

Psychodrama Association for Europe e.V.

c/o Hofmann & Mävers, Rechtsanwältinnen

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PSYCHODRAMA TRAINING AND STUDENTS' CERTIFICATION – GENERAL INFORMATION

The purpose of this Document is to provide guidance for

1. the procedure of how to start psychodrama training within Psychodrama Association for Europe
2. The procedure of how to register a request of trainer or supervisor or a trainer for special/theory seminar
3. The procedure of students' certification.

“Psychodrama Training and student’s certification – general information” is applicable for Trainers, recognized and registered by Training Committee Psychodrama Association for Europe e.V., who want their psychodrama training accepted by Psychodrama Association for Europe e.V. and for Psychodrama Association for Europe e.V.’s partner organizations.

Definitions, used in this document:

“Trainer”	trainer, recognized and registered by Psychodrama Association for Europe e.V. Training Committee
“Supervisor”	supervisor, recognized and registered by Psychodrama Association for Europe e.V. Supervisor Committee
“Student”	student of any level of psychodrama training program within Psychodrama Association for Europe e.V.
“Partnership organization”	organization, which has a written agreement with Psychodrama Association for Europe e.V. as “Supportive Contract”
“Psychodrama training program”	psychodrama training, lead by a trainer, according to training curriculum and requirements, accepted and approved by the Training Committee of Psychodrama Association for Europe e.V.
“Certificate”	a document, attesting the fact that a student has completed a psychodrama training program
“Certificate of Psychodrama Assistant” or “Psychodrama Practitioner”	a document, attesting the fact that a student has completed a psychodrama training program “psychodrama assistant” The Psychodrama Association for Europe e.V.'s title of Psychodrama Assistant is equivalent to the title of Psychodrama Practitioner under supervision.
“Certificate of Psychodrama Therapist or Psychodrama Director”	a document, attesting the fact that a student has completed a psychodrama training program “Psychodrama Therapist” or “Psychodrama Director”

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1. The procedure for starting a psychodrama training within Psychodrama Association for Europe

The purpose for of this Chapter is to provide guidance for the:

1. Psychodrama Trainers, which are registered and recognized by Psychodrama Association for Europe e.V. Training Committee
2. Partnership organization (hereinafter – organization), which is member of Psychodrama Association for Europe e.V.

If there is no such organization, the decision of registering the training under Psychodrama Association for Europe e.V. will be taken by the Board of Psychodrama Association for Europe e.V.

The Trainer or Organization, willing to start psychodrama training group of both levels, such as “Psychodrama Assistant” (some countries use as equivalent “Psychodrama Practitioner”) or “Psychodrama Therapist/Director”, should register the training group two months prior to the beginning of the training group. In order to file registration, Trainer or Organization must provide such information by filling a registration form:

1. Title, Name, surname of the Trainer
2. Name of Organization or of the structure that provides the legal frame of training within the country where the training is provided
3. Country
4. Contact information
5. What kind of the training group you wish to start (Psychodrama Assistant/Psychodrama Therapist/Director)?
6. Number of students
7. Date the training will start
8. Estimated date of the end of the program
9. Administration responsibility: The main trainer, Organization or Secretary/Psychodrama Association for Europe e.V. Office.

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In order to be certified by Psychodrama Association for Europe e.V., the Trainer has to fill in the registration form "Registration of a psychodrama training within Psychodrama Association for Europe e.V." before starting the training. Also, the Trainer must sign the training contract with the Students, according to the legal requirements of the country where the training is provided.

In order to accept hours of special/theory seminars' and supervisions' hours, trainers must be recognized and registered by Training Committee Psychodrama Association for Europe e.V., and supervisors by the Psychodrama Association for Europe e.V. Supervision Committee. Therefore, the main trainer of psychodrama training group must register a request for a Trainer or Supervisor by filling out a registration form (link to this form will be provided with leading letter). Exceptionally, in justified cases (distance, special topic) some seminars, and some supervision hours, can be provided by trainers/supervisors recognized by FEPTO, who are not members of Psychodrama Association for Europe e.V.

For more information, please see the procedure of how to register of trainer or supervisor or a trainer for special/theory seminar.

