

Applied Metapsychology International (AMI) Policy Book

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The policies of Applied Metapsychology International (AMI)
relate to the development, implementation and use of the subject of
Applied Metapsychology (AMP)

The standards of behavior, interactions, and ethics refer only
to the internal operations of both AMI and the TIR Association



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Policy 1-1

Professional Standards, Responsibilities and Procedures

What it Means to be an AMI Board Member

Becoming a board member of any non-profit organization provides an opportunity to serve a worthy cause. Board members help to shape the organization's policy and direction. The AMI Board serves the organization and its members by working to keep the organization viable and responsive to the needs of the public, providing the best possible service with the resources available. Most AMI board members serve on one or more of the committees which do much of the essential work of AMI. Board members serve all of AMI's public and do not represent any particular group or geographic area. Anyone certified in, trained in, or in any other way interested in the subject of Applied Metapsychology (AMP), is invited to address any board member with any questions, concerns, or suggestions. AMI strives to include board members from different countries and cultures, and to ensure facilitators and trainers in various regions know that their interests are understood. Board members are expected to be alert to the needs of the organization and its public, and to identify problems or issues that need attention.

The Board serves a vital role in keeping the presence and practice of Applied Metapsychology techniques and programs, including TIR, alive in the world.

In accordance with its bylaws, AMI's officers shall be chosen by the Board of Directors. This includes the election and reelection of the board members themselves.

AMI Committees

Committees are established by the Board or the President, and serve under the authority of the Board of Directors. Much of the important work of AMI is carried out by the volunteers on these committees.

Some committees carry the ongoing work of:

- Development and editing of the training materials
- Maintaining the certification program
- Research
- Implementing programs for public information about Applied Metapsychology, including TIR and Life Stress Reduction

Other committees exist to handle situations as they may arise, such as ethics and legal matters. In the case of a new project, the Board may authorize the establishment of a

working group, with a specified group leader, to investigate the feasibility and requirements of said project, as well as pilot implementation if approved. If the activity is then deemed to be successful, a new committee may be formed to provide for ongoing activities.

Committee Chairs, along with their committee members and the AMI Administrative Team (and in the case of policy development, the Board itself), establish routines and procedures for getting the work done as effectively as possible.

Committee members are appointed by the Committee Chair. Anyone interested in joining a committee or volunteering in general should indicate their interest in supporting the organization by contacting info@metapsychology.org

When a Chair appoints a new member to the committee it is their responsibility to provide the new member with the purpose and procedures of that committee. New members of committees are responsible for learning how their committee works and getting all their questions answered.

Committee Chairs are required to report all actions and decisions of the committee to any other relevant committees and to the Board of Directors at every quarterly meeting.

Expectations of AMI Board and Committee Members

1. Board and committee members are expected to adhere strictly to *Policy 1-4 Professional Conduct and Internal Conflict*. Upsets within the Board or a committee are expected to remain among its members and be resolved quickly. Board and committee members are expected to take any needed steps to handle their own emotional charge, so that effective professional working relationships can be maintained.
2. The AMI Board is a working board, and the survival of AMI depends on board members' participation. Board and committee members are selected and maintained on the Board or committee, based on their willingness to invest time and attention to AMI/TIRA issues. If a member agrees to a certain task, they will be held accountable for the completion of the task within the stated deadline. Failure to participate, and repeated failure to complete tasks or attend meetings (in person or on the phone) on time is grounds for being asked to resign, or for being voted off the Board, or for being removed from a committee by the committee Chair.
3. When a Board or Committee Member has failed or is about to fail to keep an agreement, it is expected that they will contact the person or persons with whom the agreement was made, resolve any issues and make arrangements to complete the task. If someone believes that a member of the board has failed to keep an agreement they are encouraged to contact another board member with the concern

or complaint, to address the Board as a whole. They may address their concerns to the AMI Ethics Committee, at info@metapsychology.org

4. Board members are expected to participate in all board meetings unless excused due to an emergency. Committees communicate primarily through email; however, from time to time a committee chair may call for a meeting. Committee chairs will, to the best of their ability, schedule such meetings at a time which allows all members to be present (whether in person or by conference phone). If a time cannot be set that works for all members, then at least a majority of the committee should be present.
5. In dealing with a situation, a decision to consult outside the Board or a committee will be taken only by the group as a whole or by the president or committee chair. Individual members do not undertake investigation or further consultation unless directed by the Board or committee chair.
6. Committee members, group members and board members treat discussions as confidential. The result of a Board vote is recorded in the minutes of the meeting of the Board of Directors. Committee reports, decisions, and actions of committees are also included in the minutes of the meeting of the Board of Directors.

Board Meetings

AMI Board of Directors meetings will be conducted quarterly. Generally three of the four meetings will be held by conference call. When possible the fourth will be held in person with any members who cannot be present in person attending by phone.

The President will chair the Board meetings and will submit an agenda to all board members at least one week prior to each meeting. Board members may offer additional agenda items. The minutes of the Board meetings will be considered for approval at the next meeting. Records of all minutes will be kept on file by the AMI/TIRA Administrative Team to be viewed upon request by any board member or member of the public in accordance with US laws governing non-profit organizations.

AMI Administrative Team Responsibilities

1. Support the work of certified trainers by maintaining the websites, producing the Newsletter, supplying up-to-date forms (via the website), answering questions, making referrals, etc.
2. Oversee all administrative duties (processing of workshops, distribution of documents of attendance, record keeping, etc.).

3. Handle all incoming inquiries and make referrals to the appropriate parties (e.g. training referrals to the closest trainer, referrals to the closest certified facilitator, upsets and Situations, Data, Solution write-ups (*See Policy 1 - 5*) to the appropriate committee, etc.).
4. The AMI Administrative Team will submit quarterly statistical reports, including complete and accurate financial reports, to the AMI Board. These also will be kept on record for the Board to review at any time.
5. Administrative Team members are expected to adhere strictly to *Policy 1-4 Professional Conduct and Internal Conflict*.
6. The Administrative Team will refer to the Board on all matters in question where no policy already exists.

Policy 1-2 Making of Policies

1. Anyone with an interest in the operations of Applied Metapsychology International, may submit a Situation, Data, Resolution report (see *Policy 1-5 Procedure for Handling Situations*) to the Board through the contact information provided on the website (via email to info@metapsychology.org), to be directed to the Board. A draft of the proposed policy should be included.
2. The Board discusses the proposed policy.
3. The President of the Board calls for a vote when they believe the matter has been sufficiently discussed. Votes on policy matters most often occur as part of the business of a Board meeting. If the President believes a more timely vote is needed they can request a vote by email.
4. Board members not present for the board meeting will not be included in the vote. When the vote is conducted via email, members have up to five days to respond. If any board member has not responded within this time, they will not be included in the vote.

The proposal is then either:

- a. Approved by a majority vote
- b. Rejected by a majority vote
- c. Tabled for further consideration by the Board

If the proposal was submitted by someone outside of the AMI Board, a board member is chosen by the Board to respond to said person(s) with the outcome of the vote.

5. Board and committee decisions and actions that involve any individual will be published only after removal of identifying information, with the exception of Certification announcements. Decisions involving legal matters will be recorded in private and released to the general public after removal of identifying details. All new procedures or changes in existing procedures will be made known to those affected. This includes:
 - a. Certified trainers are informed by the Administrative Director via the email group.
 - b. Certified facilitators are informed of changes through the AMI/TIRA Tri-yearly Newsletter and/or occasional email announcements.
 - c. New or revised policies will posted on the website.
6. When a member of the AMI public has a concern or requires clarification, they are invited to consult with the chair of the appropriate committee and/or with the AMI Administrative Director. If this does not provide the needed information or resolution the person is invited to seek advice from the President of the Board. Such a concern or request may also be sent to info@metapsychology.org to be

forwarded to the correct person. See also *Policy 1-9 Protocol for Response to Request for Policy and Procedural Changes*

Policy 1-3

Discussion Groups

The purpose of the AMI Trainers' list is to provide a significant benefit for members of the list by:

- Providing a forum for announcements and news
- Providing a forum for trainer discussion of materials and training experiences (generalized so as to protect client confidentiality) or questions
- Announcement of important events that have some relevance to TIR and Applied Metapsychology
- Providing a forum for discussion of issues of interest to trainers

Being included on the trainers email discussion list is a privilege, rather than a right. The rules of the lists exist to maintain these lists for the purposes above. The rules are as follows: A list member agrees to:

1. Be professional in their conduct on the list.
2. Refrain from discussing their own case problems or conditions. (That is to say, to act as a client/viewer on the list. That sort of thing is best discussed in a session, where you have the protection of a professional relationship with a specific practitioner.)
3. Respect other people's points of view, even if you disagree. It is fine to express another point of view if this is done in a professional and generous spirit.
4. Protect the confidentiality of all clients when asking questions about a technical application in a specific situation.
5. Stick to topics relevant to the purpose of the list.
Trainers are prohibited from promoting their own workshops either directly by advertising them or indirectly through their message "signatures".
6. Refrain from messages that contain no information, such as "Thank you!" and "Great job!" Positive acknowledgments should be sent directly to the person of origin and not to the entire list.

Refrain from routinely forwarding the email messages or information on these lists to someone who is not a member of TIRA or a certified trainer. It is fine to forward the occasional link to an article you think may be of interest, or an announcement of a conference, for example. Forwarding private conversations between members on the list that belongs to them, violates the agreement of members and this permitted usage.

The purpose of the TIRA members' list is to provide a significant benefit for members of the list:

- To provide a forum for people trained in the use of TIR and related techniques to discuss issues and questions about the application of these techniques.
- To provide a forum for discussion of the underlying philosophy for TIR and Applied Metapsychology.
- To provide the opportunity for practitioners of TIR and related techniques to ask questions about cases (generalized so as to protect client confidentiality) of more experienced practitioners.
- To share news of important events that have some relevance to TIR and Applied Metapsychology.
- To allow for discussion of any related topic in the helping professions, including psychology and social work.

The rules of the list exist to maintain this list for the purposes above.

A lists member agrees :

1. To be professional in our conduct on the list.
2. To refrain from discussing one's own case problems or conditions. (That is to say, to act as a client/viewer on the list. That sort of thing is best discussed in a session, where you have the protection of a professional relationship with a specific practitioner.) Also to refrain from discussion of the case material of any other specific person.
3. To respect other people's points of view, even if you disagree. It is fine to express disagreement if this is done in a polite and generous spirit.
4. To protect the confidentiality of all clients when asking questions about a technical application in a specific situation.
5. To stick to topics relevant to the purpose of the list.
6. Trainers are admonished not to promote their own workshops either directly by advertising them or indirectly through their message "signatures".
7. Refrain from messages that contain no information, such as "Thank you!" and "Great job!". Positive acknowledgments should be sent directly to the person of origin and not to nearly 200 other people to read it.
8. Refrain from routinely forwarding the email messages on these lists to someone who is not a member of TIRA or a certified trainer. It is fine to forward the occasional link to an article you think may be of interest, or an announcement of a conference, for example. Forwarding conversations between members on the list that belongs to them violates the agreement of members and this permitted usage.

