



CERTIFIED **FETI**®



SCIENCE-BASED TRAUMA INTERVIEWING

Information on How to Host a Training

Apply to Host
Certified FETI® Courses for Certification
Certified FETI® Presentations
FAQs



APPLY TO HOST

Complete all sections of this form and then submit to the Certified FETI® Administrative Office at tellmemore@certifiedfeti.com or complete an online form at go.certifiedfeti.com/presentation-request. Current certification in Certified FETI®, or intent to become certified in Certified FETI®, is not required to host training. Agencies hosting Certified FETI® courses are required to provide the training venue and guarantee that a minimum number of attendees will register, pay and attend the hosted training(s). Certified FETI® facilitates all registrations, instruction and curriculum. Additional details regarding the host agencies responsibilities will be outlined in a sample services contract provided upon submission of this form.

HOST AGENCY NAME:	
ADDRESS:	
CONTACT NAME:	PHONE:
CONTACT EMAIL:	

VENUE NAME:	
ADDRESS:	
TRAINING ROOM CAPACITY:	ONSITE CATERING: Y N

We are interested in hosting the following training(s):

Introduction to the Forensic Experiential Trauma Interview (2 Day Course)	
Practical Application of the Forensic Experiential Trauma Interview (3 Day Course)	
Orientation to the Forensic Experiential Trauma Interview (Up to 4 Hours)	
Other Request:	



APPLY TO HOST

List a minimum of two date options:

FIRST CHOICE:
SECOND CHOICE:

Provide any other additional information you would like the Administrative Office to have:



CERTIFIED FETI® COURSES

Visit www.certifiedfeti.com for more information

INTRODUCTION to the Forensic Experiential Trauma Interview

2 Days of Instruction

9:00 am – 5:00 pm Each Day

1 Certified FETI® Instructor

1 Certified FETI® Facilitator

\$395.00 Per Person


FULFILLS A REQUIREMENT FOR CERTIFICATION LEVEL:

 **BASIC**

The Introduction to FETI® course is the first step on the path to Basic Certification. At the core of the Introduction to FETI course is a comprehensive classroom experience taught by a Certified FETI® Advanced (CFP-A) instructor with significant industry and FETI® interviewing experience. Each CFP-A Instructor is joined by a Certified FETI® class facilitator to better provide attendees with customized guidance, both during the course and in preparation for those attendees who choose to continue on the path to Basic Certification. In addition to in-person, classroom training, the course encompasses an online component, which includes a library of information and online resources.

The introductory course provides instruction in two primary areas – the science and practice basis for the FETI® methodology and the official FETI Framework™ on how to correctly conduct a Forensic Experiential Trauma Interview. Upon completion of the Introduction to FETI® course, attendees will have completed the following objectives:

- Learn and understand the FETI Framework™
- Understand the important difference between an interview and an investigation
- Recognize the impact and science-basis of trauma and high-stress on memory, communication, and recall
- Learn how to maximize Opportunities for Information™



Attendees of the Introduction to FETI Course are encouraged to enroll in the second step on the path to certification, the Practical Application of the Forensic Experiential Trauma Interview Course, where interviews are conducted, practiced, and evaluated by our instructors in a small and highly effective learning environment. Most individuals and organizations choose to take both courses within the same week of instruction.

Attendees must be present for the entire training, complete all required coursework and fully participate in all required exercises to receive a certificate of completion. Attendees with a certificate of completion achieve the prerequisite requirement to attend the Practical Application of FETI® course. Completion of this course does not provide an attendee with a license to instruct the FETI® Methodology or identify themselves as a Certified FETI® Practitioner. Attendees intending to be identified as a practitioner of Certified FETI® are required to fulfill all requirements of, at a minimum, Basic Certification. Attendees intending to instruct Certified FETI® are required to fulfill requirements of Advanced Certification and then apply for a specialty designation of Instructor.

PRACTICAL APPLICATION of the Forensic Experiential Trauma Interview

3 Days of Instruction

9:00 am – 5:00 pm Each Day

2 Certified FETI® Personal Experience Interviewers


1 Certified FETI® Instructor

\$1295.00 per person

FULFILLS A REQUIREMENT FOR CERTIFICATION LEVEL:

 **BASIC**

Practical Application of FETI® attendees will apply and demonstrate FETI® skill sets learned during the Introduction to FETI® course. Live examples of Forensic Experiential Trauma Interviews will be utilized to demonstrate the correct practical application of the methodology. Attendees will be required to experience and practice actual FETI® interviews in front of other attendees who will offer critique facilitated by a Certified FETI® Instructor. Each attendee will participate in a confidential FETI® interview facilitated by an Advanced Certified FETI® Practitioner with a Specialty in Personal



Experience Interviewing. It is essential for those who interview persons who have experienced trauma or high stress to know what it is like to be interviewed about a traumatic event.

Additionally, attendees will be expected to perform the role of interviewee multiple times during the course, sharing personal experiences of stress or trauma chosen at their discretion. This course includes practical exercises, individual Personal Experience Interviews and group practice interviews along with comprehensive class discussion.

