

## Trauma Healing Group Policy Updated 05/7/2023

### Certification is Not Guaranteed

It is our goal to equip new trauma healing facilitators to be able to effectively utilize the Trauma Healing Institute (THI) curriculum to help change lives. However, we recognize the small group format is not suitable for every person who has experienced traumatic events, nor is the Trauma Healing Institute facilitator methodology a good fit for everyone.

When someone signs up for a class to become certified as a Trauma Healing Group Facilitator, they are required to participate in a six-session healing group experience as a prerequisite before going through the certification portion of the class. During the healing group experience, the class facilitation team are monitoring how well participants follow the ground rules and matriculate within the group setting. If someone in the class demonstrates any of the following behavior, the facilitation team may choose to dismiss them from the class at any time.

The following instances are **grounds for immediate dismissal** from the class:

- **A breach in confidentiality.** What is shared in the group, is expected to stay in the group. Participants are not allowed to share someone else's story. Even stories shared within the zoom breakout groups should not be shared with the big group without permission. Since we meet on zoom, participants are asked to wear headphones if they are in a shared space with someone else. Participants are not allowed to have anyone accompany them during the healing group experience (i.e. including spouses or therapists), as personal information is shared within these groups that is only meant for the participants.
- **Behavior that is judgmental or disrespectful** to their fellow participants or facilitators. We look for a demonstration of spiritual humility. We don't know everything. We all come to the group with different experiences. We ask that you approach this class with a humble and considerate spirit, demonstrating patience to those in the group.
- **Failure to be fully present for the class and avoid multi-tasking.** We require video cameras to be turned on during the group, and active participation is required. We expect participants to avoid multi-tasking (i.e. driving, eating, shopping or working on other task during the group). If a participant cannot turn their camera on due to extenuating circumstances, they must notify the facilitation team in advance of the reason and receive permission from a facilitator to continue participating in the group. If permission is granted, the participant must work diligently to resolve the issue as soon as possible.
- **Poor attendance or chronic tardiness to group.** If the team leaders determine a participant has missed too much of the class, they will not allow them to move forward with their certification.
- **Inability to engage with fellow group members in a participatory way,** which allows space for all participants to be heard. Participants who consistent try to correct or lecture

others demonstrate that they will have serious challenges leading the group in the participatory that is required by the Trauma Healing Institute. If the leaders of the group notice this behavior, they might determine that this program is not a good fit for the participants.

- Any behavior that causes other group members to feel emotionally unsafe or negatively impacts the overall experience of the group, can serve as grounds for dismissal.

In cases of a first-time offense, the facilitation team will issue an initial warning to the participant. Afterwards, if the behavior does not change, they will notify the participant in writing that they are going to be released from the group. However, in the case of an egregious offense, the facilitation team may release a participant from the class immediately, without warning.

If the participants are dismissed from the group due to misconduct or breaking the ground rules above, **they will not be eligible for a refund**. If the participant does not break the ground rules, but the facilitation team determines that the participant is not ready to be certified as an apprentice facilitator, the facilitation team will notify the participant of this prior to their completion of the class. Upon notice, the facilitation team will indicate if the participant will be permitted to continue the class (without receiving the certification), or if the team believes its best for the participant to be released from the class. In the rare case that the participant is released from the class for an issue not related to misconduct, the participant will be eligible to receive a partial refund (of half their registration fee).

## **Refund Policy**

Refunds can be requested until the start date of the program. Participant can receive a refund for their full purchase, minus the cost of materials and supplies (which the participants will keep). Once the participant has started the healing group, participants are no longer eligible for a refund if they choose to drop the class or are released for breaking the ground rules outlined above. However, if a participant needs to drop the class due to external circumstances, they can request to receive a Faith on the Journey credit that can be applied to a different healing group within a 6-month period.

## **Attendance & Participation Policy**

Please note that your attendance at each session is important. **Attendance for the first session is mandatory**. Participants who miss the first session, will be asked to register for a different session, or they can request a partial refund (minus the cost of materials). In order to receive a certificate of completion, participants cannot miss more than one session.

For those who register for the facilitator equipping path, they can only miss one session in order to be eligible to take the apprentice facilitator equipping session. If they miss two sessions, they

can continue to take the class, but will not receive the certification. If they miss more than two sessions, they will be released from the group. If extenuating circumstances prevent them from completing the group, a participant can ask to be reassigned to a different group. There is no fee for the first reassignment request. If they need to be reassigned a second time, they will be required to pay a \$25.00 reassignment fee.

In addition to your attendance, timeliness and active participation is also critical to the overall group experience. If a participant arrives more than 15 minutes late for a session, the facilitation team may choose not to let the participant into the group. Since the groups are run virtually, we ask that you make every effort to be “fully present” for the group (i.e. keeping your video on, not multi-tasking during sessions), so that you and others can get the most out of each session.

### **Make-up Sessions**

Make up sessions are designed to be more instructional and will not replicate the entire healing group experience. It cost \$40.00 to request a make-up session and is offered on a limited basis. **There will be no make-up session offered for Session 1.**

### **Disclosure Statement**

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