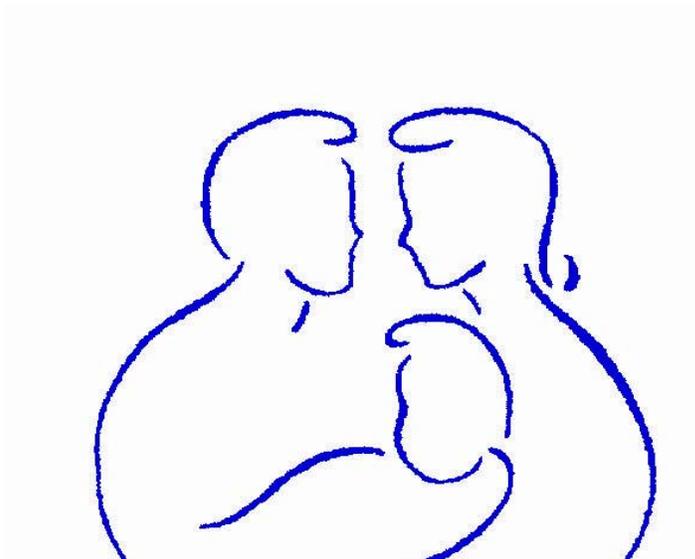


# Savannah Family Institute

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*Helping Professionals, Parents, and Tough Teens  
Find Solutions*

## **CENTER OF EXCELLENCE TRAINING PREPARATION KIT**



Main Office  
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**Congratulations on becoming a new SFI Center of Excellence! We look forward to working with you in the coming years!**

**Before we come onto your site to conduct the initial COE training for your counselors/therapists, there are a number of things that the COE needs to do in preparation for both the Parenting with Love and Limits<sup>®</sup> Certification and the SFI Model of Family Therapy Certification. We have detailed those preparations below. If you have any questions or concerns, please call Barry Lee at (912) 727-2840 or e-mail him at [barry@difficult.net](mailto:barry@difficult.net).**

**When hosting an SFI Center of Excellence Certification training, the following items must be handled by the COE:**

1. A 3-ring binder must be assembled for each attendee. **SFI will e-mail you each and every one of these files.** The COE Certification binder should be assembled in the following order:
  - a) Certification Agendas for both PLL and Family Therapy Certifications (from our CEU Information Document) **[File name “CEUInfo.pdf”]**
  - b) PLL Group Therapy Supervision Manual **[File name “PLLSupervisionMan.pdf”]**
  - c) “Undercurrents” Handouts **[File name “HandoutsUndercurrents.pdf”]**
  - d) Psychotherapy Networker Article entitled “Undercurrents” **[File name “PsychNet1204.pdf”]**
  - e) SFI Family Therapy Handouts **[File name “HandoutFTCert.pdf”]**
  - f) SFI Family Therapy Supervision Manual **[File name “FTSupervisionMan.pdf”]**
  - g) PLL CEU Certificate – for attendees’ records **[File name “CEUCertificatePLLCert.pdf”]**
  - h) FT CEU Certificate – for attendees’ records **[File name “CEUCertificateFTCert.pdf”]**
  - i) PLL Workshop Evaluation form – 1 filled out copy to be returned to SFI **[File name “EvalFormPLLCert.pdf”]**
  - j) FT Workshop Evaluation form – 1 filled out copy to be returned to SFI **[File name “EvalFormFTCert.pdf”]**
  - k) FT Supplemental Reading List **[File name “FTSuppReading.pdf”]**

**Please note: It is VITAL to the success of your workshop that these handouts be assembled for your attendees. If you have any questions or problems with putting these binders together, please let us know at [barry@difficult.net](mailto:barry@difficult.net).**

2. You must apply to your state boards for continuing education (CE) approval if you intend to give CE hours to your attendees. Since this is specific to each state, general information is given for your assistance:
  - a) Contact your state licensing agencies for information on how to obtain approval for the training (typically a form to fill out). You can find the boards by getting utilizing an internet search engine and typing “Ohio counselor board” (for example).
  - b) Apply to all licensing agencies represented in the audience (psychologists, psych nurses, counselors, social workers, marriage and family therapists, drug and alcohol counselors, etc.)

- c) In your CEU Information Document, you have our agenda, objectives, trainer bios and references, should you need to send this information to your state licensing agency. The evaluation forms are provided separately with your kit.
- d) Your SFI CE certificate form is included in the documents you received. A clock hour is the actual time in a learning situation. Therefore, our four day COE Certification is equivalent to 24 CE credits.
3. **You must e-mail [barry@difficult.net](mailto:barry@difficult.net) with the final number of attendees by no later than 2 weeks prior to training to have materials received on time at your agency.** Each attendee of the COE Certification will receive the following materials:
- 1 PLL Group Therapy Leader's Guide
  - 1 PLL Class Video on DVD (All Six Parenting Classes)
  - 1 PLL Parent Workbook
  - 1 PLL Teen Workbook
  - 1 Survival Kit
4. Additional preparations needed for the *Parenting with Love and Limits*<sup>®</sup> Certification training:
- a. For the PLL Group Therapy Certification
- i. Families – Parents and Teens. The SFI trainer and Client will consult together and mutually agree on the need for families to participate in the workshop. These families (parents and their kids together) will be needed on the last day of the training to demonstrate the parenting group concepts. They need to be available for the complete day.
  - ii. Breakout rooms - The SFI trainer and Client will consult together and mutually agree on the need for a number of additional rooms for breakout sessions.
  - iii. Audio-Visual Needs
    1. For the main room, an LCD projector, a DVD player and a viewing screen of sufficient size as to be easily viewed by all trainees.
    2. For each breakout room, a DVD player and television monitor with sufficient screen size to be easily viewed by all members of the breakout group
- b) For the PLL Family Therapy Certification
- i. One live difficult family [parent(s) and teen] is needed on the first night to demonstrate the family therapy concepts. If at all possible, the live family therapy session should be conducted in one room, with a camera and live video feed to a separate room (or behind a one way mirror) where the therapists will be observing. The live family counseling session will be conducted from 5:45 PM – 7:00 PM on the evening of the first day of Family Therapy Certification.
  - ii. Audio-Visual Needs – The main training room must have an LCD projector, a DVD player and a viewing screen of sufficient size to be clearly seen by all Trainees. In addition, for the live family therapy session, you will need a closed circuit television system (comprised of a video camera with tripod stand, a television monitor and a VCR, all with associated cabling) sufficient to allow the family therapy session to be conducted in one room while Trainees watch and listen from another room, while simultaneously recording the session for subsequent discussion.