2018 version from www.treatment-innovations.org / www.seekingsafety.org

**Fact Sheet on Training**

**Thanks for your interest in our trainings. This document has all the information you are likely to need, including costs, options, and how to request a training.** After you read this document, if you’d like to speak directly to one of our team to explore options or discuss your needs, please contact Jamie Miller, our training coordinator at coordinator@treatment-innovations.org or 617-299-1610. We are always happy to help!

We offer training on various topics, in various formats (on-site, via phone, etc.) and for various purposes (training clinicians, certifying clinicians, fidelity ratings, research, etc).

* The first five pages below provide key information about setting up a training.
* Interested in co-hosting with us an onsite training at your location? This is a new option that began in 2015 and can reduce the cost of your training. See section 4, point #2.
* Costs are listed in part 6.
* At the end is a Training Request Form that you can fill out if you would like us to get back to you on potentially setting up an onsite training and/or phone consultation. It does not obligate you to conduct a training—it just offers a place for you to provide details so that we can suggest possible options.

**Part 1.** ***Topics****.* Training is available on the following topics\*:

⯎ *Seeking Safety*

⯎*Trauma-Informed Care* (alone or combined with Seeking Safety training)

⯎ *How to monitor fidelity to Seeking Safety* (alone or combined with Seeking Safety training)

⯎ *Supervisor training for Seeking Safety* (alone or combined with any trainings above)

⯎ *Certification in conducting Seeking Safety* (not required, but an option)

⯎ *Women and Addiction*

⯎ *Creating Change* (new model)

⯎ *Other topics* are available on request (e.g., how to conduct research on Seeking Safety)

\*Also, for any training, we are happy to include any particular focus that is of interest to your group. For example, some agencies want emphasis on adolescents, on criminal justice, or on one gender, etc.

**Part 2. *Length of training***

Any of the topics listed in part 1 above can be conducted in any length. However, to train people to conduct the Seeking Safety model, a length of one day or more is typically recommended (or a combination of two workshops). See below for more.

 Training can range widely in length:

⬩ *Plenary or other short talk:* These are typically about an hour or other similar length (e.g., 1.5 hours, 45 minutes), but sometimes are shorter (15 minutes) or longer (e.g., 2 hours).

⬩ *Workshop.* These are several hours or a half day. Sometimes a combination of workshops is conducted (e.g., Seeking Safety overview, then Seeking Safety implementation).

⬩ *One day to two days.* This is the usual length to learn the Seeking Safety model. The training can be 1 day, 1.5 days, or 2 days. The longer lengths allow greater discussion of implementation, more exercises and video material. However, a one day training is sufficient for people to learn the model and start to use it with clients. See the training outline.

**Part 3. *Format of the training***

 Trainings can be conducted **onsite at your location**, or in other formats if you choose (e.g., **webinar** or **phone**). There are also several other training formats, described here, all of which can be found in our online Store (www.treatment-innovations.org, click Store on the menu bar, then Training Items):

* **A set of Seeking Safety training DVDs** (videos). The DVDs can be used after an in-person training to help create sustainability (e.g., new staff can watch the training videos and sit in on existing Seeking Safety sessions). For sites that cannot do an onsite training, the DVDs can also be combined with phone consultation and/or fidelity monitoring (see part 5 below).
* **Online courses** for Seeking Safety. There are 2 courses related to the book and 4 to the DVDs (see point above). They are available singly or all together, and with or without continuing education units.
* There is a **Teaching Guide to Introduce Seeking Safety to Your Agency.** This is designed for anyone in an agency who wants to help staff learn about Seeking Safety. Who can be A Seeking Safety training facilitator? Anyone in the agency who has at least some clinical background; it is also preferable to have direct experience conducting Seeking Safety, if possible. The teaching guide is used in conjunction with the Seeking Safety Training DVDs. There is also a **Teaching Guide to Introduce *A Woman’s Path to Recovery* to Your Agency,** which is used with *A Woman’s Addiction Workbook.*

**Part 4. *Key details for any training* – Frequently asked questions**

**1. *How many people can attend?***There is no limit. In many years of conducting trainings, we have found that large groups work just as well as smaller ones. Thus, we have conducted trainings with hundreds in the room or just a few people. All of the exercises and material remains the same. "The more the better" is the principle-- having many people learn at the same time does not decrease the learning, and does increase the public health goals of creating greater sustainability and shared knowledge.

