



# Healing From the Core<sup>SM</sup>

## Teaching Assistant & Certified Presenter/Practitioner Program



### Levels of Teaching Assistants

Healing From the Core<sup>SM</sup> has four levels of teaching assistant:

- Teaching Assistant
  - Enables you to assist HFFBP and HFSEL workshops
- Certified Teaching Assistant
  - Enables you to assist HFFBP and HFSEL workshops with additional compensation
- Certified Practitioner
  - Enables you to assist any Advanced HFC workshops you have successfully attended and work with the HFC skills in individual client settings
- Certified Presenter
  - Enables you to assist any Advanced HFC workshops you have successfully attended and present an HFC overview to an audience

See the qualifications and guidelines for each level listed below.

### Workshop Acronyms

To simplify the workshop references, as well as coordinating with IAHE's registrations system, Healing From the Core<sup>SM</sup> workshops have the following acronyms:

- Healing From the Core: Grounding & Healthy Boundaries; Core Building (HFFBP)
- Developing and Deepening CranioSacral Presence (DDCSP, an Upledger Institute course)
- Healing From the Core: Skills to Energize Your Life (HFSEL)
- Healing From the Core Advanced: Expanding Present Moment Consciousness (HFEP)
- Healing From the Core Advanced: Release & Renewal (HFRR)
- Healing From the Core Advanced: From Trauma Recovery to Ecstasy – Healing the Nervous System (HFTR)
- Healing From the Core: Advanced Energy Dynamics & Applications I (HFAE1)
- Healing From the Core: Advanced Energy Dynamics & Applications 2 (HFAE2)
- Healing From the Core: Advanced Energy Dynamics & Applications 3 (HFAE3)
- Ethics in Action (EIA)

# Teaching Assistant

## Qualifications

- Successful attendance\* at an HFFBP or DDCSP workshop
- Successful attendance\* at a total of 4 advanced level workshops to include one each of the following: HFRR, HFTR, HFEP and HFAE1
- Written recommendation from an HFC Instructor

## Qualified to Assist at:

- Any HFFBP workshop
- Any HFSEL workshop, only after having successfully attended that course

## Maintaining Teaching Assistant Status

TA assignments are given on a first come first served basis. In order to ensure that each TA provides information that is consistent with the Instructor, they must TA or take a class within the HFC curriculum at least once every three years within their respective modality. If there is a lapse of three or more years, the TA may be requested to review or attend another course within the respective modality prior to assisting again.

## Benefits

- 15% discount on HFC products when purchased directly from the HFC office.
- \$100.00 tuition voucher for assisting at a four day workshop (\$25.00 a day for other workshops)\*

\*TA vouchers are limited to an availability of 1 voucher per 10 students, based on the order in which TAs signed up to assist the course. Vouchers may be applied toward future participating IAHE workshops, select certification programs and are valid for one year. To receive a voucher you must attend the entire workshop. The tuition vouchers may be combined and can be used towards a particular class.

# Certified Teaching Assistant

## Qualifications

- Successful assistance\* \*\* at 4 HFFBP and/or DDCSP workshops
- Successful assistance\* \*\* at a total of 6 advanced level workshops to include one each of the following: HFRR, HFTR, HFEP, HFAE1 and HFAE2

## Qualified to Assist at:

- Any HFFBP workshop
- Any HFSEL workshop, only after having successfully attended that course

## Maintaining Certified Teaching Assistant Status

Certified Teaching Assistant status is reviewed annually. A Certified TA must assist at least once each year with satisfactory scores to maintain certification. A Certified TA is expected to receive an average score of 4.5 or higher on workshop evaluations.

## Benefits

- 25% discount on HFC products when purchased directly from the HFC office.
- \$100.00 tuition voucher for assisting at a four day workshop (\$25.00 a day for other workshops)\*

\*TA vouchers are limited to an availability of 1 voucher per 10 students, based on the order in which TAs signed up to assist the course. Vouchers may be applied toward future participating IAHE workshops, select certification programs and are valid for one year. To receive a voucher you must attend the entire workshop. The tuition vouchers may be combined and can be used towards a particular class.

*\* Successful attendance is based on Instructor, Teaching Assistant, and Staff evaluations of participants.*

*\*\* Certified Teaching Assistant must score 4.5 or better from the Instructor, Participants, and Facilitator evaluations. Scores given are 1 – 5, with 5 being Excellent.*

## Certified Practitioner

HFC Certified Practitioners are individuals who have demonstrated a thorough understanding of Healing From the Core<sup>SM</sup> both conceptually and experientially in a way that embodies the HFC curriculum. They want to utilize the materials and skills on a one-to-one basis rather than presenting to groups. They are qualified to assist all HFC Advanced Level workshops.