Policy 1-4 Professional Conduct and Internal Conflict

AMI Board members, Administrative Team members, committee members, and certified trainers are expected to behave professionally.

The following are guidelines outlining expectations of professional conduct:

1. Communicate objectively and in emotionally neutral language.
2. Avoid all expressions of emotional charge, whether in person, via email, or in any other written communications.

Particular indicators of emotional charge in communications are:

- a. Negative judgments expressed about the morals, personality, intentions, sanity or intelligence of another person
 - b. Use of loaded language (implying much more than is being said). In cases of dispute, an uninvolved person could be called in to evaluate whether a communication would fall into this category.
3. Do not take a complaint or upset to a person who cannot handle the upset. Avoid gossiping and creating bad impressions of one member or group within the organization to another. For example a trainer should not criticize one trainer to another ; if a trainer has concern about the competence of a trainer they are expected to send a Situation, Data, Resolution (see *Policy 1-5 Procedure for Handling Situations*) report to the Certification Committee and/or to the Ethics Committee by writing to info@metapsychology.org
 4. Give appropriate feedback in a helpful, encouraging way and never in a public setting. When training a facilitator or trainer, give correction in a constructive way on specific errors and never with the intention to diminish. Be appropriate and consider what you are saying and how it will come across.
 5. Communicate upsetting or irritating things early on, before there is a significant buildup of emotional charge. In your communications keep in mind the previously mentioned guidelines.
 6. If one person has a grievance with another, the following steps should be applied:
 - a. Talk directly to the person(s) with whom the upset has occurred. If for any reason it is not appropriate to take this step, move directly to step c. below.
 - b. Get more information and then try to handle with the person(s), if necessary.

- c. Inform the appropriate committee of the situation via info@metapsychology.org. If the upset is with the Administrative Team, take the concern to a board member. In the case of grievances between board members, the issue should be brought before the rest of the Board when it cannot be resolved between the individual parties. The other party involved in the upset should be copied on the communication, unless for some reason the person communicating feels uncomfortable about this, in which case the reasoning for this should be part of the situation reported. Communicate all the facts of the situation, steps taken to try to handle the situation, and a request for a specific action from the Administrative Team or AMI.

On receiving such a request, the Administrative Team, Committee, or AMI Board will assign a group or individual to handle the situation. Where deemed necessary, the President of the Board or a committee chair will call for the Board or committee to meet about the matter and/or with the individual(s) involved.

Policy 1-5

Procedure for Handling Situations

If someone observes a problem or situation, or wishes to request that some action be taken, the following SDR (Situation Data Resolution) procedure should be used. The written report can be sent to info@metapsychology.org, and it will be directed to the appropriate person or committee. An SDR may also be sent to a committee or the Board directly

(If a student has experienced a problem situation in an AMI workshop *Policy 2-8 Grievance Procedure for Workshops and Trainers* and the *AMI Complaint Form*) could be used instead of an SDR report. Likewise, if a viewer has a complaint about a facilitator, this complaint form would be used.)

- **Situation** – A one sentence statement of the situation, problem, or perceived opportunity for new action.
- **Data** – The necessary information to show what the situation is or why it needs to be addressed, and relevant information about the proposed resolution.
- **Resolution** – What actions would bring about resolution to this situation? What actions would be taken and by whom?

Policy 1-6

Policy on Nondiscrimination and Human Rights

Applied Metapsychology International (AMI) and the TIR Association do not and shall not discriminate on the basis of race, color, religion, gender identity, sexual orientation, age, national origin (ancestry), disability, or marital status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment. AMI is an equal opportunity employer.

Dedicated to Applied Metapsychology's person-centered paradigm, AMI has had a long-standing policy of not having a political agenda. With this policy in place, we are able to bring together people of differing political and social views, facilitate their working together, and often allow the resolution of seemingly insurmountable barriers.

Civilized society means acceptance of each other, tolerance of our differences and dedication to equal rights and justice for all. AMI stands behind the United Nations Universal Declaration of Human Rights. It begins:

All human beings are born free and equal in dignity and rights

and includes:

- *Everyone has the right to life, liberty and security of person.*
- *No one shall be subjected to torture or to cruel, inhuman, or degrading treatment or punishment.*
- *All are equal before the law and are entitled without any discrimination to equal protection of the law.*

For the full text of the declaration, see:

<https://www.un.org/en/universal-declaration-human-rights/>

Policy 1-7

Applied Metapsychology International Ethical Code

Introduction

AMI is an international organization with practitioners and trainers in many countries. AMI recognizes and acknowledges the laws and customs vary from place to place. Nothing in this code exempts a practitioner or trainer from the necessity of following the laws of his or her country, state, province or locality. Practitioners and trainers (hereinafter called inclusively “practitioners”) of Applied Metapsychology (AMP, including Traumatic Incident Reduction (TIR) and Life Stress Reduction (LSR), are also expected to follow the ethical precepts that they have already subscribed to as members of any professional organization to which they belong. The purpose of this code is not to take the place of local practices, but rather to put forth the points of ethical conduct that govern practitioners in general and those points particular to the practice of Applied Metapsychology.

Of first importance throughout this code is quality of care and service to the public, whether clients or students.

Quality of Service

1. Practitioners will always represent themselves honestly with regard to their levels of training and credentials.
2. Clients are entitled to good service, so practitioners will seek supervision and technical direction regularly and in any case where progress is slow or not evident.
3. Practitioners will maintain their own physical, emotional and mental health in order to remain fit for their work. Where their health may compromise their performance, they will refrain from practice until their fitness returns. Referrals for current clients should be arranged during such periods of recovery.
4. Practitioners will seek to increase their professional knowledge and practical skills.
5. Practitioners who function as trainers and/or case supervisors will provide instruction within their areas of knowledge, competence and certification, and use the most current training materials available.

Respect, Dignity and Boundaries

1. Practitioners will treat all persons, including students, clients and other professionals with respect and courtesy.
2. Practitioners will refrain from speaking or writing derogatorily about any client or student. This does not preclude providing constructive criticism or feedback

- to students about specific practices or behaviors, delivered respectfully in appropriate circumstances.
3. Practitioners and trainers will remain sensitive to cultural differences, and will not discriminate on the basis of an individual's age, gender, nationality, race, gender identification, or sexual orientation.
 4. The financial basis of the service being provided will be agreed upon before the commencement of the training course or session, with the rules and policies (such as fees for cancellation or missed appointments) clearly understood.
 5. Where a mental health professional already providing treatment or a concerned family member objects to the use of AMP for someone, the client will determine the preferred course of action. Practitioners of AMP are facilitative listeners. They are not trained to make judgments on diagnosis, drug therapies, or psychological treatments. The concerns of a professional or relative are to be judged by each individual client, and not by the AMP practitioner.

Informed Consent and Confidentiality

1. Before starting a course of facilitation, practitioners will explain the basis of this person-centered approach to clients, educate them about the methods to be used, and describe the structure of the session, including end points.
2. All reasonable care will be taken to keep client records in a secure location to maintain privacy and confidentiality. All personal records and session notes will be retained in accordance with the data protection laws of the practitioner's country and professional association.
3. Clients will be advised of the limits of confidentiality, such as supervision by an AMP colleague, and requirements that exist to report any instance of a client who is a danger to self or others, or anything pertaining to the safety or well being of a child.
4. Practitioners will obtain written permission in advance from a client before exchanging or sharing information with anyone about the client, including the fact that the client is receiving or has received services. A form used for this purpose needs to state that the client knows that they may withdraw permission for this communication at any time, in writing. An exception to this is co-facilitation that occurs as part of a training program where the students are aware of sessions being given and received, though session data from co-facilitation sessions is accorded the same confidentiality as all other sessions.
5. To protect confidentiality of client information transmitted by email, fax, and other technologies, identifying information will be removed.
6. Practitioners who provide services via electronic media should inform clients of the limitations and risks associated with such services.
7. Audio- and video-recording of sessions may be endorsed for research or training purposes only. A client's informed consent in writing including their right to withdraw such permission, in writing, at any time is a prerequisite. Trainers or

- researchers who use such session materials will use them only for the purpose(s) specified.
8. In situations regarding legal action, practitioners disclose case notes and/or client identity with the client's informed consent, or as ordered by a judge. Consultation with a practitioner experienced in legal issues is recommended.

Professional Conduct with Clients and Students

1. Practitioners will refrain from sexual or romantic activities with clients or students, where such a relationship did not exist prior to the course of sessions or the training event.
2. Practitioners do not in any way take personal advantage of the special relationship that exists between instructor and student or practitioner and client. Practitioners will not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, sexual, or business interests.

Multiple Relationships

1. Since the Rules of Facilitation, Communication Exercises and protocol for creating session boundaries in the practice of Applied Metapsychology are very clear, and since, unlike traditional therapy, the dynamics of the relationship between client and practitioner are not part of the work itself, multiple relationships may be more feasible. Even so, practitioners who have a dual or multiple relationship with a client or student have the responsibility of safeguarding the well-being of that client or student, including strictly adhering to the Rules of Facilitation regarding session contents. A practitioner who is unable to provide that level of safety will refer the client to another professional. Multiple relationships that would not reasonably be expected to cause risk or harm are not considered unethical.
2. A practitioner will maintain a level of safety for clients in these circumstances such that there are no consequences for anything the client says in a session, as modified by the limits of confidentiality as outlined above. If unable to provide that level of safety, the practitioner will refer the client to another practitioner.

Professional Relationships

1. As stated above, practitioners will treat colleagues with respect at all times, including when offering constructive criticism and when working on resolution of problems.
2. Practitioners will refrain from critical discussions about colleagues to others, without having followed the procedural steps of *Policy 1 – 4 Professional Conduct and Internal Conflict* (section 6) or *Policy 1 – 5 Handling Situations*. Practitioners will refrain from involving clients or students in conflicts with other practitioners. Practitioners will strive to resolve any conflicts directly with each

other, or through official channels. Such communication should be clear and straightforward, not embellished with emotionally laden language.

