

The SASSI Institute

PROCEDURES FOR CLOSED SASSI TRAINERS

***CLOSED TRAINERS** = Trainers who offer SASSI trainings within their places of employment. They do not have authorization to advertise to the public. Certificates of completion may be issued.*

STEPS FOR BECOMING A CLOSED TRAINER:

- ◆ Submit a resume with copies of college degrees and/or current certifications, experience in the SASSI, and organizational information. Please include your organization's mission, number of staff, number of clients, number of facilities and addresses for each.
- ◆ A notification letter will be sent regarding acceptance in the training program. If accepted, you will be asked to do a write-up on two profiles we send you. When completed, please send them in for review.
- ◆ After a positive review of the completed write-ups, a provisional status will be granted. A letter will be sent to provide feedback. This letter will also provide instructions for setting up a small training of 3 - 5 peers to be audio taped or video recorded and sent in for review. We will ship you a box of training materials and supplies for this and future trainings. Certificates of attendance may be provided to the participants.
- ◆ Audio tapes or video recordings are reviewed by our clinical team and an evaluation sent back. Upon successful completion of all the above steps, a letter will be sent with a certificate authorizing you as a certified SASSI trainer.

REQUIREMENTS FOR CONTINUING TO BE A CLOSED TRAINER:

- ◆ An audio tape or video recording of your training must be submitted for review upon or prior to the expiration date on your certification certificate. Upon a successful review, a new certificate will then be issued renewing your certification.
- ◆ Trainers must keep up-to-date with SASSI materials and provide the most up-to-date information.