## Qualifications

- Successfully attend HFFBP or DDCSP.
- Successfully attend all workshops in curriculum, including HFRR, HFTR, HFEP, HFAE1 and HFAE2.
- Submit Application to the Healing From the Core<sup>SM</sup> office along with \$200 application fee.
- Successfully completed teaching assistance at two HFFBP workshops.
- Approval by HFC Instructor to enter Certified Presenter training track.
- Successfully attend the HFC Presenter & Practitioner Tutorial, which provides instruction in the Five Principles, Opening Awareness and Ground and Fill Exercises.
- Successful creation and presentation of a Five Principles presentation to a group. Success is determined by, but not limited to: presentation skills, knowledge, clarity of examples, and organization. Passing Grade 90%
- Develop an Opening Awareness and Ground and Fill Exercise and present it to a group. Presentation must show the ability to guide others through the exercise while demonstrating your own ability to embody the teachings and track another. Passing Grade 90%
- Demonstrate proficiency in sharing the Five Principles one-on-one and not necessarily to a whole group.
- Written Certification by Suzanne Scurlock-Durana.

## Qualified to Assist at:

- Any HFFBP, HFSEL, or EIA workshop
- Any Advanced Level HFC workshop through HFAE2
- HFAE3, only after having successfully completed that course

## Maintaining Certified Practitioner Status

HFC Practitioner Certification is valid for two (2) years. In following are required to maintain HFC Certified Practitioner status:

- TA at least once every 2 years at any Healing From the Core<sup>SM</sup> workshop.

## Benefits

- Attend any advanced level Healing From the Core<sup>SM</sup> workshop for \$250 (plus room and board) as a participant, not a teaching assistant. *This option is for the practitioner that feels they still have work to do in a specific area of an advanced workshop. You are encouraged to attend, as a participant, as many times as you feel will best support your own process and development. Step into the TA role when you know you can meet the requirements of holding space for the participants, and not going into your own process.*
- You may purchase HFC audio products for resale at 40% off when purchased directly from the HFC office.

## Certified Presenter

HFC Certified Presenters are individuals who have demonstrated a thorough understanding of Healing From the Core<sup>SM</sup> both conceptually and experientially in a way that embodies the HFC curriculum. They are qualified to assist all HFC Advanced Level workshops.

Once a Certified Presenter, the individual may teach the Healing From the Core<sup>SM</sup> Overview. These classes, workshops, and presentations can vary from a one-hour introductory session, a full day conference, to a two-day college credit course. A Certified Presenter is encouraged to follow established formats, as well as develop new ways to bring this material out to their community and the world.

## Qualifications

- Successfully attend HFFBP or DDCSP.
- Successfully attend all workshops in curriculum, including HFRR, HFTR, HFEP, HFAE1 and HFAE2.
- Submit Application to the Healing From the Core<sup>SM</sup> office along with \$200 application fee.
- Successfully completed teaching assistance at two HFFBP workshops.
- Approval by HFC Instructor to enter Certified Presenter training track.
- Successfully attend the HFC Presenter & Practitioner Tutorial, which provides instruction in the Five Principles, Opening Awareness and Ground and Fill Exercises.

- Successful creation and presentation of a Five Principles presentation to a group. Success is determined by, but not limited to: presentation skills, knowledge, clarity of examples, and organization. Passing Grade 95%
- Develop an Opening Awareness and Ground and Fill Exercise and present it to a group. Presentation must show the ability to guide others through the exercise while demonstrating your own ability to embody the teachings and track another. Passing Grade 95%
- Written Certification by Suzanne Scurlock-Durana.

## **Qualified to Assist at:**

- Any HFFBP, HFSEL, or EIA workshop
- Any Advanced Level HFC workshop through HFAE2
- HFAE3, only after having successfully completed that course

\*Certified Presenters may also organize and teach the HFC Overview workshop.

## **Maintaining Certified Presenter Status**

HFC Presenter Certification is valid for two (2) years. In following are required to maintain HFC Certified Presenter status:

- Participate in all scheduled Presenters' Conference Calls or stay informed via notes, recordings and email group. If unable to attend Conference Calls, must contact the HFC office directly.
- Present HFC Overview (HFCO) at least once each year or Co-Lead an HFC Study Group that meets a minimum of six times a year.
- TA at least once every two (2) years at any Healing from the Core<sup>SM</sup> workshop.

## **Benefits**

- Opportunity to teach the HFC Overview (HFFBO) workshops by developing workshops/seminars. Presenters may charge a competitive rate.
- Presenters will receive a complete package of materials, required forms, suggested formats and other resources, as well as their own copy of the HFFBO Study Guide.
- Opportunity to volunteer to present a one-hour HFC Overview at Upledger trainings and multi-training conferences.
- Once a Certified Presenter has submitted required paperwork and Curriculum Vitae to The International Alliance of Healthcare Educators they can apply to IAHE to become part of their speaker's bureau as an independent contractor to present at conventions and events. Payment, travel expenses and per diem expenses are offered by IAHE on a case-by-case basis.
- Opportunity to participate in regularly scheduled conference calls with Suzanne Scurlock-Durana, the HFFBP Instructors and other Certified Presenters.
- Once Certified, depending on applicant's personal talents and strengths, applicant may be assigned a mentor from the pool of more experienced Certified Presenters. This is a volunteer arrangement. The Mentor is asked to provide about an hour of their time

helping fully familiarize the new Certified Presenter with the systems and information available.