**2. *Can other agencies or individuals be invited (and/or charged) to attend the training?***Most entities that host a training do so on a non-profit basis such as training their internal staff only, i.e., not charging anyone to attend. In that case, you can invite as many to attend as you choose; there is no limit. However, if you are looking to create a training in which you will charge individuals (or any other entity) to attend, please email info@treatment-innovations.org to negotiate an arrangement with Treatment Innovations regarding the terms of such a training. We are happy to work with you to set something up that allows you to charge others, but this would need to be worked out in advance with a written agreement. Also, **you may want to consider co-hosting a training with us. That is a new option as of that began in 2015.** We have done it successfully and it provides a nice option to open up more training slots to people who are currently unable to locate an open training in their region. It can also help offset your training costs substantially. There is flexibility on how co-hosting can work. Some ideas include…

 a. The training would be at your location, which could be onsite at your agency or if more space is needed, at a local university, hotel, or other space.

 b. The training would be open to your staff and also to staff or clinicians from other locations. There is a definite need for more *open* trainings that clinicians can sign up for, and a co-hosted training can be a fine way to do this. The training would be listed on the Treatment Innovations website, which can help draw attendees.

 c. We can help obtain continuing education units (CEUs) if you would like. We have a company that we work with who can provide those at low cost; or if you already have a way to provide CEUs, that’s fine too.

 d. We would work out the financials to create a 50/50 split between your entity and ours, after all costs are accounted for.

 e. We would provide the trainer, who is certified by Lisa Najavits to provide her training.

Interested? Email info@treatment-innovations.org and put “co-host a training” in the subject line. We can chat about options, with no obligation.

**3. *Which trainers are certified to conduct the training?***On our website, we list the trainers who are certified to conduct our training, which is trademarked as of 2014. *Lisa Najavits or one of her associates (Martha Schmitz, PhD; Brenda Underhill, MS; Kay Johnson, LICSW; Kevin Reeder, PhD; Gabriella Grant, MA, Joni Utley, Psy.D, Melissa Anderson, PhD, Sarah Gentry, LMHC).* Lisa, the developer of Seeking Safety, has closely trained and supervised each of these certified trainers and can assure their quality as well as ensure that they are conducting the certified training (same slides, videos, exercises). Note that these are the only trainers who are authorized by her to conduct Seeking Safety training, and whose quality and content can be assured. All have conducted the Seeking Safety model for several years and have their trainings audiotaped and reviewed by Lisa on an on-going basis. Note that others sometimes create their own trainings, but we have no connection to them, nor have any verification of their quality. We do provide, however, a *Teaching Guide to Introduce Seeking Safety to Your Agency*, which can be used by any staff person at your location. We also have a *Teaching Guide to Introduce A Woman’s Path to Recovery at Your Agency.* These provide options to help your staff to be introduced to either of these models, but without a formal training. We greatly value a public health approach and strive to offer various options and to be respectful of resource limitations. For more information on the Teaching Guides, see www.treatment-innovations.org, section Store.

**4. *How much time is needed to book a training?****.* We can book trainings on short notice if needed (a few weeks), but the more time you allow the better, if possible.

**5. *What location and setup are needed?***Trainings have been conducted at hotels, in conference centers, in agencies, etc. The room setup can be anything available (it does not require a particular setup of chairs).

**6. *Can the training be taped?***Because we have actual training videos available (see link), we do not allow recording of any kind for any training (including webinars, unless agreed on in advance and in writing). The reason is that the training include video clips of real clients that are not allowed to be taped or further distributed; and also because the quality of the recording may be poor, or the nature of the questions/answers may not be relevant for further distribution.).

**7.** ***What materials are needed for attendees of the training?***The training requires only the handouts that are freely downloadable from the website (section Training / training materials)*.* However, to actually conduct Seeking Safety, the attendee would need the Seeking Safety book. Thus, it is an option to provide a book for each attendee (as they appreciate seeing the full book as they go through the training), but this is not required. If you decide to order the books, they can be obtained by clicking the “Order” section of the Seeking Safety website (which offers a discount for multiple books).

