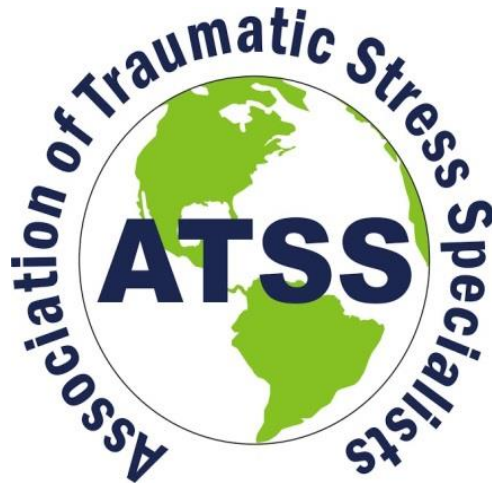


Association of Traumatic Stress Specialists

Providing international recognition and certification for training, education and experience in traumatic stress services, response and treatment



Instructions and Application

Certified Trauma Responder (CTR) Certification

Association of Traumatic Stress Specialists

5000 Old Buncombe Road, Suite 27-11, Greenville, South Carolina 29617 • USA

E-mail: admin@atss.info • Website: www.atss.info • Phone: 864-294-4337

10/10/2015

Instructions – Certified Trauma Responder

The Certified Trauma Responder (CTR) is appropriate for those engaged in critical incident response and intervention, group crisis intervention, debriefing, or emergency response. The standards for experience and education are detailed on the *Minimum Standards Training and Education Form*.

1. Membership

Certification is a benefit to ATSS members. Applicants are required to obtain ATSS membership before applying for certification. Your membership must be verified before your application for certification can be accepted for review. Make sure your membership is current by contacting us at: admin@atss.info. If you are not a member, you may join ATSS by visiting our ATSS Membership link at: www.atss.info/membership. Select the type of membership applicable to your interest or qualifications.

2. Application form

You must fully complete the CTR application form. Please type or print neatly.

3. Documentation of experience

Resume: A resume indicating your current employment or volunteer position in a field or position which includes trauma-related/crisis intervention, rescue, and/or response work. This information will usually include a position included *but not limited to* police, fire, corrections, dispatch, veterans, emergency medical services, peers, culturally competent mental health clinicians, and chaplains. Involving work with schools, disaster services, other first responders and military, emergency medical services, Red Cross, victim services and/or response programs.

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 or unit with debriefing, response, group crisis intervention, or crisis management experience*. Documentation by a supervisor, team leader or administrator is required.

4. Education documentation

Documentation of education should include the following educational recognition. Choose the one appropriate for you. 1) A copy of your Associate in Arts (AA) or higher degree, or 2) A copy of your high school diploma, or GED.

5. Training documentation

A minimum of 72 hours of crisis response related training is required. 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. Eight (8) of these 72 hours may be from online courses. See the *www.atss.info website* for a list of approved courses on the *Training and Education* link or at the end of this application.

You are not limited to these courses; however, you must provide attendance verification from whatever online course or courses you select. Training in basic human services or psychology as detailed in the training criteria included on the *Minimum Requirements* are acceptable. Please attach your copies of transcripts or certificates of attendance/completion to the *CTR Training and Continuing Education Documentation* forms.

6. Supervisor letter

The letter must verify a minimum of 40 hours of experience as a member of a crisis response team or first responder team or 40 hours in post- traumatic stress management with groups. In order to verify documentation of experience in Critical Incident Debriefing/Management, Group Crisis Intervention, Crisis Response, 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 and must be on the organization's letterhead or official document.*

Your letter of reference should:

- 1) Address your professionalism and ethical standards in the provision of trauma intervention,
- 2) Verify successful completion of training required to be a member of your crisis response team,
- 3) Verify successful completion of a minimum of one year of experience in crisis/critical incident debriefing or management, or crisis response and 40 hours of direct crisis response experience, and
- 4) Formally recommend applicant for certification as a Certified Trauma Responder

7. Sponsor assignment and sponsor letter

When you begin the certification application process, contact ATSS headquarters and our administrator will assign you a sponsor who will help guide you through the application process. This may take a few weeks as we identify an available sponsor. You may begin work on your application as we identify a sponsor for you.

Sponsors are certified members who have volunteered to help applicants prepare their documentation for a successful review. Your sponsor must be a CTS, CTSS or CTR in good standing with the ATSS.

The sponsor will review the application prior to submission and write a letter of support recommending your application is approved. Since our members are located all over the world, sponsors do not need to be in the same location. However, you must include your sponsor's full name and signature on the form.

A letter of support from your sponsor must be included with your packet. Please contact the ATSS Administrator, Jayne Crisp at admin@atss.info or call 864-294-4337 to be assigned a sponsor.

Questions about appropriate experience and education or about your qualifications for certification should first be directed to your sponsor. Please contact ATSS headquarters at 864-294-4337 for all other questions.