- Attend any advanced level Healing From the Core<sup>SM</sup> workshop for \$250 (plus room and board) as a participant, not a teaching assistant. *This option is for the presenter that feels they still have work to do in a specific area of an advanced workshop. You are encouraged to attend, as a participant, as many times as you feel will best support your own process and development. Step into the TA role when you know you can meet the requirements of holding space for the participants, and not going into your own process.*
- You may purchase HFC audio products for resale at a 40% discount when purchased directly from the HFC office.

## **Certified Presenter Guidelines**

- Presenters will follow the Overview curriculum as developed by Suzanne Scurlock-Durana and outlined in the HFC Overview Study guide. Presenters are not authorized to teach additional exercises or content from more advanced HFC workshops and study guides.
- For workshops of 3 or more hours Presenters will ask participants to complete an evaluation on the standard IAHE evaluation form. (available with IAHE Facilitator's Package or within HFC Presenter Package) The evaluations will be submitted to both IAHE and the HFC offices within seven days of the class.
- Certified Presenters may be asked to mentor those who have recently become a Certified Presenter.
- Certified Presenters may be asked to tutor Certified Presenter Candidates.
- Those who do not meet the continued certification requirements may be required to re-test on the Five Principles and the Opening Awareness and Ground and Fill Exercise.

# Scheduling an Assignment

TA assignments are given primarily on a first come, first served basis.

- To schedule an assignment, contact IAHE at (800) 233-5880 or locally at (561) 622-4334 and request the staff coordinator or email TA@iahe.com.
- If you are unable to keep your scheduled assignment, notify us at least 60 days in advance of the class.
- Three cancellations of confirmed assignments with less than 60 days' notice, within a 12-month period, may subject you to a suspension of up to one year. During that time you will not be assigned to assist any classes, permitted to schedule a TA assignment, nor be listed as a TA in any IAHE publication. Following this period you will be required to reapply to the TA program.

# Guidelines for Assisting

Participant, Instructor and Facilitator evaluations confirm how important your assistance is to the learning process. After years of reviewing evaluations, we have developed the following TA guidelines to help make each workshop successful and enjoyable for all involved. If you have any suggestions to add to this list, please feel free to forward them to us. You're our experts in the field and we value your input. After all, we all want the same thing...to make each workshop the very best experience for everyone involved!

- Please meet with your workshop Instructor on the first morning before class begins or any other times the Instructor requests.
- On the first morning of class, please be early to meet the facilitator and socialize with participants during registration.
- The following days, please be on time. It is very disturbing to have someone enter the room late.
- Please, no side conversations during lectures.
- Please do not treat the other TAs in the back of the room anytime during the workshop.
- Although there is no strict dress code, keep in mind that you are representing The IAHE at all times. Please dress comfortably yet professionally.
- Please be aware of your personal hygiene. Since this work is performed in such a close environment, it's not uncommon for participants to comment about offensive odors from others. It is a good idea to have some breath mints available. Many people are also highly allergic to perfumes. While we ask that you do wear deodorant, please refrain from using anything with a heavy scent.
- Please circulate with the class during breaks and be available to participate in Explorations as needed.
- If you find you are answering the same question repeatedly, please tell the Instructor so the issue can be addressed with the whole class. This also applies when you see several participants having difficulty with a certain concept.
- We appreciate having written evaluations from you after each class. You will also be evaluated by the Instructor, Participants, Facilitator and fellow TAs. These evaluations will be used to determine your progression as a TA.

# TA Evaluation Scoring

**Scale: 5=Excellent, 4=Very Good, 3=Good, 2=Fair, 1=Poor**

Evaluation scores are averaged. To progress as an assistant, you need an average score of 4.0 or better from Instructor, Participant and Facilitator evaluations. To become a Certified Teaching Assistant, you will need average scores of 4.5 or better from the Participant evaluations and 4.0 or better from the Instructor, fellow TAs and Facilitator evaluations from each TA assignment. TA certification status will be reviewed annually.

- If you have any suggestions about the meeting site or ideas about new books, tapes or other products, please give a note to the facilitator. Please refrain from selling your own inventory items while you are assisting.
- When working with participants, please use the same hand positions used by the Instructor during demonstrations. Variations tend to confuse. If you have a different opinion, please discuss it privately with the Instructor during a break. It is disruptive to debate techniques in front of participants.
- Very important: If you have your hands on a participant during a practice session for more than a couple minutes, you are TREATING, NOT ASSISTING. This is a disservice to all participants.
- Positive reinforcement is very important. Tell participants what they are doing correctly and when they've got it right. Praise is the best learning motivator.
- Do not treat any participants within the workshops scheduled days. You MUST abide by this rule for liability reasons.

If you have any suggestions to add to this list, please feel free to forward them to us. You're our experts in the field and we value your input. After all, we all want the same thing...to make each workshop the very best experience for everyone involved!

## Contact Us

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