**8.** ***Can the training be closed? Can it be listed on your website?***Yes, you can choose to close your training or we are happy to list it on our website if you want to open it up for anyone to register at no cost to them; if you plan to charge people to attend, you would just need to negotiate a written agreement with Treatment Innovations on the terms of that in advance (see point #2 above). Our Planning Form invites you to specify how you want us to list it.

**9.** ***Are CEUs provided?***Ifyou are interested in CEUs, you would need to apply for those if it is a training you are setting up. For such trainings, we do not obtain CEUs (continuing education units), nor provide nor fill out any application forms for CEUs. However, we do provide the information that you may need to fill out CEU applications. On the www.treatment-innovations.org website (section Training), you will find a detailed timed outline of the training, objectives, etc.; we also provide the CV of the trainer. You can also choose to conduct a training without offering CEUs. If you co-host a training with us, we can provide CEUs via a company we work with on that.

**10.** ***Is “train the trainer” available? Can my staff conduct Seeking Safety trainings after they have attended the training?*** We have training DVDs available, and also an option available called a Teaching Guide that is combined with the Seeking Safety training DVDs and can be done by one of your staff. However, you would not be able to charge people to attend that (it would only be a nonprofit, non-charged, internal agency training). See the Store at www.treatment-innovations.org for information on the Teaching Guide and training DVDs. Please note that we use these methods as these allow for a more reliable way to assure the content of training.At this point, we do not have a “train the trainer” option as it is not possible to guarantee the quality of the training provided without intensive training and supervision of the trainer. Currently the DVD training series, with or without the facilitation guide, allows for accurate content to be conveyed at minimal cost. Some agencies choose to combine this with consultation calls (see next section). We greatly value being able to provide low-cost and feasible options that promote high quality.

**11. *Can non-clinicians attend the training?*** Yes! Anyone can attend the full Seeking Safety training and per our website (see Questions section) anyone can conduct Seeking Safety (no specific license, degree, or experience is required). Also please note: the morning of the first day of training can be attended even by people who will never conduct Seeking Safety. The training starts with an overview that includes background about trauma-informed care, and substance abuse, a summary of the Seeking Safety model, etc. It can be helpful for “buy-in” throughout your treatment system if you invite a broad audience to this first part of the training, even if they will never actually conduct the model. The rest of the training (afternoon onward) provides detailed training on implementation of Seeking Safety so is typically attended by those will actually be conducting it Seeking Safety (although here too if you prefer all to attend the rest of the training, that’s fine too). By using this approach, you can invite anyone to attend at least some part of the training: program administrators, aides, ancillary staff, night staff, etc.

**12. *Do clinicians have to have a license or prior background to attend the training?*** No. The good news is that anyone can attend the training, and anyone in any setting who treats clients with trauma and/or substance abuse can conduct Seeking Safety. No specific degree or experience level is required. Seeking Safety has been successfully conducted by a very wide range of clinicians (substance abuse or mental health counselors, social workers, psychologists, psychiatrists, bachelor’s level counselors, case managers, nurses, clinical trainees, domestic violence advocates, school counselors, etc.), and even peers. We have never heard of any adverse event or problem with this, in any setting. Because Seeking Safety focuses on coping skills in the present it is safe to use and easy to learn.

**13. *Please see also the Questions section of the website www.treatment-innovations.org***. It addresses many other key points that may be of interest (e.g., implementation of the model, assessment, additional training information, use of the Seeking Safety materials, orders).

**Part 5. *Other training options -- followup training, phone consultation, fidelity, research***

 The options below can be done in addition to a regular on-site trainingand/or use of the Seeking Safety training DVDs (see part 3 above); or they can be contracted separately as desired.

★***Phone consultation****.* This can be very helpful after a training to provide a place for clinicians to ask questions and discuss case scenarios, do role-plays, and otherwise deepen their understanding of Seeking Safety or other content.

 --It is typically done as one-hour phone sessions, or you can request any other length.

 --There is no limit on the number who can attend the phone sessions (as long as you are not charging them to attend; see point #2 in the previous section on this point).

 --We offer a theme for each phone session (e.g., “Getting started with Seeking Safety,” “Working with challenging clients,” “Role-play of a session,” etc.). However, there is still plenty of time for open-ended discussion, topics the attendees would like to cover, and general questions-and-answers. For a detailed description of the 14 themed calls that we offer go to www.treatment-innovations.org, Training, Consultation calls.