Attendees must be present for the entire training, complete all written coursework and fully participate in all exercises, discussion and their Personal Experience Interview to continue in the course and receive a certificate of completion. This course does not certify an attendee in FETI® but does fulfill a requirement for Basic-level certification in FETI®. Non-participating attendees will be removed from the course with no refund of registration fee.

CERTIFIED FETI® PRESENTATION

ORIENTATION to the Forensic Experiential Trauma Interview

Up to a 4 Hour Presentation

1 Certified FETI® Instructor

\$5000.00 (inclusive of travel)

This FETI® presentation is an overview of the Certified FETI Methodology taught by a Certified FETI® Advanced (CFP-A) instructor with significant industry and FETI® interviewing experience. This presentation consists of live instruction and does not include access to the Certified FETI Training Portal for attendees.

This presentation provides instruction in two primary areas – the science and practice basis for the FETI® methodology and the official FETI Framework™ on how to correctly conduct a Forensic Experiential Trauma Interview.

Attendance at this presentation does not provide an attendee with a license to instruct the FETI® Methodology or identify themselves as a Certified FETI® Practitioner. Attendees intending to be identified as a practitioner of Certified FETI® are required to fulfill all requirements of, at a minimum, Basic Certification. Attendees intending to instruct Certified FETI® are required to fulfill requirements of Advanced Certification and then apply for a specialty designation of Instructor.



FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

What are the requirements of a host organization?

Host organizations are required to contractually guarantee a minimum of 50 attendees for an Introduction to FETI® course and a minimum of 30 attendees for a Practical Application of FETI® course. Host organizations must also cover all fees associated with their selected training venue. Certified FETI® covers all other costs and facilitates all registrations.

Can any organization host a Certified FETI® Training?

Yes. There are no professional requirements for a host organization.

Who do I talk with to start the process of hosting?

The process begins by submitting a request at go.certifiedfeti.com/presentation-request. It is helpful to provide the information outlined on page 2 of this guide.

Is it possible to host just a Practical Application of FETI® course?

No. Practical Application of FETI® courses must immediately follow an Introduction to FETI® course.

Is the hosting agency able to select specific instructors?

Yes. The administrative office will assist you with identifying available instructors depending on the date you select.

Are Certified FETI® courses available to be hosted outside the United States?

Yes. Depending on the venue selected there may be additional requirements of the host organization.



Do host organizations receive complimentary registrations?

Yes. Once a hosted training reaches 75 paid attendees the hosted organization receives 5 complimentary registrations to distribute at their discretion. Depending on venue attendance limits, each additional 50 registrations provides 5 complimentary registrations. The complimentary registrations cannot be used for already registered attendees.

What is the difference between hosting a Certified FETI® Course and a Certified FETI® Presentation?


Certified FETI® Training Courses must adhere to specific requirements set by training faculty and therefore are not able to be modified in length or content. Additionally, individual paid registration is required and some Certified FETI® Training Courses have limits on the number of attendees. Certified FETI® Presentations may be customized (up to 4 hours of content) to accommodate a hosting organization's specific needs and do not require individual registration. Hosting organizations may have as many attendees as they would like at a presentation for one fee.

Can a host organization create a custom Certified FETI® Course?

Trainings that fulfill prerequisite requirements for Certification such as the Introduction to FETI® and Practical Application of FETI® courses are not able to be customized and may not be modified in terms of length. Presentations, such as Orientation to the Forensic Experiential Trauma Interview, that are not required for Certification may be customized to accommodate a hosting organization's specific needs.

We have limited funding. Are there opportunities to host a certification course without guaranteeing the minimum number of registrations?

A signed contract guaranteeing a minimum number of registrations is required for all hosted Certified FETI® Trainings. We encourage host organizations who are



unable to meet the requirements for a Certified FETI® Training to look at the possibility of hosting a Certified FETI® Presentation.

VENUE QUESTIONS

Is there a requirement for where host organizations may hold a training?

No, there are no location requirements. Host organizations are encouraged to consider ease of attendee's access to the training location for those traveling by air and available parking. It is important to remember that location may impact the number of people who register, and host organizations must guarantee by contract a minimum number of registrants.

Is there a type of venue that works better for Certified FETI® trainings?

Large rooms that accommodate round tables allow instructors to facilitate small group work during the certification courses. Hosting organizations are encouraged to avoid auditorium-style venues if possible.

Does the venue have to allow catering?

No. Certified FETI® does not provide catering of any kind at their training courses or presentations. Hosting organizations may provide catering at their discretion.

What are the room setup requirements?

Technology Requirements include a projection screen (suitable for class size/venue), LCD projector, sound system (video and audio files will be played), one lavalier microphone, one handheld microphone (for attendees) and free wireless internet access to the training room/attendees along with technical assistance, in person, available at start of each day. Table set-up requirements are determined based on the venue selected by the host agency.

