for Trainers up to and including this level, as Certified/Accredited LSR Trainers
- **Senior Ability Enhancement Trainer (SAET)**  
Certified/Accredited Senior Ability Enhancement Trainers are qualified to provide apprenticeships for Trainers up to and including this level, as Certified/Accredited Ability Enhancement Trainers

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Prerequisites:

<u>CERTIFICATION/ACCREDITATION TITLE:</u>	<u>PREREQUISITES TO CERTIFICATION/ACCREDITATION:</u>
<u>Senior Traumatic Incident Reduction Trainer (STIRT)</u>	<ul style="list-style-type: none"> <li>➤ <u>Be a Certified/Accredited Traumatic Incident Reduction Trainer (TIRT)</u></li> <li>➤ <u>Successful delivery of a minimum of 6 TIR Workshops</u></li> <li>➤ <u>Successful delivery of at least one TIR Workshop with 6 or more participants in attendance</u></li> <li>➤ <u>Average participant Objective Measures of Learning Quiz score, for last 6 workshops, of 76% or higher</u></li> <li>➤ <u>Average workshop Summery Evaluation Form score, for last 6 workshops, of 4.0 or higher</u></li> <li>➤ <u>Successful supervision of at least one intern to Certification/Accreditation as a TIR Facilitator</u></li> </ul>
<u>Senior Life Stress Reduction Trainer (SLSRT)</u>	<ul style="list-style-type: none"> <li>➤ <u>Be a Certified/Accredited Life Stress Reduction Trainer (LSRT)</u></li> <li>➤ <u>Be a Certified/Accredited Senior TIR Trainer (STIRT)</u></li> <li>➤ <u>Successful delivery of a combination of a minimum of 6, with at least one of each, Life Stress Reduction – Case Planning Workshop and TIR – Expanded Applications Workshop</u></li> <li>➤ <u>Average participant Objective Measures of Learning Quiz score, for last 6 workshops taught at this level, -of 76% or higher</u></li> <li>➤ <u>Average workshop Summery Evaluation Form score for last 6 workshops taught at this level, of 4.0 or higher</u></li> <li>➤ <u>Successful supervision of at least one intern to Certification/Accreditation as an LSR Facilitator</u></li> </ul>
<u>Senior Ability Enhancement Trainer (SAET)</u>	<ul style="list-style-type: none"> <li>➤ <u>Be a Certified/Accredited Ability Enhancement Trainer (AET)</u></li> <li>➤ <u>Be a Certified/Accredited Senior LSR Trainer (SLSRT)</u></li> <li>➤ <u>Successful completion of at least one group of students through the Ability Enhancement Facilitator Workshops 1-8</u></li> <li>➤ <u>Successful deliver of the Ability Enhancement Technical Director Course at least once</u></li> <li>➤ <u>Average participant Objective Measures of Learning Quiz score for Ability Enhancement Facilitator Workshops of 76% or higher</u></li> <li>➤ <u>Average workshop Summery Evaluation Form score for Ability Enhancement Facilitator Workshops of 4.0 or higher</u></li> </ul>

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➤ Successful supervision of at least one intern to Certification/Accreditation as an Ability Enhancement Facilitator

### Supplemental Workshops

Apart from the standard Training line-up the Schema Workshop is a supplemental workshop ~~there are some supplemental workshops (such as the Schema Workshop)~~ that can be useful for working with clients or for adding new skills for Facilitators.

~~These supplemental workshops~~ Theis Schema Workshop and other supplemental workshops that may be released do not require a separate Certification/Accreditation process. However Trainers need specific training in these workshops and approval by a Senior Trainer (who is qualified to deliver the program(s) in question) before they can deliver the workshops themselves.

Trainers wishing to add one or more of these supplemental workshops at their level of Certification/Accreditation should set up an internship with a SLSRT (or higher level AMI Certified/Accredited Senior Trainer) who is also qualified to deliver the workshop(s) they wish to ~~be gain qualification approved~~ to lead.

When the supervising Trainer adjudicates that the apprentice Trainer has all the skill needed to deliver the workshop(s) in question then the supervising Trainer will fill out and submit the Supplemental Workshop Approval Form ~~(found in Section 14 of the Trainer Kit)~~ to AMI.

