



**Application for K-12 Training of Trainer  
Trauma-Responsive Institute for Authorization  
(ToT-TRIA K12) 2024-2025**

**Application Deadline: June 15, 2024**

### Application Information

1. All three sections of the application must be completed. There is no fee to apply.
2. Completed applications should be emailed to:  
**Attn:** Julie Kurtz  
**Email:** [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)
3. Applications must be received by **June 15, 2024**. Applications may be mailed or emailed. Inquire for mailing address.
4. All applicants will be notified on or shortly after **June 30, 2024**. Not all applicants will be accepted.

If you have any questions, please contact Julie Kurtz at [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)

### Prerequisites

- To be eligible to participate in the Apprenticeship Training of Trainer, Trauma-Responsive Institute for Authorization (ToT-TRIA), you must meet the following pre-requisite requirements.
  - Have a desire and feel comfortable training in front of large groups of people.
  - Willing to use adult learning principles and trauma informed and responsive strategies for adult learning.
  - Worked in the education field a minimum of 5 years.
  - Be aware of your own trauma history as this can be a highly triggering topic.
  - Have a computer and be comfortable using basic computer skills such as Word, PowerPoint, Zoom, Google Drive and Other Platforms.
  - Pay the fees required before starting the apprenticeship (due August 31<sup>st</sup>).
- You must commit to fully participating in the activities outlined below to become authorized.
- **Authorization is NOT guaranteed.**
- **This apprenticeship includes heavy content that may be emotionally triggering. Having done previous work on your own trauma is very important to consider before applying for this apprenticeship.**
- You must have full support if you work for an agency (Supervisor, Agency Director, etc.) to participate in all the project activities. All scheduled activities are mandatory. You may apply as an independent consultant.
- There are no refunds and materials must be destroyed should you not become authorized.



## Apprenticeship Costs

- \$4,000 paid upon acceptance and due by August 31<sup>st</sup>.
- Reduced Fee Scholarships and/or Payment Plan Request Form at [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)
- You must purchase the below book for required reading assignments.

## Required Reading:

TBD. We are still writing our book through Harvard so it may be that book or another one depending on the time of publication. You will be notified summer 2024.

## Participation Requirements

All activities are virtual, and participants may apply from anywhere in the continental US or surrounding area. Activities take place in Pacific Standard Time. All activities are virtual, and participants may apply from anywhere in the continental US or surrounding area. Activities take place in Pacific Standard Time.

## Apprentice Trainers Activities:

1. Attend 8 3-hour Training of Trainer (ToT) meetings.
2. Attend and observe the full day of Module 100 provided by the mentor trainer.
3. Read all book chapters reading reflections on the forms provided.
4. Apprentice at the end of cohort trains on the full day Module 100.
5. 1-Hour phone meeting with mentor trainer for technical support (30 minutes before and 30 minutes after training on Module 100).
6. Apprentice trainer Self-Reflection Form on the end of the cohort presentation on Module 100.
7. Up to 15-20 hours of preparation meetings and planning for the final Module 100 (apprentice trains).

## Apprentice Trainer Milestones

Having reached the end of the cohort, an apprentice will have completed all required expectations.

- △ Reading Reflection Forms (due within 1 week before each ToT meeting)
- △ Attendance at 7 of 8 ToT meetings. One meeting is permitted to be missed and a make-up assignment plan is required to complete.
- △ Attendance/presenting at two all day trauma module 100 trainings.
- △ Apprentice Trainer Self-Reflection Form on module 100 (completed by the apprentice on their presentation of Module 100).
- △ 1-hour phone meeting with mentor trainer for technical support.
- △ Attend 10-15 hours of planning meetings for Module 100.
- △ Inviting up to 25 participants to attend their final module 100 presentation.
- △ Apprentices may not miss more than 3 hours of a ToT and cannot miss any of the Module 100 sessions. Missing an hour requires make-up homework but also may adversely impact authorization.

## Benefits of Authorization

1. You can train/coach on Module 100 for your organization as an employee or independently as a consultant and/or independent contractor.
2. You receive monthly Trainer Video TIPS (Trauma Informed Practices) from the Center for Optimal Brain Integration®.
3. You have access to technical support from COBI after authorization.



4. You are eligible to become authorized in other modules by COBI in the future. Module 100 is a pre-requisite to the other modules in the series.
5. You will become a part of a national cohort authorized to train in trauma-responsive and resilience building practices.
6. Most importantly, you will have the knowledge and foundation required to support others AND to help so many in your community by spreading the light of healing and hope to those who have lost their voice and that have been adversely impacted by toxic stress and/or trauma.
7. Receiving a Certificate with approximately hours of completion in going deeper and becoming authorized in Module 100.
8. You receive the Intellectual Property upon authorization with permission to train/coach in your community. Intellectual Property must be renewed every 3 years for a standard fee.

