

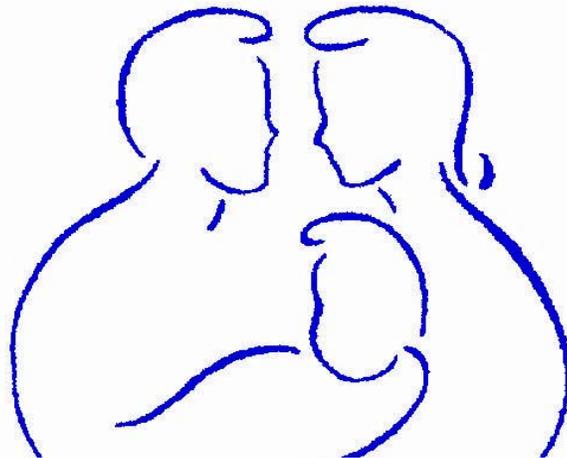
Savannah Family Institute

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

Parenting with Love and Limits®

FAMILY THERAPY CERTIFICATION

HOST AGENCY PREPARATION KIT



Main Office

161 Passaic Lane

Richmond Hill, GA 31324

Toll Free: (800) 735-9525

Direct: (912) 727-2840

FAX: (912) 727-2847

Business Development:

Diana L. Bala, MA, PCC, NCC

164 Ferguson Drive

Tallmadge, OH 44278-2812

Phone (330) 630-0555 Fax (330) 630-3155

When hosting a *Parenting with Love and Limits*[®] Family Therapy Certification training, the following items must be handled by your agency:

1. 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 should do this early on, because some state boards only meet quarterly to approve such requests. You can find the boards by getting utilizing an internet search engine and typing “Ohio counselor board” (for example). Here are some helpful links to the major licensing boards:

Social Worker: http://www.zenithstaffing.com/S_worker.htm

MFT: http://www.aamft.org/resources/Online_Directories/boardcontacts.asp

Counselor: <http://www.ceu-hours.com/counselingboards.html>

Psychology: <http://kspope.com/licensing/index.php#US>
 - 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) Be sure to mention that SFI is an approved National Board for Certified Counselor (NBCC) provider (#5854). Some states will accept this in lieu of filing a separate application.
 - d) SFI will email you a Family Therapy Certification Planner Document, where you will find 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.
 - e) 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 two day Family Therapy Certification is equivalent to 12 ce credits.
- 2.
3. A 3-ring binder must be assembled for each attendee. **SFI will e-mail you each and every one of these files.** The Family Therapy binder should be assembled in the following order:
 - a) Certification Agenda (from our Family Therapy Certification Planner Document) **[File name “FTCertPlanner.pdf”]**
 - b) “Undercurrents” Handouts **[File name “HandoutsUndercurrents.pdf”]**
 - c) Psychotherapy Networker Article entitled “Undercurrents” **[File name “HandoutsPsychNet1204.pdf”]**
 - d) SFI Family Therapy Handouts **[File name “HandoutFTCert.pdf”]**
 - e) SFI Family Therapy Supervision Manual **[File name “FTSupervisionMan.pdf”]**
 - f) CEU Certificate – for attendees’ records **[File name “CEUCertificateFTCert.pdf”]**
 - g) Training Evaluation form – 1 filled out copy to be returned to SFI **[File name “EvalFormFTCert.pdf”]**
 - h) Family Therapy Certification License Agreement - 1 signed copy to be returned to SFI **[File name “FTCertAgr.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.

4. **You must e-mail 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.** You will receive one Parent Survival Kit for each PLL Family Therapy Certification attendee, including:
 - a) 1 Parenting Your Out-of-Control Teenager Book
 - b) 1 Survival Kit Study Guide
 - c) 1 Survival Kit Video Series on DVD

5. Additional preparations needed for the training:
 - a) 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.
 - b) 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.