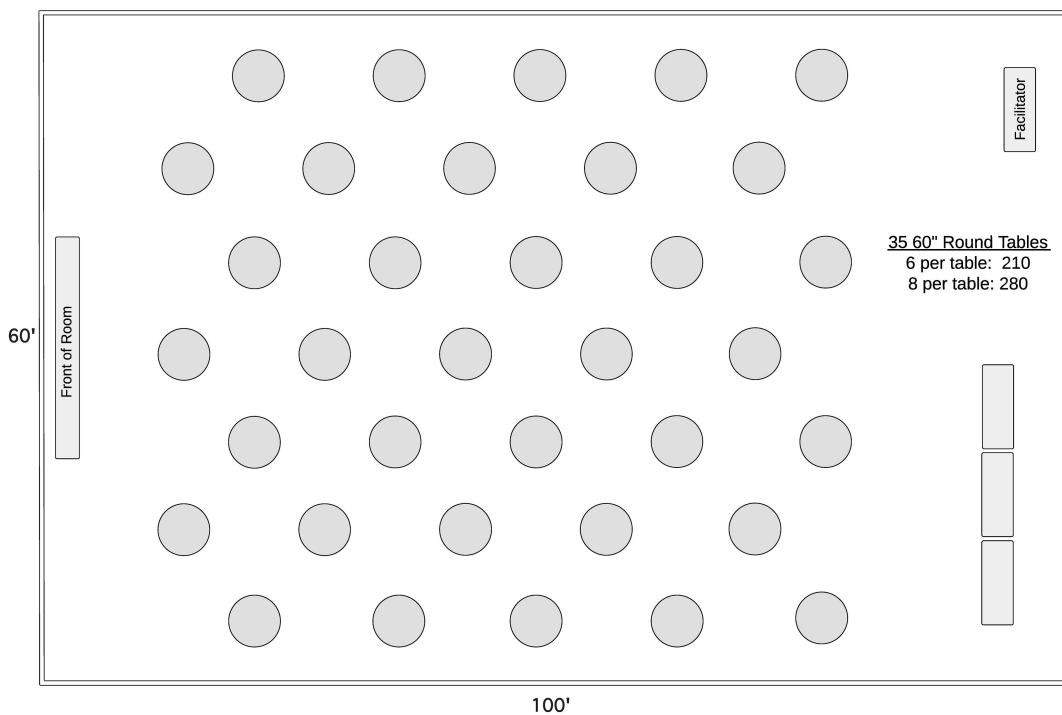
A recommended room set-up diagram is shown below:



CERTIFIED **FETI**®

Introduction to the Forensic Experiential Trauma Interview

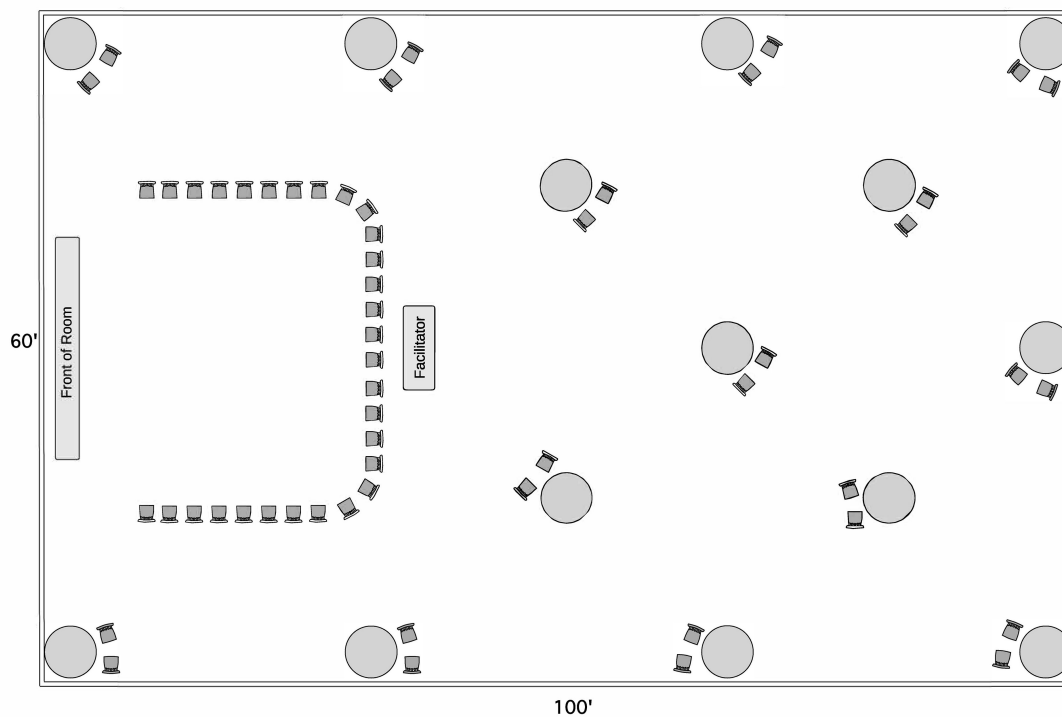
Floor Plan #1



CERTIFIED **FETI**®

Practical Application of the Forensic Experiential Trauma Interview

Floor Plan #1



CERTIFIED **FETI**®