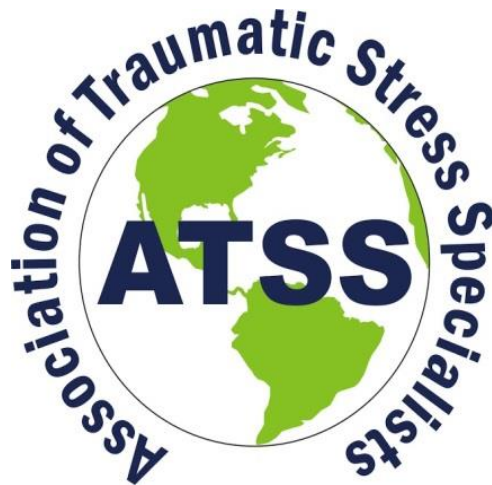


# **Association of Traumatic Stress Specialists**

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

## 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](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 CTR 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/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. 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**

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 or online coursework that provide training titles and number of hours received to verify completion of 72 clock hours. See our [www.atss.info](http://www.atss.info) website for a sample of courses on the Training and Education link.

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 CTTS 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](mailto:admin@atss.info) 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 [admin@atss.info](mailto:admin@atss.info) for all other questions.

#### **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 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 minimum of 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

**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. A minimum of 72 hours of crisis response, crisis intervention, or critical incident response training is required. Training for the 72 hours of courses required can be either academic, in service, on-line, or continuing education. Documentation should include certificates of attendance or transcripts. 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 and Management (CISM)  
Secondary victimization  
Responding to trauma and victimization  
Psychological first aid  
FEMA or other national or local disaster-response related online courses  
Resilience  
Crisis negotiation  
Vicarious trauma  
Crisis intervention  
Acute reactions to trauma  
Long-term reactions  
Assessing trauma victims needs  
Grief and Traumatic 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, Concerns of Police Survivors (COPS), 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, the Justice Institute of British Columbia, 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.

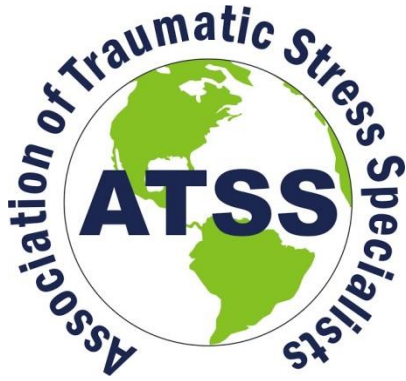
## Preparing Your Application – PLEASE READ CAREFULLY!

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 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 as a PDF 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 and documentation is enclosed.
- Do not forget to pay your certification fee and include documentation of payment.

If these guidelines are not followed, your application will not be reviewed and your application process will be delayed!

Thank you for your cooperation.



For internal use only:

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

Sent for review: \_\_\_\_\_

Reviewer: \_\_\_\_\_

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

## 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:				

## CTR 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) hours are required for CTR designation.

Educational event number	Educational provider	Title of workshop or training (Educational event)	Date/s attended	Number of hours	Documentati on verification	Sponsor verification (sponsors only)
<i>Example: # 0</i>	<i>International Critical Incident Stress Foundation (ICISF)</i>	<i>Crisis Intervention (See attached list of specific workshops)</i>	<i>6/12 and 6/13/2013</i>	<i>8</i>	<i>Certificate attached</i>	<i>✓</i>

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

## 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. No longer than 6 pages.
- 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](mailto:admin@atss.info) • website: [www.atss.info](http://www.atss.info)

Phone: 864-294-4337

Attention: Jayne Crisp, CTTS, CVAS, ATSS Administrator