

AMI Policy Book

Policy 3-2 Trainer Certification

There are currently three basic levels of trainer certification. Trainers are qualified to deliver the workshops at the level for which they are certified, and to provide technical direction and supervision toward certification of facilitators at that level. A trainer is not qualified to instruct others as trainers unless also certified as a Senior Trainer (Trainer of Trainers). See below.

➤ **TIRW Trainer (TIRT)**

Certified TIRW Trainers are qualified to deliver the:

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

TIR trainers are also approved to supervise others towards certification as TIR facilitators.

➤ **Life Stress Reduction Trainer (LSRT)**

Certified LSR Trainers are qualified to deliver the:

- TIR-Expanded Applications (TIR-EA) Workshop (a second level workshop)
- Life Stress Reduction Techniques and Case Planning (LSRW) Workshop (either delivered as a first level training with the Introduction to the Basics of Applied Metapsychology, or as a second level workshop).

LSR trainers are also approved to supervise others towards certification as LSR facilitators

When approved specifically (see Supplemental Workshops below)

LSR Trainers may also deliver:

- The Life Coaching Schema Workshop
- TIR for Children

➤ **Ability Enhancement Trainer(AET)**

Certified Ability Enhancement Trainers are approved to deliver the:

- Ability Enhancement Workshops levels 1-8
- Exploration and Enhanced Report (EER) Workshop

AE Trainer are also qualified to supervise others towards certification up to and including this level.

**All certified trainers are expected to act in a professional manner
both with the public and each other.**

AMI Policy Book

The table below outlines the necessary requirements for certification at each level

<u>CERTIFICATION TITLE:</u>	<u>REQUIREMENTS:</u>
TIR Trainer (TIRT)	<ul style="list-style-type: none"> ➤ Successful completion of TIR Facilitator certification ➤ Successful completion of TIR-EA Workshop ➤ Successful completion of the Life Stress Reduction & Case Planning Workshop ➤ Successful completion of a TIR trainer internship with an AMI certified Senior TIR trainer
LSR Trainer (LSRT)	<ul style="list-style-type: none"> ➤ Successful completion of Life Stress Reduction facilitator internship ➤ Successful completion of TIR trainer certification ➤ Successful completion of an LSR trainer internship with an AMI Certified Senior LSR Trainer ➤ Successful completion of personal Life Stress Reduction as a viewer
Ability Enhancement Trainer (AET)	<ul style="list-style-type: none"> ➤ Successful completion of Ability Enhancement facilitator certification Be a Certified Life Stress Reduction Trainer ➤ Successful completion of an Ability Enhancement trainer internship with an AMI certified Senior Ability Enhancement trainer

While individuals must first be certified as facilitators at the level for which they are applying for certification as a trainer, they may begin to train as trainers at that level if they are actively pursuing facilitator certification at that level and have Senior trainer agreement.

AMI Policy Book

Senior Trainers: Trainer of Trainers

There are currently three levels of certification for senior trainer. As well as being qualified to deliver the workshops and provide supervision towards facilitator certification, senior trainers are qualified to apprentice others for

certification as trainers at that level.

➤ **Senior Traumatic Incident Reduction Trainer (STIRT)**

Certified Senior TIR trainers are qualified to provide internships for TIR trainers

➤ **Senior Life Stress Reduction Trainer (SLSRT)**

Certified Senior Life Stress Reduction trainers are qualified to provide Internships for trainers up to and including this level, as certified LSR trainers.

➤ **Senior Ability Enhancement Trainer (SAET)**

Certified Senior Ability Enhancement trainers are qualified to provide Internships for trainers up to and including this level, as certified Ability Enhancement trainers

The table below outlines the necessary requirements for certification at each level

AMI Policy Book

<u>CERTIFICATION TITLE:</u>	<u>REQUIREMENTS:</u>
Senior Traumatic Incident Reduction Trainer (STIRT)	<ul style="list-style-type: none"> ➤ Certified Traumatic Incident Reduction Trainer (TIRT) ➤ Successful delivery of a minimum of 6 TIR workshops ➤ Successful delivery of at least one TIR workshop with 6 or more participants in attendance ➤ Average participant Objective Measure of Learning Quiz score, for last 6 workshops, of 76% or higher ➤ Average workshop Summary Evaluation Form score, for last 6 workshops, of 4.0 or higher ➤ Successful supervision of at least one intern to certification as a TIR facilitator
Senior Life Stress Reduction Trainer (SLSRT)	<ul style="list-style-type: none"> ➤ Certified Life Stress Reduction Trainer (LSRT) ➤ Certified Senior TIR Trainer (STIRT) ➤ 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 ➤ Average participant Objective Measure of Learning Quiz score, for last 6 workshops taught at this level, of 76% or higher ➤ Average workshop Summary Evaluation Form score for last 6 workshops taught at this level, of 4.0 or higher ➤ Successful supervision of at least one intern to certification as an LSR Facilitator
Senior Ability Enhancement Trainer (SAET)	<ul style="list-style-type: none"> ➤ Certified Ability Enhancement Trainer (AET) ➤ Certified Senior LSR Trainer (SLSRT) ➤ Successful completion of at least one group of students through the Ability Enhancement Facilitator Workshops 1-8 Average participant Objective Measure of Learning Quiz score for Ability Enhancement Facilitator Workshops of 76% or higher ➤ Average workshop Summary Evaluation Form score for Ability Enhancement Facilitator Workshops of 4.0 or higher ➤ Successful supervision of at least one intern to certification as an Ability Enhancement Facilitator

AMI Policy Book

Supplemental Workshops

In addition to the first and second level workshops (TIR, TIR-EA and LSR), the Life Coaching Schema Workshop is a supplemental workshop that can be useful for working with clients and TIR for Children is self-explanatory.