After the training group has been completed, the trainer must send all required information to the Secretary of Psychodrama Association for Europe e.V. for certifying the students. Office by e-mail: psychodramaforeurope@gmail.com. For more details, please see the procedure for certifying students.

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2. The procedure of how to find a trainer or supervisor

This procedure can be applied:

1. For an Organization, which does not have Trainers, recognized by Training Committee Psychodrama Association for Europe e.V. and willing to start psychodrama training within Psychodrama Association for Europe e.V.
2. For Trainers, who want to register a Trainer for a special/theory seminar, or Supervisors'.
3. To whom it may concern.

In this case must be filled registration form, providing such information (the link of form will be send in an explanatory letter):

1. Name/surname of the main Trainer
2. Organization or a legal professional structure
3. Country
4. Contact information
5. What kind of the seminar you do you want to register? (Special/Theory)
6. If it is supervision, please indicate what kind of supervision (individual or group supervision, or both), do you plan to have?
7. Number of students?
8. Please indicate topic (- s) of special seminars?
9. Please indicate topic (-s) of special seminars?
10. If you already have a trainer for the seminar, please provide information about him/her (name, country, contact information)
11. If you need a trainer, please indicate what language is preferable and when you want to start the seminar
12. If you need a trainer, please list down any preference of what kind of trainer you are looking for
13. If you need a supervisor, please indicate what language is preferable and when you want to start the supervision. Please list any preferences you have for the supervisor.
14. If you need a trainer for a training program, please follow to the questions 14 - 22:

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15. What kind of group is it: psychodrama assistant or psychodrama therapist/director group?
16. Number of students?
17. If it is psychodrama therapist/director program, who was the trainer of the psychodrama assistant training program?
18. Please provide the educational background of the individual students (CV?)
19. If it is a psychodrama therapist/director training program, when did the students get their certificates of the psychodrama assistant level?
20. What language is preferred?
21. When do you wish to start the training group?
22. Please list any other preference for the trainer you are looking for.

3.The procedure of students' certification

The main trainer of the training program group (or it can be group manager as well) is responsible for collecting a student's portfolio, which consist of:

1. Hours of regular group meetings
2. Hours of special/theory seminars + name of the trainers
3. Hours of peer – group meetings
4. Hours of practice
5. Hours of supervision (both individual and group) – name of the supervisors
6. Protocols
7. Paper
8. Final thesis
9. Final evaluation or Colloquium

All this information must be provided to Psychodrama Association for Europe e.V. Office and Psychodrama Association for Europe e.V. Training Committee by the specific table form (Attachment no.2). After Psychodrama Association for Europe e.V. Training Committee has accepted and confirmed that the student can be certificated, the certification procedure will take place.

In case of a training program for Psychodrama Therapist or Director, an additional procedure of

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the Colloquium (the procedure of Colloquium was accepted and approved by the Board, 2015) must follow.

In case of a student who cannot or did not finish the training program of Psychodrama Assistant but would like to continue his/her training in upper level and provides reasons about their situation, the main trainer of the upper training program group, is responsible to take a decision about the student's ability. The trainer can appoint additional tasks for the student in order to finish the Psychodrama Assistant program.

3.1. Certificate form

The Certificate must contain:

1. Title and Logo of Psychodrama Association for Europe e.V.
2. Registration number of the Certificate and date (Registration of the Certificates are provided by Psychodrama Association for Europe e.V. Office)
3. Name of the Student
4. A short description of the training program
5. Title, of certification: "Psychodrama Assistant" (or, at request "Psychodrama Practitioner under supervision"), after Ist level training, and "Psychodrama Therapist", or "Psychodrama Director" if IIInd level training has been finished.
6. Rights of students, i.e. what students are eligible to do, being certificated as "Psychodrama Assistant" ("Psychodrama Practitioner under supervision"), "Psychodrama Therapist" or "Psychodrama Director"
7. Signature and Stamp of Psychodrama Association for Europe e.V.
8. Signature of Trainer (or Trainers)

According to the Psychodrama Association for Europe e.V. Statute, article 1 - the official language of the Psychodrama Association for Europe e.V. is English, therefore all certificates, issued by Psychodrama Association for Europe e.V., will be in the English language.

If according to the national rules, an appendix is needed, the responsibility for issuing such a document will be effectuated by the organisation the main trainer originated from.