8. Certification fee.

- 1) Please pay your certification fee online on our website: www.atss.info/certification
or
- 2) Attach a US check or money order made payable to Association of Traumatic Stress Specialists (ATSS) for the CTR certification fee \$200.00
Full-time Student or Senior (65 yrs.) Certification fee \$150.00

To be considered for the Student and senior discounted rates, please send a copy of valid student identification. Seniors must send an official government issued ID with date of birth. *Please note. Certification fees are non-refundable.*

9. Certification application documentation.

All supporting certification documents and the certification fee must accompany your application. Incomplete applications will delay the review and acceptance process. A completed application packet must be reviewed by your designated sponsor. Upon approval by the sponsor, the applicant should submit a completed application to ATSS Headquarters.

When you should hear about your application status?

The ATSS (volunteer) Certification Board regularly reviews applications. *Please allow a 30-45 day response time from the date of review.*

Minimum Requirements for CTR Certification

Experience

- Minimum of 40 hours experience on a critical incident stress debriefing, response, psychological first aid, group crisis intervention, or disaster-response management team or post- traumatic stress management with groups required. Experience must be documented by a supervisor or administrator.
- One year employment or volunteer experience in a trauma-related mental health field. Professional disciplines can include but not be limited to:

Military	Crisis response	Emergency preparedness
Law enforcement	Crime victim services	Criminal justice
Red Cross	Faith/chaplaincy	mental health organizations
Suicide hotline	Funeral services	Hospice care/services
Fire services	Schools/Universities	Crisis intervention
EMS	Crisis negotiation	Employee assistance
Addictions specialist	Child advocacy	Disaster work

Formal education

Minimum Associate in Arts (AA) degree, High School (HS) Diploma or GED plus successful completion of academy or disaster training and successful completion of probationary status.

Training and continuing education

- A minimum of 72 hours of crisis response, crisis intervention, or critical incident response training is required. Documentation should include certificates of attendance or transcripts. **ATSS** will recognize the training and education you have already completed in your lifetime as a student or as a participant in continuing educational courses, if it meets the educational criteria for your specific certification recognition.

Courses may be selected from in-service, continuing education, formal academic courses or online courses. Eight hours (8) may be from online courses. Applicants must provide attendance verification from whatever online course or courses selected.

Suggested core courses may include:

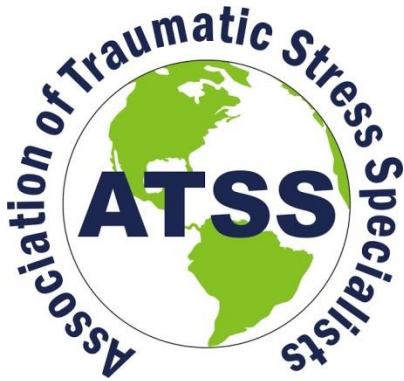
Supportive listening
Communication skills
Community resources and referrals
Initiating and ending support
Stress management and coping strategies
Interventions, assessment and follow-up
Stress dynamics
Critical Incident Stress Debriefing
Secondary victimization
Responding to trauma and victimization
Psychological first aid
FEMA online courses
Resilience
Crisis negotiation
Vicarious trauma
Crisis intervention
Acute reactions to trauma
Long-term reactions
Assessing trauma victims needs
Grief
Multicultural interventions
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, Federal Emergency Management Agency (FEMA), US Department of Defense, and military response training, private trainer models, colleges and universities, training sponsored by the Office of Victims of Crime and Office on Violence Against Women, US Department of Justice, Green Cross Academy of Traumatology, Canadian Critical Incident Stress Foundation, Crisis Care International, various first responder academies, and other credible private and public continuing education programs and organizations that offer trauma response, service, disaster response and crisis management and response training.

Preparing Your Application

In order to expedite the review of our applications, we scan and e-mail the applications to our Certification Board. Please:

- **Do not make two-sided copies.**
- **Do not use paper clips or staples.**
- **Do not send us duplicates (extra copies) of your application.**
- **Do not attach more than 8 pages of a resume or vitae**
- **Do not attach any documentation that is not requested in the application.**
- **You may scan the entire document and send the entire document as an attachment to an email. However, do not send us emails with each page as a separate attachment.**
- **Make sure your ATSS membership is current!**



For internal use only: Certification number: _____ Received application: _____ Approved: _____ Expiration date: _____

Certified Trauma Treatment Responder (CTR) Application

Please print clearly.

Name: _____

Print your name as you would like it to appear on your CTR certificate.

Membership number: _____

Preferred address

(Include: Street, State/Province, Country, Zip/Postal Code)

Address #2: _____

(Include: Street, State/Province, Country, Zip/Postal Code)

Work phone: _____

Cell/Mobile phone: _____

Preferred E-mail: _____

Email #2: _____

Sponsor's name: _____

Sponsor's email: _____

Your ATSS membership # _____ **Date** _____

If you would like to appear in our website directory, please place a check in the box next to the contact information you prefer to use for the directory listing.