These supplemental workshops and any others that may be authorized in the future do not require a distinct certification process. However, trainers need specific training in these workshops and approval by a Senior Trainer (who is qualified to deliver the program 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 should request an internship with a Senior Life Stress Reduction trainer (or higher level of AMI certified Senior Trainer), who is also qualified to deliver that workshop.

When the supervising trainer judges that the apprentice trainer has all the skill and knowledge needed to deliver the workshop(s) in question the supervising trainer will complete and submit the *Supplemental Workshop Approval Form* to AMI.

Upon acceptance by the Certification 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 provided with the workshop manual(s).

Procedural Guidelines for Trainer Internships

Basic Principles & General Information

There are some basic principles a Senior Trainer is expected to adhere to, which will enhance the working relationship between the senior trainer and the trainer-in-training.

- When the certified senior trainer and the intern are working together in a public setting, the senior trainer is considered the authority and any disagreements or questions the intern has should be taken up privately. Likewise, any issues or problems the trainer has with the intern should be taken up privately. Both the intern and the senior trainer are expected to be active in completing the apprenticeship in a timely manner, as agreed upon.

Actions for Setting Up an Internship:

1. Admission of a facilitator into a trainer internship is **at the discretion of the Certified Senior Trainer**, qualified to deliver the internship (see above for who is qualified to deliver each level).
2. As the first step, the senior trainer makes sure the **applicant meets the prerequisites to intern at the level in question** (Note: the prerequisites to *start* an apprenticeship are not the same as the prerequisites for certification as given above. Prerequisites here may also refer to any requirements set by the senior trainer before s/he will take on an intern. 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).
3. Senior trainer and intern set up a schedule for the internship. Understanding that unforeseen events can affect such an endeavor as training a trainer, both parties should agree on the plan for this internship.
4. Whatever **fee structure** the senior trainer uses for the internship needs to be agreed upon before the apprenticeship is begun. Here are vital points that need to be agreed upon in this relationship:
 - The **cost to the trainee (intern)**. If it is something other than a flat fee, it needs to be spelled out clearly (either in amounts of money expected per workshop, or percentages or some such arrangement).
 - **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 intern complete the forms and paperwork for AMI, he/she is accountable for the completion and accuracy of the reporting.
 - At times it will prove more expedient for an intern trainer to work with more than one senior trainer during his/her internship. This is acceptable if the senior trainers are in agreement. However, one senior trainer will be named as that intern's **designated senior**

AMI Policy Book

trainer. The trainer internship should include **demonstrating the ability to promote and organize** as well as deliver a successful workshop. The Senior Trainer and trainee **(intern) should agree at the start of the internship** as to how workshop expenses and profit will be handled.

5. 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 report to info@tir.org (*see Policy 1-5 Procedure for Handling Situations*). Trainers-in-training are also welcome to do the same if a situation arises that they do not feel able or comfortable to resolve themselves.

6. The senior trainer who provide the internship may asked by the AMI Certification Committee, the Ethics Committee, and/or the Board of Directors, to facilitate some re-training if the trainer s/he supervised and recommended does not perform well or does not adhere to the trainer requirements as outlined in the AMI Policy Book. Senior trainers must agree to be available for this before they begin any apprenticeship. If a Senior trainer cannot agree to this, , they should refer the intern to another qualified senior trainer who is willing to take on this responsibility.

Training Process

Section A - Same Data, New Viewpoint:

The first section of the internship 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 from the point of view of *teaching* it, rather than only 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 review on the materials and sends him/her back to restudy any portions as needed. One method of accomplishing this would be to go through power point slides for the workshop, having the student trainer outline what information s/he would cover from the manual for each slide. Once this section (restudying) has been completed the remaining sections can be done concurrently.

Section B - Essential Resources for Workshop Success:

The senior trainer and intern will refer to the AMI Trainer Kit and Policy Book often. They contain essential information that will help to plan and lead a successful AMI workshop.

In Section 1 of the AMI Trainer Kit: *Workshop Promotion and Administration* trainers will find guidelines for training, successful marketing examples, articles and additional case studies, exercises for use in workshops and much more material that will be especially useful to a new trainer.

The Policy Book and Trainer Kit Quiz provide the senior trainer with the means for reviewing all the essential administrative pieces as well as additional resources with the intern. When the intern is well-prepared and understands the relevant policies and Trainer Kit, s/he may take the Policy Book and Trainer Kit Quiz. The senior trainer will review and if adequate forward as part of the certification application process.

AMI Policy Book

Section C - Presence and Intention:

During the course of the internship the senior trainer observes the intern's ability to use presence and intention, (with clarity) in getting the material across, to manage the group, and to handle difficult situations that may arise. At the senior trainer's discretion, s/he drills the trainee in Communication Exercises and any other exercise necessary to bring the intern's presence and intention to the necessary standard for success as an instructor.

Section D–Case Planning and Technical Directing:

During the internship the senior trainer and intern should have opportunities to observe and improve the intern's ability to mentor students in case planning.

Trainer Skills Requirements

Senior trainers should be able to attest that their intern has:

- Demonstrated ability in using presence, intention and clarity in getting the contents of the workshop across, in managing the group and in handling questions and difficult situations that may come up.
- Demonstrated ability in providing technical direction for students at the appropriate level of training.
- Demonstrated 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)*
- Demonstrated knowledge and understanding of AMI Policies and Trainer Kit