3. If a practitioner knows that a colleague is impaired (mentally, emotionally, physically, from substance abuse, etc.) and that the person has not taken adequate steps to address the impairment, the practitioner is obligated to report the matter to the appropriate authority.
4. Generally, practitioners are expected to resolve any difficulties between them by appropriate communication. If difficulties arise that cannot be resolved in this way, the practitioners in question can appeal to their trainer/supervisor, or to the chair of the relevant committee (such as Certification, or Ethics) for help in resolving the matter.
5. As a courtesy it is expected that a trainer will not market to students known to be working with other trainers without previous discussion.

Repute of the Subject

1. Practitioners will refrain from making any false, deceptive or fraudulent claims or any public statements about the subject of Applied Metapsychology (including TIR and LSR) that would bring Applied Metapsychology into disrepute.
2. Practitioners who create public statements that promote their professional practice or activities retain professional responsibility for such statements. Promotional materials are subject to review by AMI.
3. Practitioners will take care to use the Communication Exercises and follow the Rules of Facilitation when using AMP techniques, and to follow the Rules of Consultation when using AMP coaching/consultation methods and programs.
4. Practitioners will take care to distinguish for both clients and students those methods and techniques that belong within the subject of AMP, and those that do not.
5. Practitioners will take care to do nothing to bring the subject of Applied Metapsychology into disrepute.

This code, adopted by the AMI Board of Directors on May 19, 2019, supersedes any previous ethical criteria for those practicing TIR and Applied Metapsychology.

Policy 1-8

Professional Standards

Traumatic Incident Reduction (TIR), Life Stress Reduction (LSR), and Applied Metapsychology (AMP) are principal among the several protected technique and domain names recognized as intellectual property of Applied Metapsychology International (AMI).

AMI alone retains the right to define and, from time to time, to change or update the definition of what does and does not qualify as TIR and all other Applied Metapsychology techniques and programs.

Only those who have been fully trained by an AMI certified trainer and who continue to preserve the integrity of the subject are authorized by AMI to deliver the techniques and programs of Applied Metapsychology or to use the protected technique and domain names of Applied Metapsychology.

The public is advised to rely upon the lists of practitioners of TIR and related services provided on the TIR Association's website (www.tira.org). TIRA, the Traumatic Incident Reduction Association, was formed by and is recognized by Applied Metapsychology International as the official membership organization for those practicing Applied Metapsychology techniques, including TIR. The most current sources for information about the availability and training levels of AMI and training service providers can be found on our website at www.metapsychology.org/training

Regardless of one's other professional background, having been trained and certified as, for example, a TIR facilitator, does not confer the right or privilege of training others in TIR. AMI operates within the custom of requiring appropriate training and certification for each of its service delivery roles. Anyone trained by someone not certified by AMI at the time, who wishes to apply for AMI certification is invited to work with a certified trainer to meet the requirements.

Any practitioner who develops their own techniques is expected to label them as such. Someone who has developed a technique that works well and fits into the Applied Metapsychology paradigm may apply to have the technique(s) examined and tested by the AMI Development and Editing Committee to potentially become part of the recognized subject (see also *Policy 2-1 Revisions, Translations, and New Publications of Manuals and Technical Materials*). In this way practitioners can contribute to the ongoing development of the subject. Any technique that does not follow the rules of facilitation and/or consultation will not be considered a part of the methodology of Applied Metapsychology.

Policy 1-9

Protocol for Response to Requests for Policy and Procedural Changes

A protocol for receiving and responding to suggestions and criticisms allows administration, board members, committee members and the organization's public to be confident of an evenhanded response.

Every unsolicited communication should generate some thought and discussion prior to decision making; however, receipt of such does not usually justify nor require a public debate. Those who are responsible for making a decision may seek further input from the initiator of the suggestion or from any others they feel it is appropriate to involve. This should be done on an individual basis.

A clear response to all formal requests should be made within the time frame of the regularly scheduled work of the Board and its committees.

Therefore the following protocol has been adopted:

1. A request, suggestion or complaint involving policy, procedural change or innovation is received by administration, chair or other committee member, or board member.
2. The communication is referred to the appropriate committee chair or member of administration. If it does not refer to an area designated to a committee or to administration it will be referred to the AMI Board.
3. The chair or administrative staff member will respond in writing to the person who has submitted the request.
 - a. If the request is in an area designated to a committee the response will be from the chair of that committee and will acknowledge receipt and indicate that the chair has begun, or the date that they will begin, a formal discussion of the request with the committee members.
 - b. If the request is in an area designated to the Board the response will be from the President of the Board and will acknowledge receipt and indicate the next Board meeting date where the proposal will be reviewed.
4. After information gathering and discussion by the responsible group, that committee, Board or administrator will decide upon the request. The responsible person will then communicate to the initiator a response that deals with the issue, indicates any change(s) that may have been made based on the initial request and that indicates the disposition of the matter.

5. If a request is received for a procedural or policy change that has already been previously considered, it is at the discretion of the appropriate person (Chair, or administrative staff), how to respond to the initiator.
6. Notwithstanding the above, a clear response should be made within 6 months of the original inquiry. If the original communication is a complaint about personnel, the timelines for response will be much shorter, at least within one month.

Policy 1 – 10 Selection of Board Members

Members of the AMI Board serve AMI and all members of the TIR Association. The responsibility to select knowledgeable and capable new members is a serious one. The Board will undertake with care and deliberation the replacement of members who resign or whose term has expired. The Board will be guided by the following:

A. Prospective members of the AMI Board are chosen on the basis of the following criteria:

- Familiarity with the subject of Applied Metapsychology
- Service: e.g., committee membership, participation in initiatives (research, fund raising, marketing initiatives) and special projects
- Recommendation by a committee chair
- Certified facilitator/trainer (preferred)
- Association membership (current membership and length of membership to be considered)
- Attendance at functions: symposia, workshops etc.

B. Prospective board members should have the following qualities:

- A set of skills that will be useful to the Board
- Broad-based understanding of AMI subject and mission
- Evidence of commitment to AMI's mission
- Demonstrated appropriate professional conduct
- Experience with professional associations, boards or organizations

C. Process for nomination and selection of board members

In recognition that vacancies on the Board may occur at any time and without notice, this process will be followed:

1. Communication to membership via newsletter and website of expected criteria and qualities in new board members.
2. Invitation via the newsletter to membership to volunteer to serve on committees, or for specific tasks.
3. Individuals who are serving in some way can put their own names forward to the AMI Board at any time to be considered for board membership, when a vacancy should arise.
4. Individuals should seek support in their application from at least one Committee Chair.

5. At the time of a vacancy on the Board, names in the roster of qualified potential board members would be considered, based on the above criteria and qualities

Page 1 of 3

6. Whether put forward themselves, suggested by a member at large, or nominated by a current board member, potential board members who are willing to serve are required to send to the board president a current resume and statement of why they would like to serve on the Board and what they have to contribute.
7. Nomination, seconding, and majority vote of the board members in attendance is required to appoint a person as a member of the AMI Board to a three year term, as covered in the bylaws.
8. All board members are required to sign the AMI Board Agreement, as well as the Ethical Code and Conflict of Interest Agreement.

Applied Metapsychology International Board of Director Agreement

I, _____,

having accepted the appointment of the AMI Board to a position as a member of the AMI Board, understand and commit to the following ideals and purposes of Applied Metapsychology:

1. The central purpose of the work of AMI is to protect, support and spread awareness of the subject of Applied Metapsychology (AMP).
2. The copyrights held by AMI are the sole property of AMI. They are shared, as written, with trainers for their legitimate use within the subject of AMP for training and facilitating.
3. Board members of AMI will ensure that their efforts and activities promote the growth of the subject and the organization.
4. Members of the Board do not represent any geographical region, any special interest group, or any other special population, but serve all of the members.
5. The first priority of the organization and the AMI Board is maintaining the fidelity of the subject and supporting its growth. I understand that the organization's primary focus, as resources allow, is service to the trainers; the secondary focus is serving facilitators, and finally, serving the general public with educational information.
6. Board members will not tolerate destructive actions by members (including other board members). Within the processes laid out by the Ethics, Legal, Certification, and Continuing Education Committees, the Board will take appropriate action to safeguard the subject and the copyrights held by AMI.
7. Board members will require financial accountability of the Board, committees and staff, and not permit any financial commitments that put the organization at risk.

I agree with the statements above and promise to adhere to them to the best of my ability. I understand that I hold my position as a board member of AMI, contingent upon my understanding and loyalty to these concepts.

Signed _____

Witness _____

Date _____

Policy 1-11

Conflict of Interest

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement. It being understood that the majority of board members and

committee members are active trainers with their own business interests within the AMI community, these activities shall not be seen as constituting a conflict of interest unless any board or committee member were to use their position to obtain unfair advantage in the marketplace.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. Similarly, any other interested persons with a possible conflict of interest pertaining to a financial interest shall also leave the meeting.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the remaining members of the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation and on voting on other members' compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation and on other members' compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Signed Statements

Each director, principal officer and member of a committee with governing board delegated powers shall sign a statement which affirms that such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

I agree to abide by this Conflict of Interest Policy

Signed _____

Witness _____

Date _____

Policy 1-12

Recognized Local Chapters

As part of the expansion of Applied Metapsychology International (AMI) and the Traumatic Incident Association (TIRA) throughout the world, some local chapters are forming for mutual support and encouragement of their members. AMI and TIRA are supportive of this local level of activity and want to encourage practitioners at the local level to form chapters for professional growth and peer support. Should a group of Applied Metapsychology (AMP) practitioners come together to form such a chapter, the international organizations (AMI and TIRA) allow and encourage that they articulate their affiliation with AMI and TIRA and their commitment to the faithful use of AMP techniques.

Activities may include such things as:

- Meetings for peer support in the form of peer supervision, review of AMP materials, Communication Exercises, and co- facilitation
- Hosting conferences to expand public awareness of the subject
- Hosting local gatherings of facilitators for symposium-type activities

For such a group to be officially recognized as a local chapter by AMI and TIRA, the following requirements apply:

1. The group needs to have a clearly stated purpose that is aligned with the goals and values of AMI and TIRA.
2. The group needs to have an outline of expected activities (understanding that these may change over time).
3. Members of the group will be members of the TIR Association.
4. Each regional/local chapter will be as inclusive as possible of trained TIRA members within the region who wish to join.
5. The group will decide how it will organize itself and manage its activities and a designated member of the local chapter will maintain communication with AMI (info@metapsychology.org) about news, activities and developments.

Local chapters may decide to charge dues, or not, according to their needs and aims. Once a local chapter is formally recognized, their activities may be advertised (at no cost) in the AMI/TIRA Newsletter that comes out three times a year and, if they hold a public event, in TIRA E-Notes.

