

Process Work Institute

Certificate Program

Student Handbook

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THE CERTIFICATE OF STUDY IN PROCESS WORK

INTRODUCTION

Welcome to the certificate of study program in Process Work. The Certificate Program is a self-guided, independent study of the fundamentals of Process Work that offers you an opportunity to use Process Work for personal and professional growth. The Certificate Program can be designed to meet your learning goals, at a pace, in a style, and in a structure that suits your unique and individual needs and tastes. The Certificate Program allows participants to study anywhere in the world, as well as on-line or through teleconference courses. The Certificate Program is unique in the diversity and multi-cultural learning that happens through learning together with people from around the globe.

Description of Process Work

Process Work is an interdisciplinary approach to individual and collective change. It developed in the 1970s and 1980s when Dr. Arnold Mindell, a Jungian analyst in Zurich, began researching illness as a meaningful expression of the unconscious mind. Also known as Process-oriented Psychology or Dreambody work, Process Work offers new ways of working with areas of life that are experienced as problematic or painful. Physical symptoms, relationship problems, group conflicts and social tensions, when approached with curiosity and respect, can lead to new information that is vital for our personal or collective growth. With roots in Jungian psychology, Taoism and physics, Process Work is based on the assumption that the solution to a problem is contained within the disturbance itself. Process Work has developed into a comprehensive therapeutic system designed for working with the entire spectrum of human experience. It provides a practical framework through which individuals, couples, families and groups can connect with greater awareness and creativity. Process Work has been applied to many areas, including work with seriously ill and dying people, conflict resolution, organizational change processes, altered and extreme states of consciousness and addiction.

Connection with the International Process Work Community

Over the years, Process Work has developed into an international community of students and teachers. There are Process Work communities and training centers in Portland, Oregon, Zurich, Switzerland, United Kingdom, Ireland, Australia, New Zealand, Poland, Japan, Israel, Greece, Slovakia. The international five-week Intensive Course in Process Work, held annually in Portland, Oregon each January-February, is a comprehensive introduction to the fundamentals of Process Work, and attendance at the course satisfies the minimum course requirement for the Certificate Program.

The Certificate of Study Program

The Certificate Program provides students with a wide range of learning opportunities and encourages each student, in collaboration with an advisor, to design a program tailored to his or her individual needs and interests. Standard requirements include participation in seminars, trainings, supervision and personal therapy. In addition to these basic requirements, each student formulates a learning agreement which includes his or her individual needs and areas of interest.

Upon completion of this program, a certificate of study is awarded, verifying that the graduate is a Process Work Associate, having studied the fundamentals of Process Work. Process Work Associates, if they wish, can apply to the Diploma Program, or another program of study in Process Work.

Who are our Students?

The Certificate Program is intended for people who want to explore Process Work principles and practices for their personal and professional growth and education. Others may see the Certificate Program as an opportunity to accelerate and deepen their learning along their personal or spiritual journey. Some students are professionals in fields such as organizational development, education, law, the arts and religion. Others come from health related fields such as psychology, counseling and nursing. Depending on their background, students may focus on personal or spiritual growth, general training or on enhancing clinical skills. Upon completion of the program, Process Work Associates, will have a grasp of process principles and a foundational ability to apply Process Work skills in a clinical setting.

Provision of Training

The Certificate Program is designed as a non-local program of study. Through seminar and course participation in various locations, students can collect the required number of hours of study. Any Process Work learning that is open to the public, and facilitated by a Certified Process Work Diplomate counts towards fulfilling the required number of hours of study.

Please check with Process Work Institute website for a list of training centers and events around the world:
<http://www.processwork.org/therapists-int.htm>

Admission to the Program

In order to be admitted to the Certificate of Study program, the applicant fills in an application form which describes their interest in studying, and reasons for joining the program. After submitting the application with a non-refundable fee of \$100, the student will be interviewed by a member of the admissions committee, to discuss the suitability of the program for the student. If after the interview, both the student and admissions committee member agree on the direction of study, the student is admitted to the program.

