



**Foundation for Human Enrichment**

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# **Policies & Procedures Manual**

The Foundation for Human Enrichment (FHE) was established in 1997 by Dr. Peter Levine to provide individuals, families and communities with effective tools for healing overwhelming traumatic experience. Our programs target urban and rural areas, and focus on the prevention and treatment of trauma in infants, children, adolescents and adults. We recognize the relationship between trauma and the ignition of violence between individuals, communities and countries. Our goal is to end this destructive cycle of violence by providing programs to effectively prevent, reduce and resolve the effects of exposure to overwhelming traumatic experience, including those leading to post traumatic stress syndrome.

## **Our programs include:**

### The Somatic Experiencing Practitioner Professional Training Program

Consultation for professionals, organizations and governments working to prevent, reduce, treat and resolve trauma in individuals, communities and countries.

Participation in conferences, seminars, symposiums and lectures focused on understanding the underlying causes of traumatic experience and its resolution.

Acquisition and dissemination of trauma related information through networking with professionals in the field.

Rehabilitation of individuals with overwhelming traumatic experience through renegotiation of the experience using Somatic Experiencing.

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## What is Somatic Experiencing®?

Somatic Experiencing® (SE) is a short-term naturalistic approach to the resolution and healing of trauma, developed by Dr. Peter Levine. SE is based upon the observation that wild prey animals, though threatened routinely, are rarely traumatized. Animals in the wild utilize innate mechanisms to regulate and discharge the high levels of energy arousal associated with defensive survival behaviors. These mechanisms provide animals with a built-in "immunity" to trauma that enables them to return to normal in the aftermath of highly "charged" life-threatening experiences.

Peter A. Levine, Ph.D., originator and developer of Somatic Experiencing, is the Senior Advisor for the Foundation for Human Enrichment. He holds doctorate degrees in both Medical Biophysics and Psychology. During his thirty year study on stress and trauma, Dr. Levine has contributed to a variety of scientific, medical, and popular publications. His best selling book, "Waking the Tiger; Healing Trauma" has received world wide recognition and is available in ten languages. Dr. Levine has been a consultant for NASA in training astronauts for the first space shuttle flight and has taught at the Hopi Guidance Center in Arizona and at hospitals and pain clinics throughout the world.

### **3 Year Training & Certification Program**

The complete training program consists of three levels: Beginning, Intermediate and Advanced. The Beginning level and Intermediate level each consist of three modules. Each module is four days in length. The Advanced Level consists of two modules, each six days in length. Participants attend the first two years in their "home" location with the assigned instructor. Participants may then be required to travel to attend the Advanced level classes. Costs incurred for travel, room and board are the responsibility of each participant.

When possible, trainings start and finish in the same calendar year. This allows at least three months between modules for participants to practice and integrate what they have learned. Starting and ending in the calendar year enables the classes to come online at the same time for consolidated advanced trainings without much delay.

Tuition is currently set at \$750/ module for the Beginning and Intermediate year, for a total yearly tuition cost of \$2,250.00. The Advanced year is also \$2,250.00, divided into two six day modules priced at \$1125.00 each. These prices reflect the early registration fee which is honored if participants register and pay in full for each module at least **30** days prior to the start of their specified class. If registrations are received within 30 days of the start of their class, the cost of the module is \$800 (\$1,175.00 for Advanced).

Participants are also required to obtain twelve hours of personal sessions and eighteen hours of case consultations during the three year course in order to meet certification requirements. The costs for personal sessions range from \$75-\$150 per session hour, depending upon the provider. The costs for individual case consultations range from \$75-\$150 and group case consultations average \$75 per person for a three hour session. SE® approved providers have agreed to provide service to participants at these designated rates.

A list of current approved providers is available on the FHE website at [www.traumahealing.com](http://www.traumahealing.com) and clicking on the *Members Section* tab. These lists are updated quarterly.

**Session Length:** To provide consistency from location to location, session times should not be less than 50 minutes. A 50 minute session is equivalent to 1 hour of session time and providers can document the participant's log to reflect this.

**12 hours of personal sessions:** This requirement is fulfilled by a participant receiving one-on-one time with an approved provider to discuss PERSONAL issues. It is the responsibility of each participant to log their session hours on the FHE Session log form located in their Beginning Manual or on-line under members section.

**18 hours of case consultation:** Participants must receive case consultations from an approved consultation provider. Participants will receive 1 hour of credit for a 3 hour group case consultation including 3 or more persons. For individual case consultations, a 1 hour consult constitutes 1 hour of credit.