Experience Documentation

Please attach all information that documents your training on this form.
A minimum of forty (40) hours experience is required. This form can be duplicated if necessary.

Organization	Supervisor/Employer	Date/s	Trauma population served or helped. Or the nature of response	Hours
Experience total hours:				

Educational event number	Educational provider	Title of workshop or training (Educational event)	Date/s attended	Number of hours	Documentation verification	Sponsor verification (sponsors only)
72 Crisis Response training hours required				TOTAL		

CTR Application Checklist

Please print and submit your application with the documents in the following order with this *Application Checklist*. All supporting certification documents, and the certification fee or receipt of fee must accompany your application. *Incomplete applications will not be reviewed until all documentation is received.* Keep an extra copy for your records!

- Verification of current ATSS membership. (Copy of payment receipt or member letter.)
- Non-refundable certification fee in US funds. Check, money order or online payment. (Attach copy of receipt).
- Current resume/vitae – should include specific response related activities.
- Documentation of Experience
- Documentation of formal education
- Documentation of training and continuing education.
- Reference letter from a supervisor and others who know your work well. Your letters should document your experience as a member or leader of a crisis response team or organization.
- Sponsor letter of recommendation should be included with the application.

Allow 30 - 45 days after the review for notice of your application and certification status. *Questions about appropriate experience and education or about your qualifications for certification should first be directed to your sponsor.*

Signature _____

Date: _____

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

Please mail your application to:

Association of Traumatic Stress Specialists

5000 Old Buncombe Road, Suite 27-11, Greenville, South Carolina 29617 USA

Email: admin@atss.info • website: www.atss.info

Phone: 864-294-4337

Attention: Jayne Crisp, CTS, CVAS, ATSS Administrator

Mostly Free Online Traumatic Stress Training and Education ATSS Approved

www.sph.umn.edu/ce/online

University of Minnesota, School of Public Health – Crisis Intervention during Disaster. Disaster 101: An immersive emergency preparation and crisis leadership workshop.

<http://training.fema.gov/IS/NIMS.asp>

Disaster preparedness training – Federal Government (US)

<https://www.ruraltraining.org/training/online/>

Rural Domestic Preparedness Consortium – All RDPC courses are certified by the (US) Department of Homeland Security

<https://www.ovcttac.gov/views/TrainingMaterials/dspOnlineTraining.cfm>

Office for Victims of Crime, US Department of Justice – Victim Assistance on line 14 hour training course.

[Www. learn.nctsn.org](http://www.learn.nctsn.org)

National Child Traumatic Stress Network – Online courses that include disaster preparedness, crisis intervention, and variety of courses related to child trauma and treatment. NCTSN has over 150 hours of online training

<http://learn.nctsn.org/course/index.php?categoryid=11>

National Child Traumatic Stress Network 6 hour Crisis Intervention Course

<http://www.childtraumaacademy.com/>

On this site you'll find free online courses that offer creative and practical approaches to understanding and working with maltreated children.

<https://www.childwelfare.gov/learningcenter/>

Free online courses offered by the US Department of Health and Human Services.

<http://tfcbt.musc.edu/>

10 hour free on line Trauma-Focused Cognitive-Behavioral Therapy training provided by the Medical University of South Carolina, Crime Victims Research and Treatment Center in partnership with the National Child Traumatic Stress Network, Allegheny General Hospital and the CARES Institute.

<https://helping-heroes.org/user/login> - an online course for providers working with firefighters developed by the Medical University of South Carolina and National Fallen Firefighters Association

<http://www.ptsd.va.gov/professional/continuinged/index.asp>

US Department of Veteran's Affairs

<http://ynhhs.emergencyeducation.org/>

Yale New Haven Health Center for Emergency Preparedness and Disaster Response (Fee)

Courses offered for a fee

[https://www.istss.org/online trauma training](https://www.istss.org/online_trauma_training)

International Society of Traumatic Stress Studies

<http://www.lsci.org/online-courses>

Crisis intervention training

Life Skills Crisis Intervention (for youth behavioral problems)

<http://socialwork.rutgers.edu/continuingeducation/ce/certificateprograms/certtraumaandcrisis.aspx> - Certificate *Program in Trauma Response and Crisis Intervention*. Workshops

will address a variety of traumatic events such as interpersonal violence, natural disaster, terrorism, and personal/family crises and are designed as clinical workshops. Certificates of completion are offered after each workshop and upon completion of the final certificate.

Participants not seeking the full certificate program are welcome to take individual workshops.

<https://www.psychotherapynetworker.org/>

Psychotherapy Networker is a nonprofit educational organization dedicated to offering practical guidance, creative inspiration, and community support to therapists around the world. Whether you want to stay informed about new ideas and current debates in the field, connect with colleagues who share your professional interests, or just keep the spirit of discovery alive and well in your work. **Psychotherapy Networker** provides indispensable guidance and resources for your practice.