

SOMATIC EXPERIENCING® TRAINING

COORDINATION TIMELINE

6 Months before the training:

1. Coordinate with faculty member for date(s) and time(s) of any SE Introductions or Fundamentals classes.
2. Complete the online **Submit a Training** form for all scheduled SE Introductions or Fundamentals classes.
3. Review date options for entire training level with faculty member
4. Work with FHE to complete flyer for SE Introduction or Fundamentals classes. and discuss marketing options
5. Review faculty member's specific training needs and expectations, including extra day/time for group consultation sessions, video recording, etc.
6. Research and reserve an appropriate training facility
 - a. Review **Facility Checklist** and confirm with facility
 - b. Communicate **confirmed** dates and location to FHE
 - c. Review facility contract for correct information (dates, times, cost, etc.)
 - d. Email/mail facility contract to FHE office for signature and deposit payment
 - e. For each class module, complete the online **Submit a Training** form.

60 days before the training:

1. Request assistant list from faculty and forward to FHE for inclusion in the roster

45 days before the training:

1. Send out **Reminder Email** to participants (for Beginning 2 through Intermediate 3 trainings).

30 days before the training:

1. Remind session providers to bring their sign-up sheets to trainings.
2. Email welcome to each registered student with reminder to check FHE website for:
 - a. Training dates, times and location
 - b. Group consultation information
 - c. Transportation info
 - d. A list of accommodations
3. Contact FHE to order any books or CD's to be sold at the Beginning 1 trainings (coordinators will receive a 30% discount on these products). All other training levels will use the **FHE Publications Order Form** at their trainings. Remind participants that they will not be charged for shipping costs if orders are submitted to the coordinator at the training.
4. Email FHE with a completed **Supply Checklist** for all Beginning 1 trainings. For all other trainings, purchase supplies needed and submit reimbursement form with receipts.

14 days before the training:

1. FHE will email you with the UPS tracking number for your training manuals and a copy of the order form for any supplies ordered. Coordinators **MUST** let FHE know if all manuals/supplies do not arrive one week before class start date.
2. Purchase non-perishable snacks (if applicable)

7 days before the training:

1. Print additional forms needed at the training:
 - a. Continuing Education Attendance Sheet (A separate sheet for each day of training is necessary)
 - b. NASW Continuing Education Attendance Sheets (A separate sheet for each day of training is necessary)
 - c. MCEP (**only if** training has been pre-approved for Mandatory Continuing Education for Psychologist in California). A separate sheet for each day of training is necessary. This form will be e-mailed to you from the FHE office.
 - d. Participant Session Logs
 - e. General Evaluation Forms
 - f. NASW Evaluation Forms
 - g. MCEP Evaluation Forms (if needed) These will come from the FHE office
2. Contact faculty member for final review.
3. Confirm with training facility the availability of requested items (AV equipment, etc.)

Day Before training

1. Set up for Group Consultation, if necessary
2. Make sure you have printed out latest roster from FHE and all forms are dated.
3. Purchase perishable snacks, if applicable

First Day of the training:

1. Be there early to review set-up (seating arrangements, refreshments, AV)
2. Have a space for providers to put out sign-up sheets; put out extra session logs
3. Have sign-in roster, name tags, CEU forms and pens readily available
4. Have manuals put together and readily available
5. Put out any maps, brochures from facility
6. Announcements to be made before training begins: Forms to be signed daily; make any corrections on roster; bookstore information; location of restaurants and rest rooms, hours of training, lunches & breaks for each day
7. Check with faculty to see if they or you will do welcome, introduction of assistants and review of sessions/consultations, SEP requirements, etc.

Last day of the training:

1. Hand out Evaluation Forms before lunch; to be returned to you by the end of the day
2. Announcements to be made before training begins (Reminder to check FHE website; 30 day early registration deadline for next training by website, email, fax or phone; reminder that FHE will e-mail updated roster to participants/assistants and mail Certificate of Completion to address listed on roster.

Within 7 days after training:

1. Complete and sign *Coordinator's Expense Form*
2. Forward completed packet to FHE central office, including:
 - a. *Coordinator's Expense Form* with original receipts for reimbursement.
 - b. Class Roster, with any updates
 - c. Completed Evaluation forms (FHE will mail copy of evaluation to faculty member)
 - d. Completed Continuing Education attendance sheets
 - e. Any registration forms (and Beginning I students' resumes, etc.) that participants had not yet sent in to FHE
 - f. Bookstore order forms and payments accepted for books