If two or more participants are working with the **exact same client(s)** in the case consult, it can be counted on a 1:1 ratio as an individual case consult (1 hour individual for each hour of group). If two participants are sharing one consultation, 1 hour of credit can be granted to each only if that consultation is at least 1-1/2 hours in length.

This requirement is filled by a participant discussing his/her own clients with the approved provider. These sessions are not intended for participants to discuss personal issues or practice sessions toward their supervision hours.

**Participants must receive a minimum of 4 hours of the required 18 hours of Case Consultation in an Individual Case Consultation format. This will insure that all requirements will not be met without a participant ever personally presenting a case.**

**Participants must have a minimum of 6 hours of the required 18 hours of case consultation with an FHE faculty member. This can be either in the Group or Individual Case Consultation venue.**

Participants may have "practice sessions" and "study groups" at their leisure and are encouraged to do so. However, unless participants are seeing an FHE-approved provider for their specific level, these hours cannot count toward fulfilling requirements. Approved providers are selected and approved by the FHE.

## Payment Information

Methods of payment include: Visa, Master Card, Personal Check, Company Check or Money Order. International costs may vary.

Payment Options: The FHE offers three options for payment for participation in the SE training.

1. Payments can be made online by MasterCard or Visa at the time of registration
2. Payment can be made in full directly to the FHE office, by phone, fax, mail or email, using one of the methods of payment above.
3. Installment plans, called *Payment Plans*, can be set up by contacting our accounting office at 303.652.4035. Payment Plans allow participants to pay for their training in monthly installments of \$100 or more. A \$30 processing fee will apply for each class set up using a payment plan. The FHE accounting department will provide additional information upon request.

## Registration

Participants may register and pay online by clicking on “Register Now” next to the class listing. Those registering for Beginning 1 trainings will also be responsible for providing the FHE with all additional required documentation (listed on the registration form) before their registration is considered complete.

For those who cannot register online, Registration forms are available for download in the Registration section of the FHE website [www.traumahealing.com](http://www.traumahealing.com) . Registration and payment should then be sent to the FHE central office.

*The FHE reserves the right to cancel and / or reschedule any Beginning I class due to low enrollment 30 days prior to the start of the class. Should your class be cancelled, you will be notified as soon as possible. A full tuition refund will be issued or the funds may be transferred to another Beginning I class. **Please note:** The FHE is not liable for expenses incurred due to cancellation, including but not limited to airline cancellation fees or hotel cancellation fees.*

**It is each participant’s responsibility to register for each class in the 3 year training at least 30 days prior to the start of the class.** Participants are NOT automatically registered for each subsequent class. It is also FHE policy to destroy credit card information after processing, so your credit card number must be provided each time you register.

Please note that there is a ‘More Info’ link next to each training listing. Please refer to this for additional logistical and coordinator contact information. Local class coordinators are provided for each training and are able to answer most training questions. The FHE central office in Colorado is also available for assistance Monday through Friday during normal business hours.

Somatic Experiencing Classes are open to individuals in Helping & Healing Professions. These professions include, but are not limited to:

Psychotherapists, Psychologists, Medical Doctors, Nurses, Chiropractors, EMT's, Marriage & Family Therapists, School Counselors, Social Workers, School Educators, Body-workers, Massage Therapists, Clergy & Energy Healers.

It is important to note that the SE® training program is intended for **Professionals** and should not be attended by those individuals interested only in personal therapy. The goal of the SE training is to train professionals in **Skill Development**. For individuals interested in seeking a certified Practitioner, a list of Somatic Experiencing® Practitioners can be found by visiting the *Find A Practitioner* section at [www.traumahealing.com](http://www.traumahealing.com)

### **Class Attendance**

Participants should enroll in the class location that they plan to remain in for the course of the Beginning and Intermediate years. If scheduling conflicts or emergency situations arise that do not permit this, prior approval is required and must be obtained from the initial instructor **AND** the new instructor. Both instructors **must be in agreement** to allow this change. There are several reasons for such a policy. The FHE must ensure that training facilities have appropriate space to accommodate increased attendance. We do not want class sizes to become too large or too small, as it is our goal to maintain a consistent container for the participants' sense of safety within the group. Safety is an important factor in SE; when respected, it allows individuals the opportunity to proceed deeper into their processes. It is also vital for instructors to track the progress of each participant so that appropriate recommendations can be made. When participants travel from location to location, this evaluation process cannot take place and participants may miss necessary feedback vital for their optimal learning. Every effort will be made to continue a class in the same location once it has started, but occasionally the Foundation for Human Enrichment must reserve the right to cancel a class due to low enrollment.

