

## AMI Policy Book

### Policy 2-3

#### Reporting Workshops

Trainers are required to submit to AMI, all workshop report forms and the licensing fees for the use of AMI copyrighted materials (*see Policy 2-9*). Trainer will follow the appropriate Workshop Reporting Checklist (*See section 1 of the Trainer Kit for the checklist itself*). 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 upon completion of the workshop.

The completed checklist with all paperwork and payment to AMI must be submitted **within 20 days** of the workshop's completion. The AMI Administrative Team will issue official certificates of attendance upon receiving the complete workshop report and payment. (*see also Policy 1-3 Issuing of Certificates and Policy 2-2 Workshop Basic Requirements*). 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.

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 Committee. This review may lead to a probationary period for the Trainer. If a Trainer is more than 60 days delinquent reporting a workshop 3 times in one 3 year certification cycle, this will result in a review by the Certification Committee. The committee will make a determination about suspension of the trainer's certification.

#### **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.