Recognized local groups may issue attendance documents for their activities, issued in the name of the group.

Application Form for the Establishment of a Recognized Local Chapter

We, the founding members of

Chapter Name

Declare our intention to be a formally Recognized Local Chapter
under the auspices of Applied Metapsychology International (AMI)
and the Traumatic Incident Association (TIRA).

Members of our Chapter commit to maintaining membership in
the international TIR Association.

Our aims and intentions are as follows:

Our ongoing activities are expected to include:

Policy 2-1

Revisions, Translations, and New Publications of Manuals and Technical Materials

Doing any of the following without prior written permission from the AMI Board of Directors is in violation of copyright laws. Such permission may be revoked at any time with or without cause.

1. Using AMI-copyrighted training manuals or other materials. Certified trainers are deemed to be granted written permission to use training manuals for workshops they are certified to deliver.
2. Using or distributing any self-edited version of AMI copyrighted training manuals or other materials.
3. Using in part or full any AMI copyrighted manuals or other materials, such as information from the AMI or TIRA websites, under any other name and/or without the AMI copyright information included (see *Policies 2-4 and 2-9*).
4. Putting AMI/TIRA, Applied Metapsychology, or any other registered name, or copyright information on training materials not created by AMI/TIRA.
5. Re-copyrighting AMI copyrighted materials in another name.

Copyrighted materials may be included in supplementary materials provided by an individual or organization for sale only with prior written permission from the AMI Board of Directors.

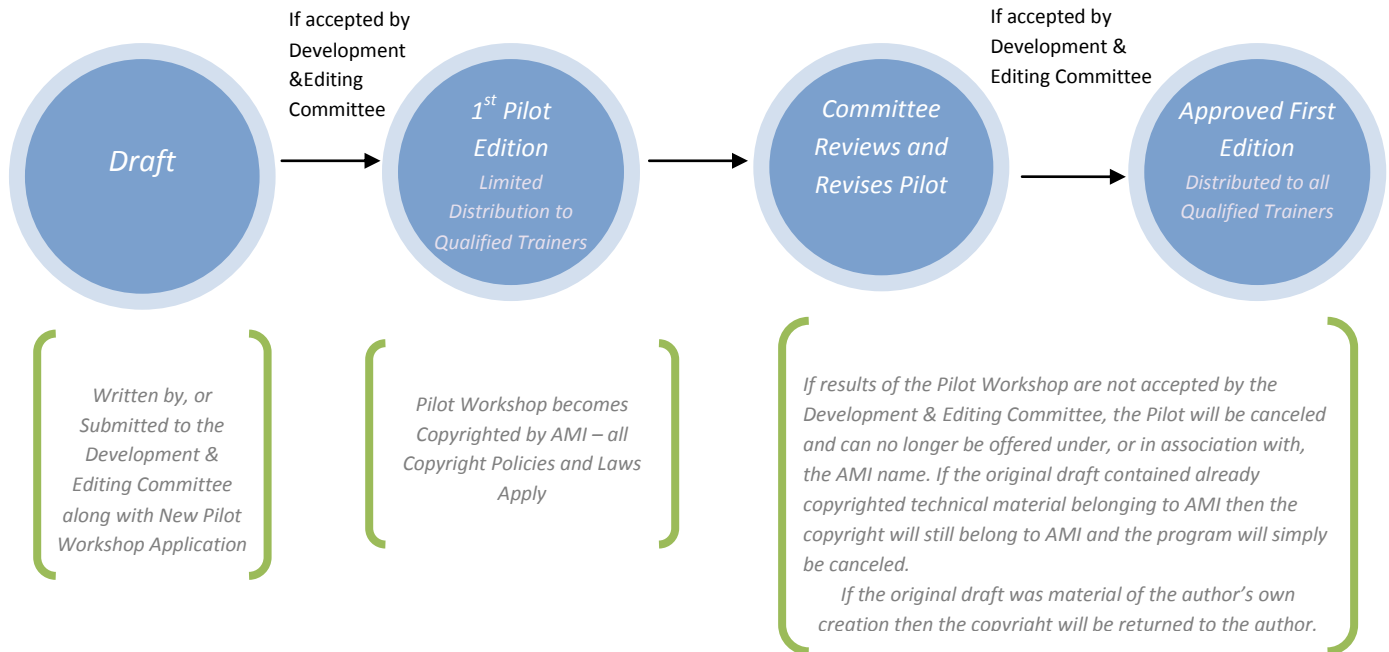
Revisions and New Materials

Approved revisions to existing materials and new materials are written by the AMI Development & Editing Committee. However, suggested new Applied Metapsychology technical material, and revisions to existing technical material, may be submitted to the Committee by authors wishing to contribute to AMI approved technical publications.

Individuals wishing to submit suggested changes to an existing workshop manual or other AMI technical materials should send an email to info@metapsychology.org to be forwarded to the Development and Editing committee.

Individuals wishing to have their own manuals or other technical materials recognized by AMI should submit the *AMI New Pilot Workshop Application* (provided in the Trainer Kit or email info@metapsychology.org to request the appropriate form)

Clarification on procedure for acceptance of publications release by the Development & Editing Committee to Qualified Trainers:



Translation of AMI Manuals and Technical Materials

AMI Certified trainers or trainers-in-training working under the direct supervision of a Certified Senior Trainer have permission to translate AMI manuals and other technical publications into their native languages. Such permission is granted with the understanding that:

1. The trainer or trainer-in-training takes on the work of translation at their own expense.
2. The material remains copyrighted by AMI and all licensing fees apply (*see Policy 2-9*).
3. An electronic copy of all translated materials will be sent to AMI upon the completion of the translation, which may then be made available to other certified trainers by AMI.

Certified trainers who work on translation will be provided with a summary of the newest revisions by the Development & Editing Committee along with a tracking sheet of all changes to a revised manual (if available) to help with translation for the new edition as soon as they are made available.

Policy 2-2

Workshop Basic Requirements

AMI certified trainers may decide, on an individual basis, how many class hours they need to deliver an AMI Workshop. This policy outlines the basic elements that must be covered in any AMI workshop, regardless of whether the Trainer chooses to deliver it in three, four, or five days, or any other format.

Basic Elements for all AMI Workshops

1. The Training Manual: Trainers are required to provide each student with the current AMI approved workshop manual, even if they use other training materials during their workshops. Certified trainers will be provided with an electronic master of the manuals, from which they can print copies, paying AMI a licensing fee for each student trained.(see *Policies 2-1 and 2-9*). One benefit of having all students receive the standardized manual is that when trainers and/or the AMI Certification Committee give a critique on a session, the student can easily be referred to the relevant section of the training manual. It also provides assurance that certain standards will be met and upheld.
2. Training Videos: Trainers should use only AMI authorized training video session or demonstration videos, to ensure consistency.
3. Additional Handouts: Trainers may give students any additional handout materials that they feel are appropriate to the training. Once a year the AMI Development and Editing Committee may do an audit, asking each trainer to send in a copy or copies of any additional handouts that they provide. This is a quality control check, to confirm relevance and to make certain that AMI standards and requirements are being upheld.
4. Content: The TIR Workshop, for example, must cover the following basics as published in the current edition of the TIR Workshop manual, so that the TIR Workshop graduate can deliver TIR and Unblocking procedures, as a novice TIR facilitator:
 - a. **Basic TIR**: theory and practical application
 - b. **Thematic TIR**: theory and practical application
 - c. The **Unblocking** Technique: theory and practical application
 - d. **Communication Exercises** 1 through 8: theory and practical application
 - e. **Rules of Facilitation**
 - f. **Session protocol**: the session outline, end points, repair actions, and other basics
 - g. All students must **give at least one TIR session and one Unblocking session** during the workshop. Trainers are also strongly encouraged to have each student also receive at least one TIR session and one Unblocking session during the workshop

All the basics of any level of training need to be covered in any AMI-approved workshop. A trainer or trainer-in-training, who is unclear on this should ask his or her trainer or contact the AMI Administrative Team at info@metapsychology.org to be put in touch with someone who is qualified to review this and answer any questions.

Quality Control: The following are required for any AMI workshop:

- For all workshops, trainers are required to send a **typed list** to AMI, which includes the name, address, phone number(s), and e-mail address of each student. Trainers are also required to send in the evaluation form and quiz (provided to them in the AMI Trainer Kit) from each student at the conclusion of each workshop. For continuing education workshops, daily sign-in sheets (also found in the AMI Trainer Kit) may also be required (see *Trainer Kit section on continuing education*) .
- AMI will issue an attendance document to each graduate provided that all requirements are met (see also *Policy 2-10 Issuing of Attendance Documents*).
- Trainers are encouraged to explain to their students how they can become members of the TIR Association and AMI Certified Facilitators. When sending workshop graduates attendance and continuing education certificates, AMI sends current certification information and TIRA provides current membership information.
- Post-workshop supervision and consultation to help a graduate improve their facilitating skills is considered an internship. Qualified trainers are expected to work with those graduates who wish to obtain certification. Trainers not offering internships should refer the graduate to a qualified trainer who does, or to AMI to put them in touch with a trainer who does. (See *Policy 3-1 and 3-2* for guidelines on the structure of internships).

Policy 2-3

Reporting Workshops

Trainers are required to submit to AMI all workshop report forms and the licensing fees for the use of AMI copyrighted materials (*see Policy 2-9*). Trainers will follow the appropriate **Workshop Reporting Checklist** (*See Section 1 of the Trainer Kit for the checklist itself*). Follow **Workshop Reporting Instructions**, in the same section of the Trainer Kit for complete reporting. It is recommended that trainers review the checklist before beginning the workshop, to insure that they have everything that will be needed during the workshop, as well as upon completion of the workshop.

The completed checklist with all paperwork and payment to AMI must be submitted **within 20 days** of the workshop's completion. The AMI Administrative Team will issue official documents of attendance upon receiving the complete workshop report and payment. (*see also Policy 2-10 Issuing of Attendance Documents and Policy 2-2 Workshop Basic Requirements*). If a trainer has made arrangements for students to pay for the workshop in installments or at a later date, that does not affect the licensing fees being due and paid with the reporting of the workshop.

Please note that the Administrative Team will issue attendance documents, sent by email, to all students completing a workshop, with copies to their trainer, within six weeks of having received a fully and completely reported workshop, with all supporting documents.

If a trainer is more than 60 days delinquent in reporting a workshop, they may be given written notice from AMI administration. They will be given one week to respond to this notice. Failure to respond will result in review of the situation by the Certification Committee. This review may lead to a probationary period for the trainer.

