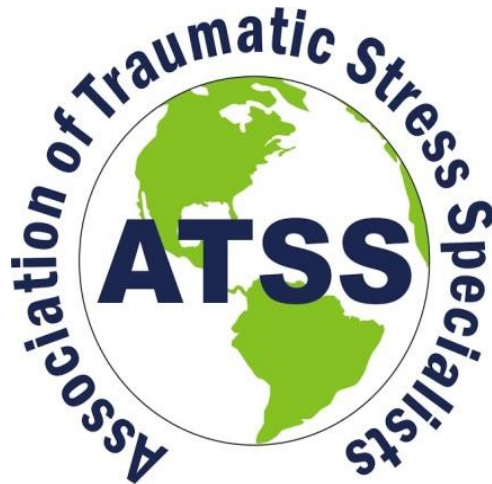


# **Association of Traumatic Stress Specialists**

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



## **Instructions**

### **Certified Trauma Services Specialist (CTSS) Certification**

#### **Association of Traumatic Stress Specialists**

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

E-mail: [admin@atss.info](mailto:admin@atss.info) • Website: [www.atss.info](http://www.atss.info) • Phone: 864-294-4337

Revised 11/2019

# INSTRUCTIONS

## **Application Instructions – Certified Trauma Services Specialist**

The Certified Trauma Services Specialists (CTSS) designation is appropriate for those engaged in services and assistance to victims and survivors and co-victims of traumatic incidents. Services and support can include: peer counseling, advocacy, crisis support, mission-work, response, victim services, crisis response, pastoral care, hospice, treatment, crisis intervention and advocacy.

### **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](mailto:admin@atss.info). If you are not a member, you may join ATSS by visiting our ATSS Membership link at: [www.atss.info/membership](http://www.atss.info/membership). Select the type of membership applicable to your interest or qualifications.

### **2. Application form**

You must fully complete the CTSS application form. Please type or print neatly. All supporting certification documents and the certification fee must accompany your application. Incomplete applications will delay the review and acceptance process.

### **3. Documentation of experience**

**Resume:** *A resume indicating your current employment or volunteer position in a field or position which includes trauma-related services; crisis intervention; and/or trauma response work.* This information will usually include a position involving work with schools, victim's services, sexual assault victims/survivors, child victims, and/or domestic violence victims and any other victim population impacted by trauma or traumatic events. Individuals may represent crisis lines, hospice, chaplaincy, disaster services, treatment, law enforcement and firefighters, other first responders, military, emergency medical services, corrections, Red Cross, and trauma service or response ministries. Consult our association administrator if you are unsure.

### **4. Education documentation**

Include a copy of your college or university degree, OR a copy of your high school diploma or GED. 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.

## 5. Training documentation

Seventy two (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 from various educational venues including classroom, online or other continuing education courses.

See our [www.atss.info](http://www.atss.info) website for a sample of courses on the Training and Education link. You are not limited to these courses, however, *you must provide attendance verification from whatever online course or courses you select*. 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/certificates/letters of attendance from instructors to the *Training Documentation* form. Please number each item to match the corresponding documentation. You may duplicate the form as needed to add additional information. 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 *CTSS Training and Continuing Education Documentation* forms.

## 6. Supervisor letter

The supervisor letter must have the following specific information included in the letter.

1. Documentation of a minimum of one year experience;
2. The quality of your work as an employee or volunteer;
3. Successful completion of a minimum of one year of experience in the field;
4. Applicants' ethical conduct;
5. Formally recommend application for certification as a Certified Trauma Services Specialist;
6. Indication of completion of entry level training, in-service, academy, and orientation or training required by your agency for your position.

## 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. 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. Please contact the ATSS Administrator, Jayne Crisp at [admin@atss.info](mailto:admin@atss.info) to be assigned a sponsor.

Sponsors are certified members who have volunteered to help applicants prepare their documentation for a successful review. Your sponsor must be a CTTS (Certified Trauma Treatment Specialist) or CTSS in good standing with the ATSS. Questions about appropriate experience and education or about your qualifications for certification should first be directed to your sponsor. The sponsor will review the application prior to submission and write a letter of support recommending your application approval. 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.

## 8. Certification fee.

- 1) Please pay your certification fee online on our website: [www.atss.info/certification](http://www.atss.info/certification) or
  - 2) Attach a check or money order (US funds only) made payable to Association of Traumatic Stress Specialists (ATSS) for the CTSS certification fee  
Full-time Student or senior (65 yrs.) certification fee
- |          |
|----------|
| \$200.00 |
| \$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.*

### **When should you hear about your application status?**

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

## Minimum Requirements for CTSS Certification

### 1. Experience:

One year paid or volunteer experience in a traumatic stress-related field. Professional disciplines can include but not be limited to:

Military	EMS
Crisis response and services	Hospice
Emergency Preparedness	Victims of torture
Law enforcement	Immigrant/trafficking
Crime victim services	Crisis negotiation
Public Safety	Employee Assistance
Criminal Justice	Addictions services
Red Cross	Mental health work/advocacy
Faith response	Refugee populations
Fire Services	Child Advocacy
Schools/Universities	Disaster work
Crisis Intervention	Trauma focused support groups

### 2. Education

A minimum high school graduate certificate or (GED) documentation.