 --For phone consultation related to Seeking Safety, we follow a format for phone sessions that mirrors the treatment itself (“parallel process”) to enhance learning. There is a check-in where clinicians are invited to state any topics they would like to cover in the session, any updates on how they are doing with the model, and whether they completed their “commitment” (homework related to learning) since the last phone session. At the end of the phone session, we do a check-out (“Name one thing you got out of the consultation,” “Commitment of new learning”).

 --Phone consultation can also be used to train one or more of your staff in ***Fidelity Monitoring*** and/or ***Supervisor training*** (see below for details on each of these).

★ ***Fidelity monitoring****.* **This is *required* for any research trial on Seeking Safety (e.g., a randomized controlled trial or other funded, formal outcome study that will be published).** In addition, even aside from research, some agencies want to assure that their clinicians are conducting the Seeking Safety model with strong fidelity (i.e., consistent with the model). We can provide two options, and you can choose either or a combination.

(a) **We can train your staff to conduct fidelity ratings for your agency.** This is the most popular option as it builds sustainability. We can train one or more of your staff to conduct fidelity ratings and the person(s) receives a fidelity rater certificate once they complete this training. This allows your staff person to rate an unlimited number of staff within your agency. Please note, however, that this is not designed to allow your staff person to then teach others how to conduct fidelity ratings, nor to charge anyone outside your agency. It is solely agency-specific as the types of clients and settings differ and our training of your staff is solely within the context of your agency. Training one or more of your staff to conduct fidelity ratings involves a series of tapes that are rated by your staff person and our associate, and they compare their ratings until your staff person is able to achieve close ratings to our associate—typically 3 tapes are needed, but sometimes more. Note that we can provide the tapes for that (we have a set of standardized client interviews of real sessions of Seeking Safety on DVD) or you can provide the tapes. Also, as part of this process, there are phone consultations with your staff person to go over the fidelity scale and to discuss the tape ratings. These phone calls can be half hour or longer, and you can choose the length.

(b) **Role-plays by phone**, in which our Seeking Safety expert plays the client, and your clinician plays the clinician.

(c) **Review of** **tapes of actual sessions** with real clients (i.e., your clinician sends a taped session with his/her client or group). Most programs no longer do this due to HIPAA / confidentiality concerns, but if you are interested, there are ways to set up secure sending of tapes. Email us to discuss.

**For any method above:** Our associate uses the *Seeking Safety Adherence Scale* (long version). To see the scale, go to www.treatment-innovations.org, section Assessment. The benefit of the long scale is that it offers highly detailed feedback that is relevant to clinical practice and offers a very strong learning opportunity. In addition, the phone discussion about the ratings with our associate also provided helpful feedback. The call can be attended by other clinicians as well, if desired, so they can benefit from hearing how fidelity is addressed. The associate always uses a compassionate, tactful approach so that even if there are flaws in the clinician’s conduct of Seeking Safety, it is used as a positive learning experience. When possible, we have the trainer who provided the onsite training (if any) also provide the fidelity monitoring, to help sustain the connection.

★ ***Supervisor training****.* This is the highest level that can be completed for Seeking Safety. It is designed for someone who has already completed the *Fidelity Rater Training* (see section above). Now the person learns how to provide feedback to supervisees who are implementing Seeking Safety. The feedback process is designed to mirror (be “parallel process”) to Seeking Safety sessions. There is a check-in and check-out, for example. The supervisor learns to provide feedback using the *Seeking Safety Adherence Form,* with guided role-plays of the process with our trainer. Once the supervisor achieves two good role-plays demonstrating the supervision process, s/he receives a certificate. Here too, the certificate allows your staff person to supervise an unlimited number of staff within your agency. Please note, however, that this is not designed to allow your staff person to then teach others how to conduct supervision or fidelity, nor to charge anyone outside your agency. It is solely agency-specific as the types of clients and settings differ and our training of your staff is solely within the context of your agency.