If a Trainer is more than 60 days delinquent reporting a workshop three times in one three-year certification cycle, this will result in a review by the Certification Committee. The committee will make a determination about suspension of the trainer's certification.

Remitting Trainer Fees for Training Done Outside the Routine Workshop Format

Some trainers offer TIR and Applied Metapsychology training outside the standardized workshop format, either training students one on one, or teaching these subjects as part of a longer curriculum. In those cases, the licensing fee for each student trained in the material will be due when that workshop material is completed. As above, the completed checklist is to be submitted, along with all paperwork and payment to AMI/TIRA **within 20 days** of this date.

Policy 2-4

Promotion

AMI offers a standardized promotional brochure about benefits of facilitation for sale through the AMI Book Store at <http://www.TIRbook.com>. Facilitators are welcome to create any promotional materials they find useful, including brochures, radio ads, email broadcasts, websites, etc. Those who have been approved for certification by AMI are also given the additional option to include the certification credentials for each level of certification they have received (see *Policy 3-1 Facilitator Certification* for credential details).

AMI offers standardized promotional brochures to all trainers (provided to them *in Section 1 of the AMI Trainer Kit*). Trainers and facilitators are welcome to create any promotional materials they find useful, including brochures, radio ads, email broadcasts, websites, etc. Because AMI holds the copyrights and maintains most of the continuing education relationships and programs, certain standards need to be upheld and there are a set of requirements to ensure this. Once a year the AMI administrative office may do an audit, asking each trainer to send in a copy or copies of their promotional pieces, to make certain that these standards and requirements are being met. These pieces will not be copied, shared, or given out to anyone without the permission of the trainer in question, with the exception of continuing education applications which require all promotional items that reference continuing education be submitted as part of the approval process.

What NOT to Include in Promotional Material:

The following statements, or types of statements, should never be used in reference to TIR, LSR or any other Applied Metapsychology method or technique:

- “*TIR cures...*”
- “*TIR or Applied Metapsychology is really the same as...*”

It is the policy of AMI never to put recordings of actual sessions on the internet, including session excerpts, and not to endorse that practice. Recorded testimonials by viewers (clients) and/or students are allowed, with a signed release from said party. The reasons for the decision not to countenance recordings from actual sessions are:

1. When clients give written permission for recording of their sessions for any purpose, it is accepted practice that the client retains the right to retract their permission for the recording to be used for the originally stated purpose and that such retraction may be made at any time. Once a recording is posted on the internet, it becomes impossible to recapture, and so this agreement with clients could not be honored.
2. Posting recorded sessions of techniques may pose an invitation to untrained people to use these techniques without the training that is necessary for good results. Posted statements to the contrary would be unlikely to mitigate this effect (and this would be true also of role-played sessions). Thus the AMI Board of

Directors deems it inappropriate for session recordings to be posted on the internet for promotional or training purposes.

Requirements for Workshop Promotion

- Use the complete, current Learning Objectives for the workshop, as shown at www.metapsychology.org or found in the universal brochure or give a reference to the AMI website in promotional materials (where students will be able to find this information) using any of the following links:
 - <http://www.appliedmetapsychology.org/professional-training/>
 - <https://www.tir.org/>
 - <http://www.appliedmetapsychology.org/professional-training/workshop-policies/>
 - <http://www.appliedmetapsychology.org/professional-training/continuing-education/> Course completion requirements:
- A statement (such as found in the course outlines on the [metapsychology.org](http://www.metapsychology.org) website) that the participants will be giving and receiving (or encouraged to receive) supervised sessions during the workshop.
- The trainer's or Organization's Refund Policy. This is a requirement of most continuing education providers and AMI has stated that all our trainers comply with this, whether offering continuing education or not.
- Instructions for requesting special accommodations for students with disabilities.
- Trainer's websites: If trainers have their own websites that advertise them as Certified TIR, LSR, and/or Ability Enhancement Trainers, then the website needs to include either:
 - Everything from the list above, in which case the trainer is accountable for having all information (such as the Learning Objectives) correct and up-to-date, or
 - Have clear links to the location for that information on the [metapsychology.org](http://www.metapsychology.org) website.
- If trainers wish to mention continuing education credit, the following rules need to be observed:
 1. ONLY use the approved statements, and use the statements in full, without abbreviation. Please see *Policy 2-7 Continuing Education Co-sponsored Workshops* and the Trainer Kit for complete information.
 2. Copies of promotional materials for workshops that offer specific continuing education credit must be sent to AMI as per the Workshop Reporting Checklist (*provided in Section 1 of the AMI Trainer Kit*).
 3. Most continuing education providers have strict rules concerning how our material is promoted and how their name is used. For example many

continuing education approval statements must be used exactly and cannot be edited. It actually puts our standing as a continuing education provider in jeopardy if these wordings are not adhered to. These requirements are subject to change, and it is a trainer's responsibility to always reference continuing education correctly. Because of such circumstances, trainers who have their own websites and wish to have a reference to continuing education for workshops are encouraged to not list/mention any of the continuing education provider's names (i.e., NAADAC, NASW, CCPA) but instead to include the following link, and have a statement like: For Continuing Education Credit, see:

<http://www.appliedmetapsychology.org/professional-training/continuing-education/>

4. It is also recommended that for printed materials trainers check this link to make sure that the wording on their promotions is the same wording currently in use on the AMI website.

It is the trainers' responsibility to communicate the above information to all potential workshop attendees. It is recommended that this information be included directly on all promotional pieces; however there may be instances such as verbal promotions (like a radio or TV broadcast) or a newspaper/journal advertisement where a trainer has limited space or time and in those cases promotion can be something as simple as:

*Cutting Edge Workshop in
Traumatic Incident Reduction
Oct. 8th – 11th 2008
Contact us at 800-555-5555 or (trainer's email)*

Simple ads like this are permissible; however it is best to include some kind of reference to a location where all the above information can be found. This could be to the trainer's own website, if one exists, or simply to <http://www.appliedmetapsychology.org/professional-training/> For example, they should include a last sentence on the ad such as:

"See [website] for requirements, objectives, and other specific workshop details."

For listing workshops on the Global Training Calendar
(<http://www.appliedmetapsychology.org/professional-training/global-training-calendar/>) **be sure to use the Workshop Web Posting Form in Section 1 of the Trainer Kit under "Forms"**
Your workshops will then appear on your personal trainer page on the AMI site.

Other Important Things to Include in Promotion

- The trainer's biographical information and credentials
- The trainer's refund policy, the location of the training, the dates and the fee for the workshop
- A description of the workshop. Unlike the Learning Objectives, it is not required that an exact official description is used. However trainers are requested to consult the official AMI descriptions (found at www.metapsychology.org as well

as in the universal brochures provided to them in Section 11 of the Trainer Kit) before writing their own. Trainers are of course welcome to copy the exact descriptions from the website and/or universal brochure.

- While the Learning Objectives should be used in full and unaltered, or a link provided to the full Learning Objectives list, trainers may add an “Also Learn”, “Workshop Goals”, “What you will leave this workshop with”, etc. if there is something they wish to include that is not already listed, (for example, a standard handout that they give along with the manual) or if they wish to expand on the information provided by the objectives list (for example to better speak to their prospective audience).
- There are other topics that trainers may wish to include, but that can also be safely covered by a statement referring prospective students to <http://www.appliedmetapsychology.org/professional-training/> These topics include: target audience for the course, social work practice categories, course outline, additional course policies, how to get a grievance heard, when certificates will be issued (*also see Policy 2-10 Issuing of Documents of Attendance*), and information on the Certification program (*see www.metapsychology.org/training/cert.html*).

The Websites as a Resource

[Www.metapsychology.org](http://www.metapsychology.org) contains a wealth of information, including *FAQs* (lists of *Frequently Asked Questions* with the answers), numerous articles by Frank A. Gerbode, MD, and others, many interviews of TIR, LSR and Ability Enhancement Facilitators sharing their experiences with these techniques. Certified facilitators, trainers, or anyone who has received training in Applied Metapsychology techniques and programs from an AMI certified trainer may use material from the website for their own newsletters or promotional materials. AMI asks only that any use of such materials be accompanied with this statement:

“This material is taken, with permission, from the copyrighted materials of Applied Metapsychology International (AMI). No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of Applied Metapsychology International.”

Policy 2-5

Use of Logos

AMI encourages certified facilitators and trainers to use their association with AMI and the TIR Association, in alignment with the Agreement for Licensing of Use of Names. (see below). AMI/TIRA graphics and logos are intended for this purpose. Examples are: the AMI/TIRA logo that is used on the Newsletter masthead, the AMI logo, and the Metapsychology " Ψ " with infinity-sign logo.

Names and Logos List

Applied Metapsychology

AMP

Applied Metapsychology International

AMI

Traumatic Incident Reduction

TIR

Life Stress Reduction

LSR

The AMI logo

The AMI/TIRA logo

The TIR Association TIRA

The TIRA logo

The $\psi + \infty$ symbol

Any other names and symbols that may be adopted by AMI

To use any of the above names or logos representing TIR and Applied Metapsychology, certified facilitators and trainers need to:

1. Have signed the Agreement for Licensing of Use of Names upon first becoming certified and every three years upon re-certification.
2. Have a current membership in the TIR Association and have current certification from AMI.

Agreement for Licensing for Use of Names, Logos & Copyrighted Material

The undersigned (hereinafter called the certified facilitator or trainer), acknowledging and having an interest in preservation and protection of the names and materials of Applied Metapsychology International (hereinafter called AMI), agrees to the following provisions. This signed document and the maintenance of the facilitator or trainer's current and up-to-date TIRA membership and certification as a facilitator or trainer in good standing with AMI, give the certified facilitator or trainer the license to use the names of Traumatic Incident Reduction, TIR, Life Stress Reduction, LSR, Applied Metapsychology, AMP, and, for trainers, the copyrighted current training materials, including names of specific programs and techniques.

I, (Facilitator or Trainer's name) _____
acknowledge and agree that:

- The names, logos, and symbols covered above and the copyrighted training materials of TIR, LSR, and AMP are the intellectual property of AMI, a U.S. nonprofit corporation.
- My permission as a Certified Facilitator (and Trainer, if applicable) to use the names, logos, symbols and copyrighted materials is contingent upon my keeping my membership in the TIR Association and my certification current and maintaining my good standing with AMI.
- My use of these names, logos, symbols and materials does not affect AMI's ownership of them.
- My use of these names, logos, symbols, and materials is under the agency of, and with the permission of AMI.