Upon acceptance by the Certification/Accreditation Committee the approval to deliver the workshop(s) will be granted. Both Trainers will be notified that the process is complete, and the Trainer newly approved to deliver the workshop(s) will be given access to ~~the electronic copy of~~ the workshop manual(s).

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**Comment [S3]:** (THE BELOW IS ADDED FROM THE CURRENT: CHECKLIST FOR PREPARING A TRAINER FOR CERTIFICATION - CURRENTLY SEPARATE IN THE TRAINER KIT - BETTER TO HAVE LESS PLACES TO LOOK AND WILL ALSO BE PUBLICLY AVAILABLE ONCE THE POLICY IS BOOK IS RELEASED ON OUR WEBSITE, OPEN TO ANYONE

### Procedural Guidelines for Apprenticeships

#### Basic Principles & General Information:

There are some basic principles a Senior Trainer (Trainer of Trainers) is expected to adhere to, which will enhance the working relationship between the Senior Trainer and the apprentice to be a Trainer (the Trainer-in-training).

- When the Certified/Accredited Senior Trainer and the apprentice are working together in a public setting, the Senior Trainer is considered the authority and any disagreements or questions the apprentice has should be taken up privately. Likewise, any issues or problems the Trainer has with the apprentice should be taken up privately. "Praise in public; criticize in private."
- Both the apprentice and the Senior Trainer are expected to be active in completing the apprenticeship in a timely manner, as agreed upon at the start of the apprenticeship.

#### Actions for Setting Up an Apprenticeship:

1.	<u>Admission of a <del>TIR-F</del> facilitator into the <del>TIR</del> Trainer Program is at the discretion of the Certified/Accredited Senior <del>TIR</del> Trainer, qualified to deliver the program and apprenticeship (see above for who is qualified to deliver what level).</u>
2.	<u>As the first step, the Senior Trainer makes sure the applicant meets the prerequisites training to apprentice for the level in question (Note: the prerequisites to start an apprenticeship are not the same as the prerequisites for Certification/Accreditation as given above. The prerequisite training here refers to the workshops taught for that level of Certification/Accreditations; this is as given above. Prerequisites here may also refer to any requirements set by the Senior Trainer before s/he<del>the</del> will take on an apprentice. For example: some Senior Trainers may require their students to have completed all or a part of a facilitator internship before they will accept the student as a Trainer-in-training).</u>
3.	<u>Senior Trainer and apprentice set up a schedule for the apprenticeship and set an anticipated completion date. What is the projected time frame for this training? Understanding that unforeseen events can affect such an endeavor as training a Trainer, do both parties have a pretty clear idea of the plan for this trainee's apprenticeship?</u>
4.	<u>Whatever fee structure the Senior Trainer uses for the apprenticeship needs to be agreed upon before the apprenticeship is begun. Here are vital points that need to be agreed upon in this relationship:</u> <ul style="list-style-type: none"><li>○ <u>What is the cost to the trainee? Is this one flat fee, or some other arrangement? If it is something other than a flat fee, this needs to be spelled out clearly (either in amounts of money expected per workshop, or percentages or some such arrangement).</u></li><li>○ <u>Remember that <del>t</del>The Senior Trainer is responsible for the licensing fees being paid to AMI as well as for the workshop being reported. Even when a Senior Trainer has the apprentice complete the forms and paperwork for AMI,</u></li></ul>