★ ***Certification in conducting Seeking Safety.*** Certification in conducting Seeking Safety is also possible—and **is *required* for any research trial on Seeking Safety (e.g., a randomized controlled trial or other funded, formal outcome study that will be published).** For clinical purposes too, some agencies ask us to *certify* one or more of their clinicians. This means that the clinician has completed at least two tapes or roleplays that obtain adequate positive ratings, as rated by our trainer. Note that certification is not required for routine clinical implementtaion, however, as the model is safe even when conducted with less than strong fidelity. Certification can be helpful, however, for agencies that want to obtain as strong fidelity to the model as possible. And, as noted it is required for formal research studies.

★ ***Advanced / followup training****.* Followup training can be helpful to reinforce learning, to help address implementation issues that arise once Seeking Safety is being conducted, and to address advanced topics. Some agencies choose to do a followup training 6 months or a year after the initial training.

★ ***Research and other consultation****.* We can also provide advice on research design, measures, help with data analysis and/or writing of papers for journal submission, as well as provide general research guidance. Also for extensive or ongoing contracts, Lisa Najavits sometimes is included so as to supervise the trainer and/or consult with the implementation team to provide guidance.

★ ***Webinar****.* A webinar can be cost effective because it does not include travel expenses. The rate for a webinar is 75% of our standard training rate. There are, however, some caveats to having a webinar: (1) It cannot be recorded. (2) It can only be for people within your agency (not the general public or anyone outside your agency). (3) You cannot charge people to attend it. (4) The slides that are used for the webinar cannot be posted electronically after the webinar, distributed, nor stored. (The standard Seeking Safety handouts can, however, be distributed, stored, etc.).

 Please note that we very much want to make webinars possible as a way to provide Seeking Safety training. Yet in the past, sometimes the training materials have been used in ways that have been problematic. Thus, we need to abide by these various parameters. Thanks for understanding.

★ ***Teaching Guide to Introduce Seeking Safety to Your Agency****.* Our teaching guide is designed to be used by any staff member on your team, in conjunction with the Seeking Safety training DVDS and book. We also have a training facilitation guide for A Woman's Addiction Workbook (designed to be used with that book). You can obtain either or both.  They were written by Lisa Najavits. See www.treatment-innovations.org, Store, for additional information on this useful, low-cost option. The guide is web-only, and designed to be used from a computer, and only to train people within your agency (not to conduct outside trainings or to charge people to attend trainings).

**Part 6. *Cost of training and consultation***

**❖ *The cost for training is based on a per-day rate****.* For one of the associates, the standard per-day rate is $2600 (2018 rate), plus travel expenses.  Note that we do not charge for travel time or travel nor preparation time- just for time delivering the training. However, we always want to make trainings happen, so if your agency needs some other rate, please identify what you propose in the form at the end of this document. Other options may be available (e.g., trainers-in-training or a reduced fee arrangement). For Lisa Najavits to conduct the training is substantially higher (over twice as much per day; if you are considering this option, please email training@seekingsafety.org to inquire about her rate).

**❖ *Travel costs are described on the Planning Form****.* The form provides the opportunity to specify details on how you would like travel to be arranged, and also to provide all of the details needed to make logistics clear. The usual travel costs that are covered are coach airfare, hotel, per diem for meals or a meal rate as defined by you, ground transportation in the trainer’s home city (usually taxi, to get to and from the airport), and ground transportation in your location (to get to and from the airport there). The trainers are located in different cities - so if you are estimating travel, please consider their location. We always try to provide a trainer who is closest to your location when possible.

**❖ *A flat-fee arrangement is also possible.*** Some agencies prefer to define all travel costs on the front end to have a final flat-fee plan. We can do this if desired—please indicate this in the Training Request Form and we will propose a flat-fee amount based on the trainer’s distance from your location.

**❖ *The hourly rate for phone comsultation, fidelity rating, supervisory rating, and research consultation****.* This is usually $155/hour (2018 rate), but as always, if you have some other rate in mind, please indicate that in the form at the end of this document. This rate is for telephone consultation, rating fidelity tapes (the length of the tape, plus add 15 minutes for the associate to fill out the fidelity scale), supervisory rating, and for research consultation

**❖ *Books are additional, if desired.*** The training is designed so that attendees are not required to have a book at the training itself (e.g., the Seeking Safety book). If they choose to actually conduct the model, however, they will need a book. Thus, it is an option to provide a book for each attendee (as they appreciate seeing the full book as they go through the training), but this is not required. If you decide to order the books, they can be obtained using the Store at www.treatment-innovations.org, which also allows for purchase orders by institutions.

