



Policy 2-7  
Continuing Education Co-Sponsored Workshops

As of this writing we are actively pursuing arrangements to make Continuing Education (CEs) available in more countries. However it is unlikely that AMI will ever be able to accommodate every individual's needs for Continuing Education, because of this all graduates will be sent a letter along with their certificate of attendance from AMI. This letter will enumerate the professional organizations that recognize AMI and the workshop they have just completed as valid Continuing Education. This way students belonging to other professional organizations may be able to obtain Continuing Education credit from their organization by presenting this document along with their certificate of attendance (see section 2 of the AMI/TIRA Trainer Kit for a sample of this letter).

Below you will find the co-sponsored workshops and the organizations that we have CE approval for along with requirements for promotion and reporting.

- I. To safeguard our ability to offer continuing education, if you mention CEs anywhere you must use the **full and complete statements** (see following pages). These statements cannot be edited or changed in any way. You can also check [www.tirtraining.org](http://www.tirtraining.org) (and click on "continuing education") for the current correct statement.
- II. Trainers issuing their own certification of attendance, in addition to the AMI/TIRA official certificate of attendance sent out from AMI, please note: **Under no circumstance may an individual trainer issue a certificate of attendance claiming CE credit for any of the following CE providers. These must and will be issued by AMI/TIRA.** This is because the agreement for offering CEs is between AMI/TIRA and the CE provider, and AMI/TIRA has acknowledged responsibility for the program, its contents, and quality.
- III. At the **beginning** of a workshop, please inform participants that if they experience discomfort during any activity, they may discontinue the activity in question immediately and to consult with the trainer in order to resolve the issue. This kind of statement must be made for any APA co-sponsored workshop, but is advisable for any workshop.

Please note that there are some workshops which are approved for CEs with one organization and not with another (this is due to both requirements and costs of co-sponsoring with the different organizations

### Chart of Current Continuing Education Available

	ATSS	CCPA	APA	NASW	<u>CPCA</u>
<b>TIRW</b>	Yes ✓	Yes ✓	Yes ✓	Yes ✓	<u>Yes</u> ✓
<b><u>TIR-EAW</u></b>	Yes ✓	Yes ✓	Yes ✓	Yes ✓	<u>Yes</u> ✓
<b>FLSR</b>	No-NA	<del>Yes</del> ✓	<del>Yes</del> ✓	<del>Yes</del> ✓	
<b>LSRW</b>	Yes ✓	Yes ✓	Yes ✓	Yes ✓	<u>Yes</u> ✓
<b>Schema</b>	No-NA	Yes ✓	Yes ✓	No	<u>Yes</u> ✓
<b>Biomonitoring</b>	No-NA	No-NA	No-NA	No-NA	<u>No-NA</u>
<b>Exploration and Enhanced Rapport</b>	No-NA	No-Possibly in the future	Yes ✓	No-not likely	<u>Yes</u> ✓
<b><u>AMF-AEFW</u> 1-8</b>	No-NA	No-Possibly in further	Yes ✓	No-not likely	<u>Yes</u> ✓

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## ▪ Association of Traumatic Stress Specialists (ATSS)

There are no extra requirements for this, as there are with other CE providers. For the workshops that are approved by ATSS a participant can simply send a copy of their AMI/TIRA issued certificate of attendance from the workshop to ATSS with a Certification or Re-Certification Application provided by ATSS.

### **ATSS statement:**

“The credit hours for this workshop may be applied towards certification and re-certification as a Trauma Specialist, a Trauma Responder, and a Trauma Services Specialist with the Association of Traumatic Stress Specialists.”

### **Workshop Reporting Checklist to use:**

Short Form Workshop Checklist

### **Certificate Fees:**

There are no fees for ATSS as there is no additional paperwork for AMI Management. The certificate of attendance issued by AMI/TIRA, for all ATSS approved workshops will automatically state that the workshop is approved by ATSS. This will make applying for the credit with ATSS easy for your participants. This is also in part because ATSS is a highly respected international organization and will be recognized by other organization (ie if your participant is a member of some other organization which AMI is not connected with, and they want to try and have the hours from the workshop approved for their CEs with that organization)

## ▪ Canadian Counseling and Psychotherapy Association (CCPA)

To offer CCPA credit, AMI needs to report the workshop dates to the CCPA to **at least 30 days in advance**, so please email us your dates well in advance. For Trainers (or workshops scheduled in) Canada we will automatically inform the CCPA of your upcoming workshop(s). If you are offering a workshop outside of Canada but think you may have Canadian attendees, please make a specific request to AMI management, either by email or phone, to have your workshop reported to the CCPA.