When trauma work is done, activation levels can increase and individuals may process this differently. Certain people may find it difficult to effectively learn if activation levels become too high. These individuals may express this increased activation by compromising the containment of the entire group or becoming disruptive to the group. When this occurs, maximum safety and group benefit cannot be obtained. It is possible that an instructor may ask an individual to seek private, personal sessions and suspend their enrollment for a period of time to do so. This decision rests solely on each instructor and such recommendations will be communicated to the FHE for documentation purposes. Each participant must agree to such possibilities when joining the SE® training program.

### **Refund Policy**

Participants must pay for the entire class in full at the time of registration. (All classes must be paid in full 30 days prior the start of a class to receive the early registration price). Refunds will be given based on the following guidelines:

1. Full refunds will be given if an applicant is denied acceptance into the program for any reason.
2. If an applicant decides to withdraw from a training prior to the start of a specified class, a refund will be granted, less a \$100 administrative fee.
3. Full credit, applicable to a subsequent training date, will be given any time prior to the start of a class if a participant has an illness or death in the immediate family.
4. No refunds will be granted to individuals who simply do not show up for a given class.

## **Video Recording Policy**

Recently several concerns were brought to our attention regarding video recording classes for participant use. One of FHE's greatest concerns is maintaining confidentiality for our participants while making recorded classes available for use by other participants. This concern, coupled with the costs for reproducing DVD's, has made it necessary to make interim changes within our current policy.

Outlined below is the policy effective **August 8, 2005**:

- The Foundation will no longer accept, reproduce or make copies of class recordings.
- An instructor may choose to record his or her class at their own expense and make copies available to participants.
- If an instructor chooses to record his or her class, it is the responsibility of the instructor to obtain written consent and release. It is also the responsibility of each instructor to maintain original copies of the consent and release forms.
- If a participant must miss a module, FHE has copies of professionally recorded classes available for the same price as a class, from Beginning I through Intermediate III. These DVD's were recorded at Diane Poole Heller's Philadelphia classes during 2004 and 2005. We will not send participants recordings from any other individual classes.
- We will no longer offer partial recordings of training programs. If a participant is enrolled in a class and misses one or more days, it will be the participant's responsibility to obtain notes from classmates or purchase the full set of DVD's from FHE for \$100.

We realize this is a significant change in our training program. However, due to the legal complexity of the situation, we have been advised to carefully review this policy.

## Teaching Methods

Lecture	Exercises	Videos
Discussion	Feedback	Training Manual
Demonstration	Printed materials	Case Consultation
Personal Development Sessions	Audio-Visual Aids: Flip Chart	

## Class Information

Training times vary from location to location, depending on training facility requirements and instructor preference & availability. Typical class times are from 10:00 am to 6:00 pm, with sufficient time for a lunch break. Coffee, tea and light snacks will be available at each training. For additional information and class logistics, please visit the *Professional SE Training* section of the FHE website [www.traumahealing.com](http://www.traumahealing.com) and click on “More Info” within your specific class.

It is highly recommended that participants prepare themselves by being well nourished and well rested as they begin this experiential training. Limiting evening obligations during the training is recommended. In addition, it is important to attend the full four days, not only to receive a certificate of attendance but for the optimum learning experience. If you must leave for any length of time during the training, please inform an assistant or the instructor. Participants should plan to wear comfortable attire during the training. Water bottles are acceptable, but snacks should be reserved for break times only. Eating during the training hours may be distracting to both instructors and fellow students. We also ask that participants do not wear perfumes or colognes to trainings, as these can be bothersome to people with chemical sensitivities.

The FHE makes every reasonable attempt to hold SE® trainings in locations that are conducive to relaxation & quiet. We attempt to choose locations that have ample free parking, handicapped accessibility, a kitchenette and a comfortable climate. We also attempt to secure locations that are free from environmental nuisances such as new paint and/or carpet and strong odors. If free parking cannot be obtained, it is the responsibility of each participant to pay for their own parking on training dates.

Occasionally, trainings may be held in private homes or offices. This may become necessary if FHE loses a reserved training site for any reason; the class is so limited in number that the cost of a large facility is prohibitive, or someone wishes to make their space available for a group. In this circumstance, hosts agree to have their homes/practices clean, free of pets and may not have other people (spouses, guests, children, etc.) providing interruptions.

Trainings are reserved for adults only, so please arrange for appropriate child care before the training. Of course, service animals are permitted at all trainings.