**❖ *We can provide alternatives as needed****.* This may include, for example, a flat-fee arrangement that includes all costs in one rate; different lengths of training; etc.

**Part 7: *Logistics***

**❖ *Organizing a training.***If you are exploring options for a training, please fill out a Training Request Form at the end of this document. This is a first step to help us identify how best to meet your training needs. By filling it out, you are not obligated in any way—this is just a preliminary form, after which we will get back to you with some options (which you can choose to pursue or not). Email the form to training@treatment-innovations.org. Note that you would not typically be contacting the trainer until later in the process. We have a centralized system for all training requests, and provide you with information on trainers’ dates, availability, and CVs. Lisa Najavits supervises all of the trainers and the training content, and can discuss options to help suit your needs.

**❖ *We have a Planning Form to help make the process as smooth as possible****.* This includes audiovisual information, handouts, the training schedule, objectives, etc. You can also find this information online at www.treatment-innovations.org, section Training, then Training Materials. The Planning Form is also there.

**❖ *Contract****.* We use the Planning Form as a contract, but if you have a contract you need us to fill out, we can certainly do so.

**❖ *Invoicing****.* For trainings,we typically invoice after a training, once travel is completed. However, if you need invoicing in advance, we can do that. For phone consultations, we typically invoice at the end of the project; but other timeframe are possible (please note we do not invoice more frequently than quarterly).

**❖ *Flexibility****.* We are happy to help meet your training needs in any way that is helpful to you. Please feel free to suggest other options or ideas, and to get in touch anytime.

**Training Request Form #1- Onsite Training**

The information below helps us identify how best to meet your training needs. But you are not obligated in any way—this is just a preliminary form, after which we will get back to you with some options that you can choose to pursue or not. Please type as much detail as you like for each question. Thanks.

**This form #1 is for onsite training (or webinar), either alone or in addition to phone consultation. If you would like phone consultation alone, please fill out Form #2 below.**

**What type of training would you like (as best as you know at this point):**

a) *Content* (Seeking Safety, trauma-informed care, etc.).

b) *Length* (1 day? 1.5 day? 2 day? some other length? plenary plus workshop(s)?)

c) *Possible timeframe* (range of dates you would like the training to happen? any preferred days of week, etc. Note that no specific lead-time is needed—we can provide a training for almost any timeframe)

d) *Special focus?* (e.g., criminal justice, gender-based, adolescent, advanced training)

e) *Number likely to attend the training* (there is no limit on the number):

f) *In which city or town would the training be held (city or town)?*  \_\_\_\_\_\_ *Which airport would the trainer would fly into?\_\_\_\_\_\_\_*

g) *Is it acceptable to have one of Lisa Najavits’ associates conduct the training? yes / no**/ unsure*

 ***If there is a specific trainer you would like to request****, list the name here:\_\_\_\_\_\_\_\_.*

*Note:* Before finalizing any trainer, we would send you the associate’s CV for you to verify that the associate is acceptable to you.) *If you prefer to have Lisa do it (at a higher cost, i.e., more than double the associate’s rate)?*

 ***If no or unsure****, we can email you information on the cost for Lisa to conduct the training (but please note it is more than double the associate’s rate).*

h) *Would you* *like to consider having phone consultations in addition to the training? Yes / No*

 Phone consultations are done after a training to provide support to clinicians once they are implementing a model, for providing certification or fidelity ratings, for research advice, etc. (Please see section 5 above for more information on these various options.)

 **Note** that you can indicate possible interest in phone consultation here, but you are not obligated to have them—you can first do the training, and then afterwards decide to have the phone consults or not. We typically have the trainer provide the phone consults, but you can also switch to someone else if desired. Thus, below is a general idea, but after the actual training you can make specific plans as desired.