The Student/Advisor Relationship

The first step upon enrolling in the program is to choose an advisor. The advisor, a certified Process Worker, is the student's study facilitator and resource person throughout the program. The advisor can be someone whose area of expertise matches the student's interest, a teacher, supervisor, or in some cases, may be the student's therapist. In case the student wants to have a therapist as an advisor, this should be discussed fully and freely between the two, and both must be in full agreement.

Working with the advisor, the student designs a learning agreement tailored to his or her particular needs. A draft of the learning agreement is submitted to the registrar, and kept on record. The learning agreement spells out the student's goals for study, as well as the evaluation criteria that will determine whether these goals are met. Completion of the program depends on the student fulfilling the basic requirements, and meeting the learning goals that the student and advisor created in the learning agreement. Throughout the course of study, the advisor and student can meet and revise the learning goals at any time. The student and the advisor also determine together how often they wish to meet, with a minimum of two meetings per year throughout the program. These meetings are included in the tuition fee. Extra meetings are paid for directly by the student.

The Learning Agreement

Designing the learning agreement (LA) is the next step of the Certificate Program. After selecting an advisor, the student has three months to submit the learning agreement, which is a contract between the student and the advisor and will be reviewed by the registrar to ensure it meets minimum standards. The learning agreement is based around the student's personal and professional goals. It spells out which areas of study the student wishes to specialize in, and the special interests and directions that student wishes to pursue within their studies. It also spells out the evaluation criteria the student and advisor decide upon, to ensure that the standards have been satisfactorily met, and the student's own learning goals are successfully arrived at.

Learning Log

After enrolling, the student will be sent a Learning Log to track participation at seminars, courses, and to record session hours.

Peer Study

In order to obtain valuable mutual support, at-a-distance students from the same region participate in peer study groups. We strongly encourage students who are geographically isolated to form networks and communicate by e-mail, phone and fax with other students and with their advisors, therapists and supervisors. There are opportunities for all certificate students to meet as a group at clinics and seminars.

Course Requirements

Minimum Study Requirements

The student is required to complete a minimum of 25 hours of training in each of the following topic areas. The topic areas cover a broad area of themes, and the type of training can consist of seminars, classes,

workshops, online and distance learning, and individual or group tutorials. Online or distance learning can count for no more than 35% of the total number of training hours. This does not include personal sessions, which can all be done via telephone. **The entire minimum requirement can be satisfied by attending one Intensive Course in Portland, if the person enrolls before, or within one year following attendance (applicant must enroll before the next year's Intensive starts). The Intensive Course is held in January-February of every year.**

Body Work (includes topics covering)

- Bodywork
- Symptoms and illness
- Near-death and coma work
- Movement

Relationships (includes topics covering)

- Couple work
- Conflict work
- Family work

Inner Work/Individual Work (includes topics covering)

- Inner Work
- Dreams and dreaming
- Creativity
- Life myth

Group work (includes topics covering)

- Worldwork
- Open Forums
- Conflict facilitation
- Diversity, deep democracy
- Leadership
- Organizational work
- Team work

States of Consciousness (includes topics covering)

- Extreme states of consciousness
- Addictions
- Trauma and abuse
- Coma work
- Palliative care
- Dementia and near death states of consciousness

Clinical Training (includes topics covering)

- Supervision
- Training seminars
- Process Labs
- Process Theory courses

Electives and Specialization

After completing the minimum number of hours of training in each of the topic areas, the student is required to complete an additional 25 hours of elective or specialized study. This can be any area that the student feels drawn to learn more deeply. It can be course work in an application area, for instance organizational work, or coma work. Or, it could be theoretical study with a tutor or in a class, if the student intends to apply to and transfer into the Diploma Program, and prepare for the Phase I exams. It could also include more one-to-one sessions, to focus more deeply on a personal issue. It could also be 25 hours of supervised case work, if the student wishes to become more masterful in their facilitation skills.