### 3. Training

**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 the courses meet the educational criteria for your specific certification recognition. You must have 72 hours of training for your specific discipline. And completion of training or college level courses in basic and advanced trauma services and support or response training, peer support or victim/survivor assistance. Training for the 72 hours of courses required can be either academic, in service, on line or other continuing education.

Training can come from educational institutions and/or recognized trainer/models which include:

International Critical Incident Stress Foundation, Federal Emergency Management Agency (FEMA), Crisis Care International, 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 Victims of Crime and Office on Violence Against Women, US Department of Justice, National Victim Assistance Academy, Green Cross Academy of Traumatology, the Justice Institute of British Columbia, national state, province and professional organization conferences and seminars, continuing education programs, Canadian Critical Incident Stress Foundation, various first responder academies, and other credible private and public continuing education programs and organizations that offer trauma response, service, disaster and crisis management and response training.

## Recommended topic or coursework areas

PTSD

Trauma & Spiritual Issues

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

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

Interventions with resistant clients

Secondary PTSD/Caregiver Debriefing

Conflict Resolution

Crime Victimization

Catastrophic Injury/Illness

Responding to Individuals with disabilities

Terrorism/Political Oppression

AIDS/HIV

Sexual Assault/Family Violence

Death & Dying/Grief

Counter Transference

Mental Illness

Critical Incident Stress Management

Criminal Justice

**And other courses related to traumatic stress services and support**

## Preparing Your Application – Read Carefully!

In order to expedite the review of our applications, we scan and e-mail the applications to our Certification Board. *Your documentation will be returned to you if these guidelines are not followed!*

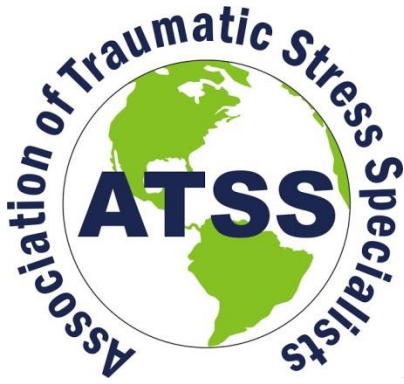
Please:

- 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 6 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. Business supply stores can scan and reduce the document to a thumb drive. Note: When scanning, please reduce the document to a **PDF** document to email it successfully.
- DO NOT send us emails with each page as a separate attachment.
- Make sure your ATSS membership is current!

If you scan your document, you may email it to:  
admin@atss.info

or mail it to:

Jayne Crisp, Administrator  
**Association of Traumatic Stress Specialists**  
5000 Old Buncombe Road, Suite 27-11,  
Greenville, South Carolina 29617 • USA



For internal use only:

Received application: \_\_\_\_\_

Send for review: \_\_\_\_\_

Board member: \_\_\_\_\_

Approved: \_\_\_\_\_

## APPLICATION

# Certified Trauma **Services Specialist** (CTSS)

Please print clearly.

**Name:** \_\_\_\_\_

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

**Preferred address**

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

**Address #2:** \_\_\_\_\_

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

**Preferred phone/s:** (Indicate:  mobile,  business,  home) \_\_\_\_\_

**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.

**Association of Traumatic Stress Specialists**

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Email: [admin@atss.info](mailto:admin@atss.info) • [www.atss.info](http://www.atss.info)



### Experience Documentation

Please attach all information that documents your training on this form.  
A minimum 1 year experience volunteer or paid in trauma services is required.  
This form can be duplicated if necessary.

Organization	Supervisor/Employer	Date/s	Trauma population served or helped. Or the nature of service

## CTSS Training and Continuing Education Documentation


Please attach all information that documents your training.

For clarification, please number **each educational event** and number and attach all related documentation to that particular educational event.

This form can be duplicated if necessary. A minimum of seventy-two (72) **trauma related** training hours are required for CTSS designation.

Note: If you have attended a conference, an academy or other similar venue, please list all courses related to trauma services.

You may attach a copy of your certificate of attendance as verification of attendance.

Educational event number	Educational provider	Title of workshop/s or training	Date/s attended	Number of hours	Documentation verification (IMPORTANT)	Sponsor verification (sponsors only)
<b>Example: # 0</b>	<i>International Critical Incident Stress Foundation (ICISF)</i>	<i>Crisis Intervention</i>	<i>6/15 and 6/16/2015</i>	<i>8</i>	<i>Certificate of attendance attached</i>	

Educational event number	Educational provider	Title of workshop or training	Date/s attended	Number of hours	Documentation verification	Sponsor verification (sponsors only)
<b>72 traumatic stress related training hours required</b>				<b>TOTAL</b>		

## CTSS 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 electronic payment. (Attach copy of receipt).
- Current resume/vitae should include specific response related activities (6 pages max).
- 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 trauma service provider.
- Sponsor letter of recommendation should be included with the application.

Allow at least 30 - 45 days after the review for notice of your application and certification status. The review may take longer during holidays. *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](mailto:admin@atss.info) • website: [www.atss.info](http://www.atss.info) • Phone: 864-294-4337

Attention: Jayne Crisp, CTSS, CVAS, ATSS Administrator