At most trainings, teaching assistants will be offering individual SE sessions during the lunch and dinner hours for a standard fee. Sign-up sheets will be available at the trainings. Many students find individual sessions helpful at this time in order to process material that may come up during the training.

The FHE routinely has products available for purchase at each Beginning I and Advanced training. Students receive a 10% discount on all materials available through the FHE home office. Dr. Levine has several books, tapes and articles available and many FHE faculty members have also written books that are highly recommended for students of SE®. Many Practitioners commonly recommend these products to their clientele, as they aid greatly in therapy.

Each participant must sign the roster every day, at each training, in order to document attendance. We also ask that each person complete an evaluation form at the completion of each class.

### **Continuing Education:**

The Beginning and Intermediate Level S.E.P. training seminars are generally held from a Friday through Monday. These four 8-hour days consist of 6 credit hours per day for a total of 24 per seminar. The Advanced Level S.E.P. training seminars are 6 days in length and provide 36 hours of credit per seminar.

The total number of credit hours for the three year program is 216.

The Foundation for Human Enrichment is an approved provider of Continuing Education by:

National Association of Social Workers (NASW)

National Board of Certified Counselors (NBCC)

California Board of Behavioral Science (CBBS)

California Board of Registered Nursing (CABRN)

National Certification Board of Therapeutic Massage and Bodywork (NCBTMB)

National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM)

24 hours of continuing education credit is given from CBBS, CABRN, NBCC, NASW, NCBTMB and NCCAOM for each of the Beginning through Intermediate year classes. The Advanced year is granted 36 hours of continuing education credit for each class. Video substitution still allowable for the CBBS & NBCC only, but participants must fill out an evaluation form.

### **Discount for Groups:**

The FHE offers a 15% discount to groups, with **very** specific parameters surrounding this. If a group meets ALL of the following, then the 15% discount will be honored:

- a. The group of 3 or more works for the same public or private organization (same school district, crises center, group-private practice, etc.).

- b. The group, or agency sponsoring the group, pays the FHE in full for one entire year of training for the entire group.
- c. The payment must be received in full 30 days prior to the Beginning I training date.
- d. The payment must be submitted on one check, which matches their company name or agency. A copy of the business license must be submitted with the application.
- e. This is handled one year at a time only and the entire group must continue for it to be honored for subsequent levels.

**Discount for Spouses:**

The FHE offers a family discount of 10% off the 2<sup>nd</sup> student's tuition when a couple wishes to join the training. Normal application procedures apply. This discount is only available through the FHE home office and cannot be accessed through the online registration.

**Scholarship program:**

As of April 15, 2004, the FHE implemented a new scholarship program for individuals that require financial assistance in order to attend the training. A separate application is required. In order to be considered for a scholarship, applicants must not exceed the following financial guidelines. Please do not apply unless you fall under this guideline:

Financial Guideline

Updated on February 16, 2006

<b>Size of Family Unit</b>	<b>48 Contiguous States and D.C.</b>	<b>Alaska</b>	<b>Hawaii</b>
1-4	25,000	31,250	23,750
5	29,250	36,562	33,637
6	33,500	41,875	38,525
7	37,750	47,187	43,412
8	42,000	52,500	48,300
For each additional person, add	3,400	4,250	3,910

Additional scholarship information & applications can be provided from the FHE home office.

## Frequently Asked Questions:

**Q:** Do class demonstrations count toward credit?

**A:** NO. Participants cannot receive credit toward their requirements for demos done in class. This is an invaluable part of our training program and participants are encouraged to participate in demonstrations, but they cannot count toward meeting the personal session hour requirements.

**Q:** Can participants switch locations or fast-track the program in order to complete the training sooner?

**A:** Participants are **STRONGLY** encouraged to enroll and stay with one group. If they must switch to a new location or take a class out of order, they **MUST** receive prior approval from both the primary instructor and the new instructor.

The SE® training was specifically designed by Dr. Levine as a three year training for many reasons. SE® requires time to process and integrate fully, and fast-tracking does not provide for this. The current training schedule allows at least three months between modules for participants to practice and integrate what they have learned.

**Q:** Can participants share the cost of DVD's?

**A:** For session DVD's (which are the only *rentals we provide*) this is allowable. For classes, it is **NOT** allowed! The cost of the program is consistent for each participant, whether attending in person or watching on DVD.

The FHE reserves the right to modify tuition in order to meet budget guidelines.

The Foundation for Human Enrichment does not discriminate in any way on the basis of race, color, age, gender, national origin, religion, sexual orientation or disability.