I further acknowledge that AMI has the right to protect its intellectual property and that should I violate the terms of this agreement:

1. AMI is entitled to recover any relevant legal fees from me in pursuit of this right.
2. I agree to indemnify AMI for any damages from the misuse of these marks or materials.

Signature: _____ Date: _____

Policy 2-6 AMI Privacy Policy

All Certified Trainers agree to submit names and contact information of all workshop graduates to AMI. AMI will use graduates' contact information only to provide information about further training, certification, AMI Board-approved events (such as the Annual International TIRA Symposium and the Symposia or conferences of Recognized Local Chapters), and for conducting surveys and quality control follow-ups. AMI will also provide graduates' information to TIRA to promote membership with the association.

AMI Privacy Policy: *“Applied Metapsychology International (AMI) may share students' name and contact information with its sister corporation the Traumatic Incident Reduction Association. If a student's trainer becomes inactive for more than a period of two years, AMI may provide contact between students and the closest certified trainer. AMI will provide student's name and contact information to continuing education providers, where required, for the student to receive continuing education credit for a workshop, only when the student has requested said credit. AMI will not provide students' names or contact information to any other person or organization for any purpose.”*

It is recommended that trainers include this statement on all promotional material along with their own privacy policy.

Policy 2-7

Continuing Education Co-Sponsored Workshops

AMI actively pursue agreements with various professional organizations to make continuing education credit (CEs) available for workshops co-sponsored with AMI certified trainers. All graduates will be sent information along with their attendance document which enumerates the professional organizations that recognize AMI and the workshop they have just completed as valid continuing education. In this way, students belonging to other professional organizations may be able to obtain continuing education credit from their organization by presenting this document along with their attendance document.

AMI certified trainers may also obtain recognition for the workshops they offer with other continuing education providers. These agreements are between the trainer and the provider, and the trainer shall maintain responsibility for that recognition, meeting the provider's requirements for recognition as well as continuing to meet AMI's workshop requirements (see *Policy 2-10 Issuing of Workshop Documents of Attendance* and *Policy 2-2 Workshop Basic Requirements*). If a trainer would like to apply with an organization where the continuing education provider's requirements would create a conflict with meeting AMI's requirements or the stated objectives of a workshop, the trainer should contact the AMI Administrative Team and the Continuing Education Coordinator at info@metapsychology.org before applying.

Trainers agree:

- I. To safeguard our ability to offer continuing education, a trainer must use the **full and complete statements** of each organization referenced. These statements cannot be edited or changed in any way. Current statements may be found at www.metapsychology.org/training/ced.html. If no specific organization is referenced, a link to the website may be substituted (see *Policy 2-4 Promotion*).
- II. Trainers issuing their own document of attendance, in addition to the official attendance document sent out from AMI, please note: **Under no circumstance may an individual trainer issue an attendance document claiming CE credit for any of the CE providers unless the trainer has been personally approved by the CE provider. The CE approvals that AMI has obtained must and will be issued only by AMI**, because AMI has acknowledged responsibility for the programs, their contents and quality.
- III. Please note that there are some workshops approved for CEs with one organization and not with another (this is due to both requirements and costs of co-sponsoring with the different organizations - see specifics: <http://www.appliedmetapsychology.org/professional-training/continuing-education>

For further information about continuing education, please see instructions and information in the Trainer Kit

Policy 2-8

Grievance Procedure for Workshops and Trainers

AMI is fully committed to conducting all activities in an ethical and professional manner, as outlined in these policies as well as in accordance with regional requirements. AMI and its certified trainers will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Administrative Team and the Board of Directors in consultation with the Director of Continuing Education.

When a grievance arises pertaining to AMI training programs or continuing education, the complaint is brought to the attention of the appropriate team member or committee as soon as possible, so that the nature of the concern may be addressed in a timely fashion, as per the statement below.

The complaint will be brought to the attention of the trainer within two weeks. All possible care will be taken to uphold the confidentiality of the complainant. The committee member and trainer will formulate a response to the complaint and recommend action, if necessary, which will be conveyed to the complainant. For example, a grievance concerning a speaker will be conveyed to that speaker and also to those planning future educational programs. A grievance concerning a workshop offering, content, facilities or costs may be resolved by modifications to future offerings, and/or by the trainer concerned providing a partial or full refund to the complainant, or an alternative opportunity to participate in another workshop, should that be possible.

The participant who initiated the grievance will be informed of the status of their complaint as the resolution progresses.

Suggested grievance procedure statement for brochures and other promotional materials created by or for use by AMI Certified Trainers:

In case of any dissatisfaction with this workshop, (symposium, conference), please notify the Director of Continuing Education, (734-761-6268) or info@metapsychology.org) either by phone, email or in writing as soon as possible, so that the concern may be addressed in a timely fashion.

Any complaint that may result in disciplinary action for a trainer or facilitator must be made in writing. A copy of the Complaint Form is included below.

Applied Metapsychology International Traumatic Incident Reduction Association Complaint Form

To be used in the case of a complaint with reference to an AMI certified and/or TIRA member
who is a practitioner or trainer in the subject

**Please send your completed complaint form to AMI,
5145 Pontiac Trail, Ann Arbor, Michigan 48105 USA**

Date: _____

1. Complaint in reference to:

Name of practitioner or trainer:

(TIRA Member, Certified Facilitator or Trainer)

Address: _____

(Location where services were delivered)

2. Complaint filed by: (must be signed at the bottom of this document, below)

Name (print): _____

Telephone _____

Address: _____

I would prefer to be contacted by telephone ____ by mail ____ by email ____

3. Description of services performed:

Date Services Performed: From: _____

To: _____

Frequency of services: _____

(Weekly, bi-weekly, monthly, etc.)

Amount charged (if relevant to this complaint): _____ (Hourly or otherwise)

Amount paid (if relevant): _____

Amount owed (if relevant): _____

4. List any materials or documents that you have included relevant to your complaint.

5. STATEMENT OF COMPLAINT

On a separate piece of paper, please describe any conduct that you believe to be improper, unethical, or otherwise below professional standards. Include sequence of events surrounding your complaint, reason for services, referral source (if any).

Please provide specifics, facts, and details.

6. List names, addresses and phone numbers of any witnesses who either have knowledge of the improper conduct or may have other relevant information. Briefly describe the information each individual possesses.

(It is entirely within the discretion and judgment of the relevant Committee(s) whether any or all of witnesses listed below will be contacted.)

a) _____

b) _____

c) _____

7. Have you sought mediation or any other avenue for complaint resolution? If so, please describe:



8. What outcome are you hoping for as a result of making this complaint?

9. Are you willing to give a sworn statement concerning the complaint?

YES _____ NO _____

10. CLIENT AGREEMENT TO RELEASE INFORMATION completed and attached? YES
_____ NO _____

By signing this complaint, I assert that all information is true to the best of my knowledge. I also acknowledge understanding that the AMI Board of Directors, Ethics Committee and Certification Committee neither constitute a licensing board nor a court of law and that their powers are limited entirely to matters involving TIRA Membership and AMI Certification.

Signature of Complainant

Date

***Supplemental sheets of paper may be attached to this complaint to provide additional information.

Mail completed form to the address found on the first page of this form.

Complete and sign the two Release of Information forms and return with the Complaint Form.

INFORMED CONSENT TO RELEASE CONFIDENTIAL INFORMATION, Specifically,
TIR/Applied Metapsychology Session Notes

TO: _____

I, hereby authorize and instruct the above-referenced provider to release and furnish to Applied Metapsychology International, to be referred to the appropriate Committee Chair(s), any and all information in my records or files, (session notes and also specifically psychotherapy notes as defined in the US in the HIPAA federal guidelines). I hereby direct above named to release such information upon request to the appropriate AMI Committee Chair. This information is to be used solely for addressing this complaint.

This release form is valid for one (1) year from the date of signature indicated below.

Full Name of Client:

Current Address:

Telephone Number: _____

Signature: _____

Date: _____

INFORMED CONSENT TO RELEASE

CONFIDENTIAL INFORMATION

TO: _____

I, _____, hereby authorize and instruct the above-referenced provider to release and furnish to Applied Metapsychology International, any and all information in my records or files, including but not limited to any and all session notes, psychological records, prognosis, treatment plans, psychological test reports and raw test data, statements or reports, billing records, and other documentation describing treatment or evaluative services rendered.

This release form is valid for one (1) year from the date of signature indicated below.

Full name of Client: _____

Address: _____

Telephone Number: _____

Signature: _____

Date: _____

Policy 2-9 Licensing Fees

Licensing Fees for AMI-copyrighted materials are regulated as follows:

- Proper training is essential for the delivery of Applied Metapsychology techniques, therefore AMI will only sell hard copies of training manuals to people who are listed in the AMI central administrative records as having successfully completed that level of training.
- Electronic copies of AMI manuals and training materials will be provided to AMI certified trainers and in rare cases to trainers-in-training (for example someone working on translation see *Policy 2-1*) for the courses they are currently certified by AMI to teach. Trainers are required to pay a licensing fee to AMI for each student trained with AMI materials. In an attempt to be fair and make fees affordable throughout the world, AMI has established a scale for determining the licensing fee based on purchasing power by country (*see below*).
- Trainers should sell or distribute to a student only hard copies of the course materials for a workshop that the student has actually begun, even if the student has also paid for future workshops. Students may, of course, purchase materials pertaining to workshops they have already taken, including updated materials for these trainings. **Trainers will not distribute electronic copies of training materials to anyone without prior authorization from AMI.**
- **Before printing manuals:** Certified trainers should always **print from the current edition or current corrected edition of any AMI manual. Trainers will be informed through the Trainers' discussion list** when a new edition has been released, and the new manual will be made available in the Trainer Kit through the security of the AMI website. Any printed copy needs to include the copyright statement as in the sample below.

