

Pompton Ave * Verona NJ 07044 *P: 973-559-9200 * F: 973-857-0682
Admin@atss.info * www.atss.info

Association of Traumatic Stress Specialists

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

Certified Trauma Services Specialist (CTSS)

Instructions & Application Kit

This Application Packet contains information you need to apply
for **ATSS Certified Trauma Services Specialist (CTSS)**
recognition.

If you have additional questions, please contact ATSS Headquarters

Association of Traumatic Stress Specialists

88 Pompton Ave

Verona, NJ

Attn: Lauren De Poto

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

E-mail: Admin@atss.info

www.atss.info

Name: _____

Membership Number: _____

Address: _____

Phone: _____ Email _____

Fax _____



For Headquarters Use Only

Certification Number: _____

Expiration Date: _____

ATSS Association of Traumatic Stress Specialist

CTSS Application Checklist

Please submit your application with the documents in the following order with this checklist and the cover page:

- 1. **Non-refundable certification fee in U.S. funds only:**
 \$200.00 ATSS Members (salaried employees)
 \$75.00 ATSS Members (volunteer agencies)
- 2. **Current Resume/Vitae**
- 3. **Experience Documentation**
 Documentation of experience on Certified Trauma Services Specialists Application under “Experience” listing all related experience; **Must have at least one year experience in crisis intervention.**
- 4. **Supervisor Letter**
 Letter must state that you have one year experience in a trauma related/crisis intervention field and that you have completed entry level training required by your employer to be working in this capacity. Supervisor must formally attest to the ethical conduct of the applicant and formally recommend the application for certification as a Certified Trauma Services Specialist.
- 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 Services Specialists**
- 6. **Education Documentation**
 Copy of your college or university degree or transcript OR
 Copy of high school diploma
- 7. **Training Documentation**
 72 hours of human services, victim services, victim assistance, trauma related training, advanced trauma services/support training, traumatic stress intervention, support and/or response training. Documentation should include certificates of attendance or transcripts.
- 8. The original application and 1 copy. (please keep an extra copy for your records.)
 ATSS Headquarters
 88 Pompton Ave
 Verona, NJ 07044
 Attn: Lauren De Poto

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 9-120 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 contact:

Association Headquarters: 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 Services Specialists (CTSS) is appropriate for those engaged in short term traumatic stress assistance, peer counseling, advocacy, and crisis support and response for victims, family members, co-victims, and survivors of trauma. The standards for experience and education are detailed in the application packet. You should review the criteria with your sponsor to ensure you meet the minimum standards.

2. Application Forms:

You must fully complete the CTSS 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 or a CTSS in good standing with the ATSS.

3. Documentation of Experience:

Experience Form: *Fill out the experience section on the first page of the CTSS application. Be sure that the information matches your resume.*

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 one-year experience.*

4. Supervisor Letter

Letter documenting one year experience. In order to verify documentation of a minimum of one year of experience in crisis intervention, submit letters from supervisors or administrators stating your experience and the quality of your work. If you are not currently working as an employee or volunteer, you may submit letters from former supervisors indicating successful completion of a minimum of one year of experience in the field. Letters must attend to applicants' ethical conduct and formally recommend application for certification as a Certified Trauma Services Specialist. Letter must also include an **indication of completion of entry level training, in-service, academy, and orientation or on the job training required by your agency for your position.**

5. Sponsor Letter

A letter of support from your certification sponsor must be included with your packet. Sponsor must formally recommend application for certification as a Certified Trauma Services Specialist. If you do not know someone who can sponsor you, please contact Diane Travers at dtravers@mhaessex.org

6. Education Documentation

A copy of your college or university degree, OR
A copy of your high school diploma or GED

7. Training Documentation

72 hours of trauma specific education or training. Copies of transcripts, workshop/seminar attendance certificates, and/or in service attendance documents that provide training titles and number of hours received to verify completion of 72 clock hours. Applicable training includes courses in basic human services, victim assistance, traumatic stress intervention, support and/or response training or other trauma related training as detailed in the training criteria included on the Minimum Standards Training & Education Form. Please attach copies of transcripts or certificates of attendance/completion to **Crisis Response Training Documentation Form.**

8. Certification Application Documentation.

All supporting certification documents and the certification fee must accompany your application. Incomplete applications may delay the review and acceptance process.

9. Deadlines

The ATSS Certification Board reviews applications on an on-going basis. *Please allow 90-120 days response time from the date of review.*

10. Fees

Attach a check or money order made payable to Association of Traumatic Stress Specialists or ATSS for the non-refundable fee of:

ATSS members who are salaried:	\$200
ATSS members who volunteer or for non-profit	\$75.00

If paying by credit car: Please charge the credit card below in the amount of \$ _____

___ AMEX ___ DISC ___ MC ___ VISA

		/	
Card #	CSC Code		Expiration Date Month/Year
	For MasterCard or Visa, it's the last three digits in the signature area on the back of your card. For American Express, it's the four digits on the front of the card		

Cardholders Name: _____

Billing Address: _____

Signature: _____

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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

CTSS re-certification will be required every three years starting from the time you are certified and ending the time you re-certify. Thirty (30) hours of continuing education will be required for re-certification. Please keep copies of transcripts or certificates of attendance/completion of training you receive after your certification date to meet re-certification requirements. Please keep original documents and send a copy of the supplementation documentation to ATSS Headquarters.

ATSS

Association of Traumatic Stress Specialist

Minimum Standards Education and Training Form Certified Trauma Services Specialist (CTSS)

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 Red Cross/ Disaster Work	Public Safety Church-Clergy Response
Fire Services	Schools/Universities	Crisis Intervention
EMS	Hostage Negotiation	Employee Assistance
Addictions Specialist	Child Advocacy	

2. Education

High School Graduate Equivalency Diploma (GED) Minimum

3. Training

72 hours of training for applicants' specific discipline and completion of training or college level course topics in trauma services and support. Advanced trauma services and support and/or response training, peer support or victim assistance. Training for the 72 hours of courses required can be either academic, in service, or continuing education. Training can come from recognized trainer/models which include: International Critical Incident Stress Foundation, National Organization for Victim Assistance (NOVA), American Red Cross, Traumatic Incident Reduction (TIR), Thought Field Therapy (TFT), Concerns of Police Survivors (COPS), private trainer models, Office for Victim's of Crime, US Department of Justice, National Victim Assistance Academy, national state and professional organization conferences and seminars, and other applicable continuing education programs.

RECOMMENDED COURSES OR TOPIC AREAS

Administration and Management	Domestic Violence/Family Violence
Supportive Listening	Hostages/Work Place Violence
Acute/Short Term Reactions to Trauma	Childhood Abuse: Sexual, Physical, and Emotional
Long Term Reactions to Trauma	Holocaust Survivors & Family Members
Secondary Victimization	Suicide/Homicide
Dynamics of Stress	Trauma & Spiritual Issues
Stress Management	Advocacy/Policy Making/Legislation
Debriefing or Crisis Management	Combat/Military Veterans
Crisis Intervention	Emergency Rescue/Fire/Law Enforcement Response
Community Resources and Referrals	Refugees/War Victims
Working with Difficult People	Secondary PTSD/Caregiver Debriefing
Conflict Resolution	PTSD
Crime Victimization	Catastrophic Injury/Illness/Physical Disabilities
Terrorism/Social & Political Oppression	AIDS/HIV Positive
Sexual Assault/Family Violence	Death & Dying/Grief
Counter Transference	Chronic Mental Illness
Critical Incident Stress Management	Criminal Justice

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.