

How to Become An ACEP Certification Trainer

Requirements for Co-Trainers and Full Trainers of ACEP's Certification Training Programs

- I. Co-Trainer Candidate Eligibility Criteria
 - a. The prospective teacher/candidate needs to be a *current ACEP member* and a *current ACEP Certification Consultant* with experience in consulting with at least 5 consultees.
 - b. In addition, the candidate has a thorough knowledge of all:
 - Online training modules for DCEP and CEHP
 - Current training manuals
 - Certification Workshop PowerPoint slides
 - c. Meets all eligibility criteria for being an ACEP CE provider
 - d. Has completed and submitted the application and has received approval from the certification committee.

- II. Assessment Phase: Once accepted as a Co-Trainer Candidate, the Candidate
 - a. Attends a full 3-day training Certification Workshop as an observer and without payment.
 - b. Afterward, the Co-Trainer Candidate provides to the trainers a list of his/her specific learning needs in order to feel competent to train all aspects of this workshop.
 - c. Attending the "Client Care & Facilitation Skills for EHPs" one-day training is optional unless the candidate wishes to be eligible to co-teach that workshop as well, in which case attendance at this workshop is required, along with the learning needs list described in item "b" above.

- III. Mentorship Phase: The Candidate selects a Mentor with whom s/he will co-teach at least 1-2 entire workshops to gain full understanding of:
 - At least 60% of all didactic teaching sequences
 - Leading and debriefing practicums
 - Leading and debriefing demonstrations
 - Managing group energy levels
 - Facilitating integration of learning
 - Learning from student evaluations
 - Should the Candidate co-teach any certification workshop without his/her Mentor or with other trainers on staff, these trainers will provide both the candidate and the Mentor with a complete report about the candidate's strengths and areas needing further strengthening.
 - Note: Co-teaching implies teaching 40% of the material, with a fee for Co-teaching equal to 50% that paid to a Full Trainer leading the workshop.

- IV. Completion Phase
 - a. After Candidate and Mentor have determined that the teaching skills are effectively in place, the Candidate co-teaches an entire workshop with a different Certification Trainer.
 - b. The Mentor will review participant evaluations and may also review the whole workshop either by video or personal attendance to give final approval for the Candidate to become a Co-Trainer.
 - c. Once a Co-Trainer Candidate is certified as a Co-Trainer, his/her fee split will become 80% of that of the Full Trainer.

- V. Becoming a Full Trainer
 - a. Full Trainers are Co-Trainers who have been approved by a majority of current Full Trainers, or an authorized subcommittee of full trainers as designated by the Certification Committee, as being capable of providing the entire Certification Workshop and/or Client Care Workshop without another Trainer.
 - b. A Full Trainer has integrated 100% of the course material and is comfortable enough with the entire training process to competently mentor new Co-Trainer Candidates.
 - c. A minimum of one Full Trainer is on the teaching team for all ACEP certification workshops.

Please note:

The training style that all co-trainer candidates must demonstrate in order to be approved as a certification co-trainer includes the ability to:

- Teach the certification curriculum as designed rather than teaching whatever curriculum they themselves may have developed.
- Coach attendees in ways that model the kinds of client-centered, respectful and collaborative interactions we expect the attendees to embody with their clients.
- Provide attendees and co-trainers with input using a style that is simultaneously “tough on tasks” and “soft on people.” An attendee permission agreement for the trainers and facilitators to give input as needed will be verbally obtained by the participants at the beginning of workshops. If any attendee is reluctant to provide this permission, s/he will promptly be spoken with about this privately rather than in front of fellow attendees.
- Remain open to modifying one’s coaching style to fit the needs of the recipient while preserving the integrity of the input needing to be offered and agree to confidentiality as to persons and issues in all certification course activities.

Until a co-trainer candidate demonstrates the above capacities to the satisfaction of the trainers with whom s/he co-trains, and his/her Mentor, the candidate will receive a “not yet.”

To apply, please send the following letter of intent to certification@energypsych.org

Letter of Intent: Certification Workshops Co-Trainer Candidate

[Date]

Dear Certification Committee,

This letter states my intent to train to become a Certification Workshop Co-Trainer for the Association for Comprehensive Energy Psychology for the following workshops:

- 3-Day Certification Workshop
- 1-Day Client Care & Facilitation Skills for EHPs Workshop

The dates and locations where I observed either or both of these workshops were:

- Certification Workshop: [Location, date]
- Client Care & Facilitation Skills Workshop: [Location, date]

The ACEP Certification Full Trainer who has agreed to be my mentor is:

_____.

The following is the background I bring to becoming an ACEP Certification Workshop Co-Trainer:

MY PROFESSIONAL DEGREES

[Date] [Degree] [Field and emphasis] [Academic Institution] [Location]

- See my attached Vita for details

MY LICENSURES/CERTIFICATIONS

[Type of license] [License Location – State/Province and/or Country] [License #]

[Type of certification] [Certifying Organization]

- See my attached Vita for details

MY RELEVANT SPECIALTY TRAINING (in EP methods and/or in training methods)

[Training] [Trainer] [Date & Location]

- See my attached Vita for details

MY TEACHING EXPERIENCE

[Subject] [Location] [Dates]

- See my attached Vita for details

EXTENT TO WHICH I HAVE STUDIED THE CERTIFICATION MATERIAL

[Describe the extent to which you are familiar with Energy Psychology Interactive, the online Learning Modules and the Certification Workshop attendee manuals.]

GIFTS I WOULD BRING AS A CERTIFICATION WORKSHOPS CO-TRAINER
[Describe both your technical and human gifts as a trainer – don't hold back!]

Rev. 2/22/09