First published 2001 by AMI Press

Copyright © 2001, Second Edition Copyright © 2006 by

Applied Metapsychology International

5145 Pontiac Trail, Ann Arbor, Michigan 48105-9279 USA

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- **Licensing Fees.** The country in which a training was presented, or where a student was trained in the AMI materials will determine which Country Category applies. The licensing fee is due to AMI upon completion of the training, as stated above, for each student trained with these materials. (*See also Policy 2-3 Reporting Workshops for further requirements*). The following scale is based on the understanding that a trainer's income will be less in a Category B country than a Category A country, and is created to be fair for trainers working in developing countries. There may be situations where a trainer working in a "category B" country will in fact earn the same income as they would in a Category A. If a trainer presents a workshop in a Category B where course fees charged are similar to what they would be in a "category A" country, AMI suggests that the trainer pay the higher of the two licensing fees. (See Table)

Licensing Fee Scale	
Please Note that Licensing Fees are subject to change	
Trainers are to use the Current Workshop Reporting Checklist supplied in the Trainer Kit (Section One, Part One), which has the current licensing fees for both Category A and B Countries	
Country	Category
Afghanistan	B
Albania	B
Algeria	B
American Samoa	B
Andorra	A
Angola	B
Anguilla	B
Antigua and Barbuda	B
Argentina	B
Armenia	B
Aruba	B
Australia	A
Austria	A
Azerbaijan	B
Bahamas	B
Bahrain	A
Bangladesh	B
Barbados	B
Belarus	B
Belgium	A
Belize	B
Benin	B
Bermuda	A
Bhutan	B
Bolivia	B
Bosnia and Herzegovina	B
Botswana	B
Brazil	B
British Virgin Islands	A
Brunei	A
Bulgaria	B
Burkina Faso	B
Burma	B
Burundi	B

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Cambodia	B
Cameroon	B
Canada	A
Cape Verde	B
Cayman Islands	A
Central African Republic	B
Chad	B
Chile	B
China	B
Colombia	B
Comoros	B
Congo, Democratic Republic of the	B
Congo, Republic of the	B
Cook Islands	B
Costa Rica	B
Cote d'Ivoire	B
Croatia	B
Cuba	B
Cyprus	A
Czech Republic	B
Denmark	A
Djibouti	B
Dominican Republic	B
Dominican Republic	B
Ecuador	B
Egypt	B
El Salvador	B
Equatorial Guinea	A
Eritrea	B
Estonia	B
Ethiopia	B
Falkland Islands (Islas Malvinas)	B
Faroe Islands	A
Fiji	B
Finland	A
France	A
French Polynesia	B
Gabon	B
Gambia, The	B
Gaza Strip	B
Georgia	B
Germany	A
Ghana	B
Gibraltar	A

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Greece	A
Greenland	B
Grenada	B
Guam	B
Guatemala	B
Guernsey	A
Guinea	B
Guinea-Bissau	B
Guyana	B
Haiti	B
Honduras	B
Hong Kong	A
Hungary	B
Iceland	A
India	B
Indonesia	B
Iran	B
Iraq	B
Ireland	A
Isle of Man	A
Israel	A
Italy	A
Jamaica	B
Japan	A
Jersey	A
Jordan	B
Kazakhstan	B
Kenya	B
Kiribati	B
Korea, North	B
Korea, South	B
Kosovo	B
Kuwait	A
Kyrgyzstan	B
Laos	B
Latvia	B
Lebanon	B
Lesotho	B
Liberia	B
Libya	B
Liechtenstein	B
Lithuania	B
Luxembourg	A
Macau	A

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Macedonia	B
Madagascar	B
Malawi	B
Malaysia	B
Maldives	B
Mali	B
Malta	B
Marshall Islands	B
Mauritania	B
Mauritania	B
Mayotte	B
Mexico	B
Micronesia, Federated States of	B
Moldova	B
Monaco	A
Mongolia	B
Montenegro	B
Montserrat	B
Morocco	B
Mozambique	B
Namibia	B
Nauru	B
Nepal	B
Netherlands	A
Netherlands Antilles	B
New Caledonia	B
New Zealand	A
Nicaragua	B
Nigeria	B
Nigeria	B
Niue	B
Northern Mariana Islands	B
Norway	A
Oman	B
Pakistan	B
Palau	B
Panama	B
Papua New Guinea	B
Paraguay	B
Peru	B
Philippines	B
Poland	B
Portugal	B
Puerto Rico	B

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Qatar	A
Romania	B
Russia	B
Rwanda	B
Saint Helena	B
Saint Kitts and Nevis	B
Saint Lucia	B
Saint Pierre and Miquelon	B
Saint Vincent and the Grenadines	B
Samoa	B
San Marino	A
Sao Tome and Principe	B
Saudi Arabia	B
Senegal	B
Serbia	B
Seychelles	B
Sierra Leone	B
Singapore	A
Slovakia	B
Slovenia	A
Solomon Islands	B
Somalia	B
South Africa	B
Spain	A
Sri Lanka	B
Sudan	B
Suriname	B
Swaziland	B
Sweden	A
Switzerland	A
Syria	B
Taiwan	A
Tajikistan	B
Tanzania	B
Thailand	B
Timor-Leste	B
Togo	B
Tokelau	B
Tonga	B
Trinidad and Tobago	B
Tunisia	B
Turkey	B
Turkmenistan	B
Turks and Caicos Islands	B

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Tuvalu	B
Uganda	B
Ukraine	B
United Arab Emirates	A
United Kingdom	A
United States	A
Uruguay	B
Uzbekistan	B
Vanuatu	B
Venezuela	B
Vietnam	B
Virgin Islands	B
Wallis and Futuna	B
West Bank	B
European Union	A
Yemen	B
Zambia	B
Zimbabwe	B

Policy 2-10 Issuing of Attendance Documents

AMI maintains responsibility for its programs, including the content and standards. AMI requires that certified trainers show that the intended content and objectives of its workshops have been met (see *Policy 2-2 Workshop Basic Requirements* and *Policy 2-3 Reporting Workshops*). Once these requirements have been met by the trainer, AMI will issue an official AMI "document of attendance" to each attendee of any AMI workshop or approved pilot workshop. Documents of attendance are called "attendance documents" in order to differentiate them from the certificate one receives upon completing the AMI certification application process and being recognized as "certified"..

Trainers may issue their own **attendance documents**, using their own business name (not the name or logo of AMI or TIRA) for **any workshop that does not offer co-sponsored continuing education credit**. Only AMI/TIRA may issue or approve the issuing of Continuing Education Co-sponsored Workshop attendance documents where AMI is responsible for the relationship with the provider (see *Policy 2-7 Continuing Education Co-Sponsored Workshops* and *Policy 2-5 Use of Logos*). If trainers issue their own attendance documents, they are required to **include a sample copy of the document** that they are giving out with their other paperwork when reporting workshops to AMI.

If trainers have obtained alternate continuing education for a workshop, where the agreement is between that trainer and the provider, they may of course include this information on their own attendance document. They may also request that AMI include that on the attendance document provided by AMI. The trainer will inform AMI of this request by providing the relevant information on the Workshop Sign-in Form.
Only AMI may issue Certificates of Certification.

Requirements for Workshop Attendees:

To obtain an AMI attendance document for any Applied Metapsychology International Workshop a student must:

- Complete the course requirements, including attending all sessions of the workshop
- Pass the workshop quiz issued by Applied Metapsychology International
- Demonstrate competency in the skills taught to the satisfaction of the AMI Certified Trainer
- Turn in a completed course evaluation to their AMI Certified Trainer

Attendance documents will be emailed directly to the graduate by Applied Metapsychology International upon receipt of the workshop information from the trainer. Trainers also receive copies by email of their students' attendance documents.

Policy 3-1 Facilitator Certification

There are three levels of Facilitator Certification:

- TIR Facilitator (TIRF)
- LSR Facilitator (LSRF)
- Ability Enhancement Facilitator (AEF)

Certification by AMI is a recognition of having reached, under the guidance of an approved AMI Trainer, a level of competence and skill in the use of TIR, LSR, and/or other Applied Metapsychology Techniques.

A certified facilitator is not qualified to instruct others in the application of TIR and related techniques unless also certified as a trainer (see *Policy 3-2 Trainer Certification*)

The checklist below is provided to assist in setting up and working through the supervision or internship of a facilitator towards certification.

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

<u>CERTIFICATION TITLE:</u>	<u>REQUIREMENTS:</u>
<i>TIR Facilitator (TIRF)</i>	<ul style="list-style-type: none">➤ Successful completion of the TIR Workshop➤ Successful completion of an internship with an AMI certified TIR trainer which includes a minimum of 50 successful hours of viewing sessions consisting of Unblocking and TIR (Basic & Thematic), delivered to a minimum of 6 clients➤ Minimum of 10 hours of successful facilitation received as a viewer

<p><i>LSR Facilitator (LSRF)</i></p>	<ul style="list-style-type: none"> ➤ Successful completion of a TIR facilitator internship to certification ➤ Successful completion of the TIR-Expanded Applications Workshop ➤ Successful completion of the Life Stress Reduction Techniques & Case Planning Workshop ➤ Successful completion of an internship with a Certified LSR Trainer which includes a number of the techniques covered in these workshops to a minimum of 6 clients, under the supervision of an AMI certified LSR trainer ➤ Minimum of 10 hours received of successful facilitation as a viewer
<p><i>Ability Enhancement Facilitator (AEF)</i></p>	<ul style="list-style-type: none"> ➤ Successful completion of LSR facilitator internship to certification ➤ Successful completion of the Ability Enhancement Facilitator Workshops 1 – 8 <p>Successfully deliver a minimum of 50 successful hours of viewing sessions on the techniques covered in these workshops, under the supervision of a certified Ability Enhancement trainer; including facilitating all of the sections of the Ability Enhancement viewing curriculum through the Rightness Section</p> <ul style="list-style-type: none"> ➤ Personal completion of the Ability Enhancement curriculum as a viewer

Procedural Guidelines for Facilitator Internships

Basic Principles & General Information:

There are some basic principles a trainer is expected to follow, which will enhance the working relationship between the trainer and the facilitator who is receiving post-workshop supervision towards certification.

When the trainer and a workshop graduate are working together, it is important to communicate as frequently as necessary, to enhance competence and confidence in applying the techniques and session protocol.

Requirements for Recording:~ Use one of the following formats~

1. Digital video files on CD, DVD, or Thumb Drive (MP3, MP4, WMA, or WAV). It is a good idea (though not required) for the applicant to keep a copy of the recording of sessions sent for review by the Certification Committee in case of loss or damage in the mail (rare) or in case the applicant and/or their trainer wishes to listen to it again after receiving any comments the committee might have.
2. **Best option:** Sharing the file through DropBox or some similar secure service. This is ideal for speed and efficiency.

Actions for Setting Up an Internship:

1. Trainer and intern set up a schedule for the internship
2. Fees for supervision and payment schedule for all phases of the work are agreed upon before the post-workshop supervision is begun.
3. The 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 (*see Policy 1-5 Procedure for Handling Situations*). Facilitator trainees are also welcomed to do the same if a situation arises that they do not feel able or comfortable to resolve themselves.
4. Facilitators being supervised are required to keep a log of recording session hours delivered. The log consists of session date, client code, length of session, what techniques were used, and to what result. (The Session Log Form and an Example Session Log can be found in Section 9 of the Trainer Kit.)
5. During the internship period, the intern will be required to send the trainer completed Session Summary Forms (provided in Section 9 of the Trainer Kit)
6. The trainer also supervises the interning facilitator by reviewing the sessions in person or by phone. Every session need not be reviewed in depth, but the trainer should have sufficient familiarity with the progress of each of the clients to be able to evaluate the facilitator's effectiveness.
7. If a session has been challenging or did not reach an appropriate end point from the viewpoint of the facilitator or the viewer, the facilitator is expected to contact the trainer as soon as possible.
8. The trainer corrects any facilitator errors with reference to training materials from the AMI manuals.