Personal Sessions

Personal sessions with a Process Work Diplomate constitute an important aspect of the student's training. The student is required to complete a minimum of 25 hours of one-to-one work with a facilitator. Through this process the student gains increased understanding of his or her emotional, interpersonal, intellectual and spiritual development.

Evaluation Criteria

The Learning Agreement that the student and advisor develop, and the learning log that tracks and records the minimum hours of study, constitute the evaluation criteria. Each Learning Agreement is unique, due to the student's personal and professional interests. The advisor helps each student map out a specific course or progression of study. An important aspect of the Learning Agreement is the evaluation criteria. Depending on the area of focus, each student creates his or her own evaluation criteria. It might be a written essay, or it could be a series of supervised sessions, in which the student displays his or her grasp of the area and gets feedback on their skills. It might be a curriculum for a workshop or training in an organization, using Process Work methods, or a session analyzing a video tape of the students' work. It could also be a creative project, demonstrating an understanding of Process Work through artistic media such as dance, performance, music, art, etc.

Review of the Learning Agreement

The advisor and the student decide how often the student's progress should be reviewed. The review should consider: how accurate were the initial goals and direction, given the student's development and process today? Has the student been able to fulfill the basic requirements formulated in the learning agreement? Are there any adjustments that need to take place? Having periodic review periods allows the student to consistently adjust the training to suit his or her needs. Revised learning agreements are signed by both advisor and student, and submitted to the Registrar.

Program Completion

Once all requirements have been met, the student is eligible for graduation. To be eligible, the student must have been enrolled in the program for a minimum of one year, the minimum requirements have to be met, and the learning agreement has to have been fulfilled, and signed off by the advisor. Both the signed learning agreement and the log book have to be submitted to the Registrar for review.

The Certificate Program must be completed within 5 years, unless the student and advisor submit a request to prolong the period of study.

Transfer of Credit from Other Programs of Study

Students may transfer up to 25 hours of study from prior work (seminars, therapy, supervision, independent study) toward a certificate of study. In addition, 5 personal sessions with a certified Process Work facilitator will be accepted towards the certificate. Both the hours of training and the personal session hours, however, must have been completed within a year prior to enrollment. In addition, a student must be enrolled in the Certificate Program for a minimum of one year.

Transferring into Other Programs

Some students will meet their learning goals by completing the certificate program. Others will want to extend their learning by transferring into other Process Work programs. Each program has its own transfer policies, and the student is encouraged to review the transfer requirements for each program. If transfer into another program is the student's goal, students are encouraged to build this into their learning agreement, so that their learning process reflects the requirements needed in other programs.

Program Costs

The program costs will vary significantly depending on the number and type of courses the student selects. The tuition cost for the program is \$500 per year, which includes two sessions with an advisor as well as administrative costs. The tuition does not include costs for courses, personal sessions, travel, meals or lodging. A student must be enrolled for a minimum of one year.

Seminar costs vary according to the local economic situation.

Approximate costs for course tuition are as follows:

The five week Intensive Course held in Portland each January - February is \$3100.

Week-long seminars are between \$500-\$800.

Weekend seminars are between \$250-\$500.

Personal therapy, supervision sessions, and additional advisor hours range from \$70-\$120, to be negotiated with the practitioner.

Scholarships and Financial Aid

Currently, the Process Work Institute has no external funding source. We are aware that some people might want to apply for the program but can't afford the cost. We'll do our best to work with those requiring assistance, but cannot guarantee our ability to offer scholarships or locate funding sources. Students can apply for scholarships by contacting whomever is conducting registration for the course, be that the Process Work Institute or another body.

FACULTY

(*Dipl. P.W.* is Diplomate of Process Work. *RSPOP* is the Research Society for Process Oriented Psychology in Zurich, Switzerland)

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