

Association of Traumatic Stress Specialists

Offering international certification for training, education & experience in traumatic stress services, response and treatment.

Certified Trauma Responder (CTR)

Instructions & Application Kit

This Application Packet contains information you need to apply for ATSS **Certified Trauma Responder (CTR)** recognition.
If you have additional questions, please contact ATSS Headquarters:

Association of Traumatic Stress Specialists

88 Pompton Ave

Verona, NJ

Attn: Annie James

Phone: 973-559-9200 Fax: 973-857-0682

E-mail: admin@atss.info

Website: www.atss.info

| |
|---------------------------------|
| Name: _____ |
| Membership Number: _____ |
| Address: _____ |
| _____ |
| Phone: _____ |
| Fax: _____ |
| E-mail: _____ |



For Headquarters Use Only

Certification Number: _____

Expiration Date: _____

CTR Application Checklist

Please submit your application with the documents in the following order with this checklist and the cover page: **Your completed application should include:**

- 1. **Cover Page**
First page of CTR Application
- 2. **Experience Documentation**
Documentation of experience on CTR Application under "Experience" listing all related experience.
- 3. **Current Resume/Vitae**
- 4. **Reference Letter**
Letters documenting experience on a crisis response team. In order to verify documentation of experience in Critical Incident Debriefing/Management, submit letters from team leaders, supervisors or administrators stating your experience and the quality of your intervention. In addition, letters should address your professionalism and ethical standards in the provision of trauma intervention, successful completion of training required to be a member of your crisis response team, successful completion of a minimum of one year of experience in crisis/critical incident debriefing or management, or crisis response and 40 hours of dire crisis response experience. Letter must formally recommend applicant for certification as a Certified Trauma Responder.
- 5. **Sponsor Letter included with the application**
Your assigned sponsor's letter should be included with your application. The letter should:
 - Specifically address the skills of the applicant as a trauma treatment provider
 - The ethical conduct of the applicant
 - A specific recommendation for the applicant to be a Certified Trauma Responder
- 6. **Education Documentation**
AA degree or higher diploma OR Copy of high school diploma or GED
- 7. **Training Documentation**
72 hours crisis response, crisis intervention, or critical incident response training.
Documentation should include certificates of attendance or transcripts. 40 of these 72 hours must be debriefing, response or crisis management training.
- 8. **Non-refundable Certification fee** in US funds – Check or money order only:
ATSS Member - \$200.00
ATSS Member who is a full-time student or senior citizen (65+ years of age) - \$150.00
*To be considered for student and senior discounted rates, please send a copy of valid student identification and for seniors, a copy of an official government issued document with your date of birth.
- 8. The original application and 1 copy. (please keep an extra copy for your records.)

ATSS Headquarters
88 Pompton Ave
Verona, NJ 07044
Attn: Annie James

All supporting certification documents and the certification fee must accompany your application. Incomplete applications will be held by the certification board until all documentation is received. Allow 90-120 days after the review for notice of certification status. Questions about appropriate experience and education or about your qualifications for certification should first be directed to your sponsor. If your sponsor is not available, contact ATSS. To receive additional forms visit www.atss.info, for questions email admin@atss.info or call 973-559-9200.

The above information has been submitted and is correct to the best of my knowledge.

Signature _____

Date: _____

ATSS

Association of Traumatic Stress Specialist

Certified Trauma Services Specialist Application Instructions

Applicants are responsible for compliance with application requirements and instructions. Incomplete packets will not be reviewed. Your application fee is non-refundable, so work carefully with your sponsor to ensure compliance.

Applicants are required to obtain membership with the ATSS before applying for certification. Your membership must be processed and verified before your application for certification can be accepted at the member rate. Mail your application to ATSS Headquarters.

1. Criteria Requirements:

The Certified Trauma Responder (CTR) is appropriate for those engaged in critical incident intervention, debriefing, or emergency response. The standards for experience and education are detailed in the Minimum Standards Training and Education Form. You should review the criteria with your sponsor to ensure you meet the minimum standards.

2. Application Forms:

You must fully complete the CTR application form. Please type or print neatly. You must include your sponsor's full name and signature on the form. Your sponsor must be a CTS, CTSS or CTR in good standing with the ATSS.