*If "yes" (you are considering having phone consultations in addition to a regular training), please describe below:*

*--Purpose(s), e.g., certifying clinicians in Seeking Safety, training a staff member to do Fidelity Ratings, research guidance, etc:*

*--Other details (possible number, frequency, etc.).*

i) *Please confirm if our standard rates for an associate to conduct the training are acceptable: $2600/day (in 2018) for onsite day plus travel for onsite training. This rate can be prorated for ½ days (divide the day rate by half, then add travel); and for webinars is 75% of the reglar rate; phone consultation is $155/hour (2018 rate).*

***Yes / no***  *If no, please suggest what you would like to propose for fees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

j)  *Please check just one box below to indicate your arrangement (see Part 4 of Fact Sheet on Training):*

 *1, My entity, \_\_\_\_\_\_ agrees not to charge other agencies or individuals to attend*

*OR*

 *2. My entity, \_\_\_\_\_\_ already has a written agreement in place with Treatment Innovations regarding terms negotiated for charging individuals and/or other entities to attend the training. If yes, please email that written agreement with this form.*

*OR*

 *3. My entity, \_\_\_\_\_, would like to negotiate a written agreement with Treatment Innovations regarding terms negotiated for charging individuals and/or other entities to attend the training and agrees that the training in not confirmed until such an agreement is in place (which must occur at least 6 weeks prior to the training).*

*OR*

 *4. My entity,\_\_\_\_\_, is interested in potentially co-hosting a training with Treatment Innovations. Please email info@treatment-innovations.org for more on how we partner with an agency—it really works well!*

k) *Any other details?* (about your agency, training needs, etc.)

**2. Contact information**

Your name: Your email address: Your phone: Your agency:

**3. Send the form to us:** email it to training@treatment-innovations.org or fax it to 617-701-1295

Questions? Email us or call 617-299-1670; email is preferred when possible.

Thanks for filling this out. We will get back to you very soon—typically within less than a week.

**Training Request Form #2- Phone Consultation Only**

The information below helps us identify how best to meet your needs. But you are not obligated in any way—this is just a preliminary form, after which we will get back to you with some options that you can choose to pursue or not. Please type as much detail as you like for each question. Thanks.

**This Form #3 is for phone consultation alone. If you would like onsite training (either alone or in combination with phone consultation), please fill out Form #1 above.**

Phone consultations are done after a training to provide support to clinicians once they are implementing a model, for providing certification or fidelity ratings, for research advice, etc. (Please see section 5 above for more information on these various options.)

**Note** that you can indicate possible interest in phone consultation here, and talk with us to determine what number or combination of phone consultations may be most helpful to your goals. Thus, below is a general idea.

**What type of phone consultation would you like (as best as you know at this point):**

*a) Purpose(s), e.g., certifying clinicians in Seeking Safety, training a staff member to do Fidelity Ratings, supervisor training, research guidance, etc:*

*b) Other details (e.g., possible number, frequency).*

c) *Possible timeframe* (range of dates you would like the phone consultation to happen? any preferred days of week, etc. Note that no specific lead-time is needed—we can provide a training for almost any timeframe)

d) *Special focus?* (e.g., criminal justice, gender-based, adolescent)

e) *Number likely to attend the phone consults* (*Note: we do not charge for travel nor preparation time- just for time delivering the training. Also* there is no limit on the number):  *who can attend the training.*

f) *Is it acceptable to have one of Lisa Najavits’ trainers conduct the phone consults? yes / no / unsure*

 ***If there is a specific trainer you would like to request****, list the name here:\_\_\_\_\_\_\_\_.*

*Note:* Before finalizing any trainer, we would send you the person’s CV for you to verify that the person is acceptable to you.)

 ***If no or unsure****, we can email you information on the cost for Lisa to conduct the training (but please note it is more than double the associate’s rate).*

g) *Please confirm if our standard rates for an associate to conduct the training are acceptable ($155/hour in 2018) for phone consultation. If not, please advise what you would like to propose for fees.*

h) *Please confirm that the phone consultations are for within your agency only (that you are not planning to charge anyone to attend, nor opening up the phone consultations to people outside of your agency): yes / no / unsure*

i) *Any other details that you think may be helpful to list?* (about your agency, training needs, etc.):

**Your contact information**

Your name: Your email address:

Your phone: Your agency:

**Send the form to us:** email it to training@treatment-innovations.org or fax it to 617-701-1295

Questions? Email us or call 617-299-1670; email is preferred when possible. If you prefer to speak by phone, please email that address and indicate times and days you are available for a phone discussion.

 Thanks for filling this out. We will get back to you very soon—typically within less than a week.