In order to receive credit for the continuing education with the CCPA, participants need to mail in the CCPA's application for this. Trainer's can find the application in Section 1 of the AMI Trainer Kit, included in the CCPA checklist. Please also make sure that any of your participants who are not members of the CCPA understand that the CCPA will charge a fee for this.

The CCPA says that they will list workshop that we report to them on their website, however as of this writing, we have not found them to be reliable in following through on that.

### CCPA statement:

"The Canadian Counseling and Psychotherapy Association has recognized the TIRW, TIR-EA, LSR, and FLSR workshops for 24 CEs and the Schema Workshop for 12 CEs. Please notify your trainer in advance if you will require an application for CCPA CEs for a workshop you will be attending."

### Workshop Reporting Checklist to use:

CCPA Checklist

### Certificate Fees:

There are no fees for offering CCPA CEs because there are no annual fees which AMI must pay to the CCPA (as there are with the APA and NASW) and there is not a lot of extra workshop paperwork for the AMI Management Team. Participants receiving CCPA CE credit will receive the standard AMI/TIRA issued certificate of attendance ~~with a special CCPA workshop ID # on the bottom.~~

## ▪ American Psychological Association (APA)

Participants wishing to receive APA credit must sign in daily on sheets designed for that purpose (see the APA Checklist in Section 1 of the Trainer Kit).

### APA Statement:

" Applied Metapsychology International (AMI) is approved by the American Psychological Association to sponsor continuing education for psychologists. AMI maintains responsibility for this program and its content."

Please note in not changing or editing the statement this also includes not abbreviating (i.e., you cannot say "APA" here instead of spelling it all out "American Psychological Association").

### Workshop Reporting Checklist to use:

APA Checklist

If you have a combination of APA and non-APA participants, you may use the APA checklist for the entire workshop, paying certificate fees only for the participants who require APA CE credit.

If you have some participants in a workshop who want APA credit and some who want NASW credit use the appropriate checklists for each, putting the individual participant information on each checklist. This is to guarantee that we meet all the requirements of each organization. Also it insures that you have the psychologist sign in on the APA sign in sheet, and the social workers sign in on the NASW sheets, again meeting each organizations requirement's.

For any workshop that has any combination of participants, please indicate on your typed list of names and contact information (this list is a requirement on every workshop checklist see *Policy 2-3 Reporting Workshops*), which individuals are requesting APA or NASW credit.

### Certificate Fees:

There is a \$10 fee for each participant receiving APA CE credit.

## ▪ American National Association of Social Workers (NASW)

The workshops approved by NASW for credit are specifically approved for 28 CE hours each. If your workshop is structured for less than 28 hours, please be sure you tell the participants ahead of time. Also report this to AMI (on the checklist) so that we can issue the certificates properly, and report correctly to NASW. Participants wishing to receive NASW credit must sign in daily on sheets designed for that purpose (see the NASW Checklist in Section 1 of the Trainer Kit).

### **NASW statement:**

“This program was approved by the National Association of Social Workers (provider # **886415259**) for up to 28 continuing education contact hours.”

### **Workshop Reporting Checklist to use:**

NASW Checklist

If you have a combination of NASW and non-NASW participants, you may use the NASW checklist for the entire workshop, paying certificate fees only for the participants who require NASW CE credit.

If you have some participants in a workshop who want NASW credit and some who want APA it use the appropriate checklists for each, putting the individual participant information on each checklist. This is to guarantee that we meet all the requirements of each organization. Also it insures that you have the psychologist sign in on the APA sign in sheet, and the social workers sign in on the NASW sheets, again meeting each organizations requirement's.

For any workshop that has any combination of participants, please indicate on your typed list of names and contact information (this list is a requirement on every workshop checklist see *Policy 2-3 Reporting Workshops*), which individuals are requesting APA or NASW credit.

### **Certificate Fees:**

There is a \$10 fee for each participant receiving NASW CE credit.

## **Canadian Professional Counsellors Association**

There are no extra requirements for this, as there are with other CE providers. For the workshops that are approved by CPCA a participant can simply send a copy of their AMI/TIRA issued certificate of attendance from the workshop to CPCA.

### **CPCA statement:**

“The credit hours for this workshop can be used towards the annual 12 hours of professional development required by the CPCA.”

### **Workshop Reporting Checklist to use:**

Short Form Workshop Checklist

### **Certificate Fees:**

There are no fees for offering CPCA CEs because there are minimal annual fees which AMI must pay to the CPCA and there is no extra workshop paperwork for the AMI Management Team. Participants receiving CPCA CE credit will receive the standard AMI/TIRA issued certificate of attendance.