3. Documentation of Experience:

Resume: *A current resume indicating your current employment or volunteer position in a field or position which includes trauma-related/crisis intervention work. This information will usually include a position involving work with domestic violence, schools, crime victim's services, rape crisis, crisis lines, hospice, chaplaincy, disaster services, child victims, combat veteran's, police, fire personnel, emergency medical services, corrections, Red Cross, and trauma service ministries. Other trauma-related counseling and service positions may also qualify for experience. Consult your sponsor if you are unsure. The resume must clearly indicate a minimum of 40 hours of experience as a member of a crisis response team.*

4. Supervisor Letter

Letter documenting 40 hours of experience as a member of a crisis response team. In order to verify documentation of experience in Critical Incident Debriefing/Management. Submit letters from team leaders, supervisors or administrators stating your experience and the quality of your intervention.

The letter must specifically recommend you for certification as a CTR.

5. Sponsor Letter

A letter of support from your certification sponsor must be included with your packet. If you do not know someone who can sponsor you, please contact Diane Travers at dtravers@mhaessex.org

6. Education Documentation

Documentation of education will include the following possibilities. Choose the one appropriate for you.

A copy of your AA or higher degree, or

A copy of your high school diploma, or GED

11. **Questions** about appropriate experience and education or about your qualifications for certification should first be directed to your sponsor. Please contact ATSS at 973-559-9200 for all other questions.

12. **Re-Certification.** Your certification is valid for three years. If you have not received a re-certification application when your certification is due to expire, please contact our headquarters and one will be sent to you. The requirements for re-certification are as follows:
 - a. Verification of 30 hours of education or training in a trauma specific field.
 - b. \$175 regular re-certification fee. \$100.00 discounted re-certification fee for full-time students and seniors (65+). To be considered for student and senior discounted rates, please send a copy of valid student identification and for seniors, a copy of an official government issued document with your date of birth.
 - c. Proof of current ATSS membership (membership card, copy of dues invoice, etc.)
 - d. Thirty (30) hours or re-certification must be accrued during the time you are certified and the time you expire.

ATSS

Association of Traumatic Stress Specialist

Certified Trauma Responder Application

Membership # _____

Date _____

 First Middle Last

 Address: City

 State/Province Country Zip Code

 Home Phone: Work Phone Cell Phone

 Fax E-mail Address

 Sponsor's Name Sponsor's Email CTS/CTR #

| |
|--|
| Experience |
| Please attach all information that documents your experience to this form |

| Employer | Organization | Dates | Trauma Population | Number of Years |
|------------------|--------------|-------|-------------------|-----------------|
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| | | | | |
| Experience Total | | | | |

ATSS Association of Traumatic Stress Specialist

Minimum Standards Education and Training Form Certified Trauma Responder (CTR)

1. Experience:

One year paid or volunteer experience in a trauma-related mental health field. Professional disciplines can include:

| | | |
|--------------------------------------|------------------------------------|------------------------|
| Military | Crisis Response | Emergency Preparedness |
| Law Enforcement/ Criminal Justice | Crime Victim Services | Public Safety |
| Fire Services | Red Cross/ Schools/Universities | Church-Clergy Response |
| EMS | Hostage Negotiation | Crisis Intervention |
| Addictions Specialist | Child Advocacy | Employee Assistance |
| | | Disaster Work |

40 hours experience on a critical incident stress debriefing, response or management team. Experience documented by a supervisor or administrator.

2. Education

Minimum AA Degree or
HS Diploma plus successful completion of academy or disaster training and successful completion of probationary status

3. Training

72 hours of crisis response, crisis intervention, or critical incident response training. Documentation should include certificates of attendance or transcripts. Core topics must be satisfied for certification eligibility. Courses may be selected from in-service, continuing education, or formal academic programs. Suggested core courses may include:

| | |
|--|--|
| Supportive Listening; Communication Skills | Community Resources and Referrals |
| Initiating and Ending Support | Stress Management and Coping Strategies |
| Interventions, Assessment and Follow-Up | Stress Dynamics |
| Critical Incident Stress Debriefing | Secondary Victimization |
| Responding to Trauma and Victimization | Crisis Intervention |
| Short-Term reactions to Trauma | Long-Term Reactions |
| Assessing Trauma Victims Needs | Grief, Multicultural Interventions, etc |
| Conflict Resolution | Traumatic Stress Symptoms and Complications |

Recognized trainer/models can include: International Critical Incident Stress Foundation, National Organization for Victim Assistance (NOVA), American Red Cross, FEMA, Department of Defense and military response training, private trainer models, colleges and universities, training sponsored by our Office of Victim's of Crime, US Department of Justice, and other applicable continuing education programs that offer trauma response, service and treatment training. If you have any questions about specific training, contact the administrative office at 973-559-9200 or email admin@atss.info

4. Certification

A completed application packet must be reviewed by your designated sponsor. Upon approval by the sponsor, applicant should submit a completed application to ATSS Headquarters.