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	<p><u>he/she will be held accountable for the completion and accuracy of the reporting, however they arrange this.</u></p> <ul style="list-style-type: none"><li>○ <u>At times it will prove more expedient for an apprentice trainer to work with more than one Senior Trainer during his/her apprenticeship. This is fine, and there is certainly an advantage for a trainee to work with and learn from more than one experienced Trainer. However, one Senior Trainer needs to be that trainee's designated Senior Trainer, to oversee the entire training process and to be the one to make sure every requirement has been met before recommending the apprentice trainer for Certification/Accreditation as a Trainer. Again, all financial arrangements should be worked out in advance, especially as adding in another Senior Trainer adds in another layer of complexity.</u></li><li>○ <u>Part of the Trainer apprenticeship should consist of</u><del>have</del><u> the trainee demonstrating the ability to promote and organize as well as deliver a successful workshop</u><ul style="list-style-type: none"><li>• <u>Is the trainee expected to do this for the last workshop of the apprenticeship series? Or will he/she be doing this earlier, or all along?</u></li><li>• <u>Do Senior Trainer and trainee agree on how expenses and profit will be handled?</u></li></ul></li></ul>
5.	<p><u>The Senior Trainer providing supervision is expected to handle any misunderstanding and/or upsets should they occur. If this is not possible, the Trainer is expected to engage the help of AMI by sending a Situation, Data, Resolution write-up (see Policy 1-5 Procedure for Handling Problem Situations). Trainers-in-training are also welcomed to do the same if a situation arises that they do not feel able, comfortable, etc. to resolve themselves.</u></p>
6.	<p><u>The Senior Trainer who apprentices a Trainer may be called upon by the AMI Certification/Accreditation Committee, the Ethics Committee, and/or the Board of Directors, to facilitate some re-training if the Trainer s/he apprenticed and recommended does not perform well or does not adhere to the Trainer requirements as outlined in this Trainer Kit Policy Book. Senior Trainers (Trainers of Trainers must ask themselves "Am I-willing to be available for this?" before they begin any apprenticeship. If not, they should refer the trainee to another qualified Senior Trainer who is willing to take on this responsibility.</u></p>

### Training Process:

#### Section A - Same Data, New Viewpoint:

The first section of the apprenticeship consists of restudying all of the materials covered to this point. This step cannot really be overdone. The student can do it on his/her own without supervision. He/she needs to go over all the material newly from the point of view of teaching it, rather than from the point of view of applying it as a Facilitator.

When the student feels ready, the supervising Senior Trainer gives him/her a very thorough check out on the materials and sends him/her back to restudy any portions as needed. Once this section has been completed the remaining sections can be done concurrently.

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### Section B - Organizing a Workshop for Success:

The AMI Trainer Kit and this Policy Book are reviewed by the Trainer with the apprentice, ensuring that all questions are answered and any confusions or disagreements are handled. It is the Senior Trainer's responsibility to make sure the apprentice understands what is required of an AMI Certified/Accredited Trainer, especially with regard to the paperwork and fees required. At some point before sending in the application for Certification/Accreditation, the apprentice will take the Policy Book & Trainer Kit Quiz. His/her Senior Trainer has the option to review the answers with the trainee and correct anything that was missing or incorrect to reach a result of a 100% correct exam. The original Quiz answer paper, along with any additions or corrections already made by the Senior Trainer, is sent in with the Certification/Accreditation application (see application at <http://www.tir.org/training/cert.html> for quiz questions).

### Section C - Presence and Intention:

During the course of the apprenticeship the Senior Trainer observes the trainee's ability to use good presence and intention in getting the material across, in managing the group, and in handling difficult situations that may come up. At the Senior Trainer's discretion, s/he drills the student/trainee in Communication Exercises and any other exercise necessary to bring the student's presence and intention up to the necessary standard for success as an instructor.

### Technical Skills Requirement:

- Observing one workshop
- Co-leading a minimum of one workshop
- Either leading a minimum of one workshop under supervision to the satisfaction of the supervising Trainer or co-leading enough workshops so that the student Trainer has taught all portions of the workshop(s) to the satisfaction of the supervising Trainer.

### Trainer Skills Requirements:

Senior Trainers should be able to attest that their apprentice has:

- Demonstrated ability in using good presence and intention in getting the contents of the workshop across, in managing the group and in handling questions and difficult situations that may come up.
- Demonstrate ability in providing technical direction for students taking the Workshop at the level of training the Trainer-in-training will be applying for.
- Demonstrate knowledge and ability in handling the administrative work required for the workshops by consistently sending the appropriate information, completed forms, and fees to AMI upon completion of the workshop (see *Policy 2-3 Reporting Workshops* and *Policy 2-2 Workshop Basic Requirements*)

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