9. The trainer who provides supervision may be called upon to facilitate some re-training if the facilitator they have supervised and recommended for certification does not perform well. If the trainer is not available for this, the facilitator will be referred to another trainer who is able to take this on.
10. When the trainer is satisfied that the facilitator has a full grasp of the techniques and theory of the level at which they are applying for certification, and have demonstrated (to the trainer's satisfaction) the ability to apply these techniques in a consistent fashion, the trainer will review the certification application with the facilitator to be sure that all requirements have been met.
11. The **trainer forwards the application**, its attachments, fees, recording, etc. and a letter of recommendation to AMI Administrative Team, who will submit it to the Certification Committee for review.

Policy 3-2

Trainer Certification

There are currently three basic levels of certification for trainers. Trainers are qualified to deliver the workshops at or below the level for which they are certified, and to provide technical direction and supervision toward certification of facilitators at those levels. 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 Trainers are also qualified to supervise others towards certification up to and including this level.

The table below outlines the necessary requirements for certification at each Trainer 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 ➤ Successful completion of LSR trainer certification ➤ 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.

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/apprenticeships 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 Senior Trainer level**

<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 four interns to certification as TIR facilitators
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 workshops, with at least one of each of 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

	<p>Learning Quiz score for Ability Enhancement Facilitator Workshops of 76% or higher</p> <ul style="list-style-type: none"> ➤ 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
--	---

Supplemental Workshops

In addition to the first and second level workshops (TIR, TIR-EA and LSR), the Life Coaching Schema Workshop and TIR for Children are currently available as supplemental workshops.

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* (provided in Section 1 of the Trainer Kit) 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 internship in a timely manner, as agreed upon.

Actions for Setting Up a Trainer 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 they 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, the Senior Trainer 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 their internship. This is acceptable if the senior trainers are in agreement. However, one senior trainer will be named as that intern's **designated senior 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 any 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@metapsychology.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 provides 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 they 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 their own without supervision. They need 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 them a very thorough review on the materials and sends them 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 they 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.

For example, the Trainer Kit sections include:

Section 1 - Forms: Required workshop forms, such as the Workshop Web Posting Form and the Workshop Checklist used to report a completed workshop, plus a section of seldom used forms (Complaint form, for example).

Sections 2 - 7: Individual sections for each workshop, including the current manual, the quiz and evaluation documents, and the quiz answer sheet for each workshop.

Section 10 - Trainer Support Documents: Communications Exercise (CE) booklet; Recommended Trainer Video list; suggested workshop exercises; "Teaching to Adults"; and other trainer resource documents.

Section 11 - Marketing Forms and Samples: Universal Brochures that can be personalized by the trainer; marketing information and examples; policy on use of logos, etc.

The **Written Exam for Trainers**, included as part of the certification applications forms for trainers, provides the Senior Trainer with the means for reviewing all the essential administrative

pieces as well as additional resources with the intern. When interns are well prepared and understand the relevant policies and Trainer Kit, they may take the Written Exam for Trainers. **The senior trainer will review and provide any needed corrections before including the written exam as part of the certification application process and include this information on what has been corrected with the application.**

Section C - Presence and Intention:

During the course of the internship the senior trainer observes the intern's ability to get the material across clearly, to manage the group, and to handle difficult situations that may arise. At the senior trainer's discretion, they drill 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

Policy 3-3

Waiving a Requirement for Certification

AMI policy and certification applications cover the procedure and requirements for facilitators and trainers to become certified by AMI. These policies and procedures exist to maintain a high professional standard for TIR, LSR, and for Applied Metapsychology as a whole. In rare instances, a trainer may deem that waiving one or more requirements for certification for a particular applicant will provide the best service to the public. This policy covers the procedure to follow. The trainer takes care to explain to the applicant that while an exception is being applied for, the trainer cannot promise the outcome. Also, additional steps might be required by the Certification Committee.

Examples:

1. The applicant was trained and interned in a war-torn county, an area hit by natural disaster, or a place that is economically very depressed, making one or more requirements very difficult to meet or to document.
2. The applicant was close to applying for certification, loses their trainer through death or other unforeseen circumstance, where requirement of the letter of recommendation from the original trainer is waived and another trainer or the Chair of the Certification Committee reviews the situation and writes the letter.
3. An applicant who suffers a major illness has demonstrated fine competence but is physically unable to deliver a workshop in one consecutive period of time, and so cannot attest to being able to do so. However the applicant would like to be certified as a trainer so as to provide technical direction and work with others towards certification.

The applicant then follows the following procedure:

1. The applicant completes a full Situation/Data/Resolution and sends it to info@metapsychology.org outlining:
 - a. Who the applicant is and where the applicant resides.
 - b. The applicant's training, background, experience and any other relevant information
 - c. Specifically what requirement or requirements the applicant is requesting to be waived
 - d. In detail why the applicant believes that it best serves the public interest to waive the requirement(s) in question
2. The trainer sends in the applicant's application package, including this petition.
3. The Certification Committee Chair calls for discussion, and when there has been sufficient opportunity for discussion, a vote.

4. A majority of the Certification Committee members must accept such a request for it to be approved. Members of the committee have one week to vote from the time the chair calls for a vote. After that period, votes will not count in the final tally. As soon as a majority of votes are in, the matter is concluded.
5. The Certification Chair will inform both the applicant and their trainer of the result of the application.

Policy 3-4

Renewing Certification

Certification as a facilitator or trainer must be renewed every three years. If an individual attains a new level of certification, either as a facilitator or trainer during this three year period, their renewal date changes to be three years from the most recent certification.

There are specific requirements for renewal of certification at each level, but only the highest level of certification needs to be renewed.

<u>Certification Level</u>	<u>REQUIREMENTS:</u>
All levels of Facilitator Certification: Traumatic Incident Reduction Facilitator (TIRF) Life Stress Reduction Facilitator (LSRF) Ability Enhancement Facilitator (AEF)	<ul style="list-style-type: none"> ➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years. Options include, but are not limited to: <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences • Other professional training or conferences on trauma or counseling ➤ Delivered one each, TIR, TIR-EA and LSR Workshop
TIRT	<ul style="list-style-type: none"> ➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years. Options include, but are not limited to: <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences • Other professional training or conferences on trauma or counseling ➤ Delivered one TIR Workshop
LSRT	<ul style="list-style-type: none"> ➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years.

	<p>Options include, but are not limited to:</p> <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences • Other professional training or conferences on trauma or counseling <p>➤ Delivered one each TIR, TIR-EA and LSR Workshop</p>
AET	<p>➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years.</p> <p>Options include, but are not limited to:</p> <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences • Other professional training or conferences on trauma or counseling <p>➤ Delivered one each TIR, TIR-EA and LSR Workshop and 2 Ability Enhancement Workshops</p>
Senior Traumatic Incident Reduction Trainer (STIRT)	<p>➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years.</p> <p>Options include, but are not limited to:</p> <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Facilitator Training Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences <p>➤ Other professional training or conferences on trauma or counseling</p> <p>➤ Delivered one TIR Workshop</p> <p>➤ Demonstrated exemplary practice in fulfilling administrative requirements</p>

<p>Senior Life Stress Reduction Trainer (SLSRT)</p>	<ul style="list-style-type: none"> ➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years. Options include, but are not limited to: <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences • Other professional training or conferences on trauma or counseling ➤ Delivered one each TIR, TIR-EA and LSR Workshop ➤ Demonstrated exemplary practice in fulfilling administrative requirements
<p>Senior Ability Enhancement Trainer (SAET)</p>	<ul style="list-style-type: none"> ➤ Participated in a minimum of 21 hours of trauma or counseling-related continuing education during the past three years. Options include, but are not limited to: <ul style="list-style-type: none"> • TIR Association Annual Symposium • Applied Metapsychology Workshops such as TIR-EA, LSR, or the Ability Enhancement Facilitator Training Workshops (indicate total number of hours for each) • Association of Traumatic Stress Specialists (ATSS) Conferences • Other professional training or conferences on trauma or counseling ➤ Delivered one each TIR, TIR-EA, LSR, and two AE Workshops ➤ Demonstrated exemplary practice in fulfilling administrative requirements

Policy 3-5 Lapsed Certification

To be re-certified at any level, a TIR, LSR or Ability Enhancement facilitator or trainer who has let their certification lapse for 1 year or more is required to do the following:

1. Take any new workshops pertaining to their level of re-certification that have been published since they were last certified.
2. Work with a currently certified trainer to get up to date with current materials to the satisfaction of the trainer (this might include audio or video tapes)
3. Document a minimum of 21 continuing education credits in the field for the past 3 years
4. Renew membership with TIRA (if not an active member)
5. Additionally, a trainer is required to deliver a minimum of one workshop at the level to which they apply to be re-certified, that workshop being observed and passed by a trainer qualified to train trainers at that level.

Policy 3-6 Revocation of Certification

Grounds for suspension, or eventual revocation of certification are as follows:

- Failure to adhere to the protocols and methods outlined in the written Applied Metapsychology materials, or using techniques not authorized by AMI while claiming to be delivering Applied Metapsychology training, facilitation, or consultation
- Incorrect application of Applied Metapsychology methods in facilitating, training, or consulting
- Failure to follow the *Applied Metapsychology International/TIR Association Ethical Code*, signed at the time of certification
- Not reporting, or consistently late reporting, of Workshops to AMI/TIRA Administration (*see also Policy 2-3 Reporting Workshops*)
- Repeated violations of any AMI policy or persistent mistakes in application of AMP materials, despite corrective action.

AMI has both an Ethics Committee and a Certification Committee. If there is an instance of incompetence or unethical behavior, clients or trainees can report such an occurrence to AMI, whereupon the appropriate committee will conduct an investigation and, if technical errors or ethical breaches are confirmed, will recommend one of the following, depending on the nature and severity of the occurrence:

- A corrective action to re-train the practitioner in the case of a technical error, or an appropriate disciplinary or correction action in the case of an ethical breach.
- Temporary suspension or permanent revocation of certification, in severe and/or recurrent cases.

Recommendations of the Ethics and Certification Committees are submitted to the Board of Directors of AMI for confirmation and implementation