## Attendance

Mandatory attendance at the following training (Modules 100), ToT (Training of Trainer) and Planning Meeting dates for **2024 to 2025** are: (all in PST time zone). Dates subject to change. **You can choose Cohort 1 or Cohort 2, subject to a minimum attendance.**

Event	Length	Cohort 1 Dates	Cohort 2 Dates
<b>Module 100 (Julie Kurtz presents and apprentices observe)</b>	7 Hours	TBD	TBD
<b>ToT Meeting #1</b>	12:30-3:30 PST	September 13, 2024	September 14, 2024
<b>ToT Meeting #2</b>	12:30-3:30 PST	October 18, 2024	October 19, 2024
<b>ToT Meeting #3</b>	12:30-3:30 PST	November 15, 2024	November 16, 2024
<b>ToT Meeting #4</b>	12:30-3:30 PST	December 13, 2024	December 14, 2024

Event	Length	Cohort 1 Dates	Cohort 2 Dates
<b>Module 100 Phase 2 (apprentices present on module virtually in front of participants)</b>	Approx. 7 hours	TBD	TBD
<b>ToT Meeting #5</b>	12:30-3:30 PST	January 17, 2025	January 18, 2025
<b>ToT Meeting #6</b>	12:30-3:30 PST	February 7, 2025	February 8, 2025
<b>ToT Meeting #7</b>	12:30-3:30 PST	March 14, 2025	March 15, 2025
<b>ToT Meeting #8</b>	12:30-3:30 PST	May 2, 2025	May 3, 2025
<b>Initial Planning Meeting for Apprentices to Prepare for Module 100</b>	2 Hours	May 16, 2025 9-11 PST	May 17, 2024 9-11 am PST
<b>Walk Through Planning Time for Apprentices Final Module 100</b>	3 Hours	May 23, 2025 9-12 PST	May 24, 9-12 PST



Additionally, participants are assigned homework such as the assigned book readings and reflection forms. Outside of the meetings and training, apprentices will be taking time to study the Module 100 content slides. Apprentices will also set aside up to 30 minutes of 1:1 time before and after training on Module 100 with the Mentor Trainer. Wifi/Cellular, a workable laptop and basic computer skills are required (word, google drives, teachable asynchronous platform). Apprentices may not miss more than 3 hours of the events listed and cannot miss any of the Module 100 sessions to become authorized. Missing an hour requires make-up homework but also may adversely impact authorization. Make-up from missed time must be completed within 1 week of missing the event.

### Section 1: APPLICANT INFORMATION

<b>How did you hear about the ToT-TRIA Cohort?</b>		<b>If you received a referral , enter that persons name here: _____</b>		
First Name		Last Name		
Position/Title		Agency (if applicable)		
<b>Are you an independent consultant (not employed with an agency)?</b> (enter Yes or No)				
<b>Home or Work Address</b>				
Street No.	Street Name	Unit No.	City	ZIP
State	Work Phone		Best Time to Reach You	
Email Address Work:			Cell Phone	
Email Address Personal:				

#### Experience

1. How many years have you worked in the Education field? (enter number of years)	
a. Please briefly explain your education experience working with youth.	



2. Are you currently, or have you in the past, provided training? (enter Yes or No)	
3. If you answered Yes to #2 above:	
a. How many years of experience do you have training? (enter number of years)	
b. What topics/areas did you cover? (list below)	
4. Indirect or direct experience working with adults and/or children who have experienced trauma:	
5. List all your educational degrees/certificates:	

### Section 2: APPLICATION QUESTIONS

Please be as thorough as possible in answering the following questions. Your responses will help us select a group of trainees with diverse experience and skills.

1. Please describe your interest in this training of trainer cohort: What do you hope to gain through your participation?	
2. Do you currently provide coaching, training or supports? (enter Yes or No)	
a. If Yes, please describe your approach and/or strategies?	
b. In what languages do you speak fluently?	
c. What populations are served by the sites you support?	
3. What training/s have you attended on the topic of resilience or trauma?	
a. What topics were covered?	



b. What did you find valuable about that training?
4. Please describe the steps you have taken (or will take) to make sure you will be able to participate in all the activities associated in the Training of Trainer Apprenticeship Program.

### Section 3: PARTICIPANT AGREEMENT

I have fully reviewed the application for the **Trauma Training of Trainer Trauma-Responsive Institute for Authorization (ToT-TRIA) Apprenticeship Program**, and I understand that if I am selected to participate, I will be required to participate in all the activities to be considered for authorization. I understand authorization is not guaranteed. I have a working wifi/laptop and knowledge of basic computer skills. I agree that missing events or deadlines may impact my authorization. I am confident that I will be able to participate and will dedicate the time in all the activities throughout the program. I also agree I am able to pay the required fee by August 31<sup>st</sup>. I understand refunds/credits are not provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4: COMMITMENT OF AGENCY SUPPORT

If you are employed by an agency, please have your supervisor or other appropriate representative with authority to authorize release time complete the following section:

I, _____ representing _____
<i>Name of Agency Representative</i> <i>Name of Agency</i>
affirm that our agency fully supports the participation of _____
<i>Name of Applicant</i>
in the Trauma Training of Trainer Apprenticeship Program.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 5: APPLICANT SIGNATURE

I have read the application and understand all the requirements. I agree to participate in the full Training of Trainer Trauma-Responsive Apprenticeship Program if I am accepted. I understand I must feel comfortable with the time



commitment, training in front of large groups and that the content may be emotionally triggering and sensitive. I agree that I have done some prior work on healing my own trauma (if applicable) before participating, so that I can remain grounded during these sensitive discussions and presentations. I understand the cost of the apprenticeship is a non-refundable fee of **\$4,000\***. I also understand I must have a working knoweldge of zoom, google drive and other forms of technology. Basic computer knowledge of computer platforms, a working laptop and wifi/cellular is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title If Applicable: \_\_\_\_\_

Contact Cell Phone Number for Text Messages:	Best Contact Email/s for the Cohort:
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Other Questions/Comments contact Julie Kurtz at [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)

**Applications DUE JUNE 15<sup>th</sup>**

**Description of the All Day (6-8 hour)Module 100 for Authorization:**

**Trauma-Responsive and Resilience-Building Practices for Educators** provides a foundational overview on the neurobiology of trauma, the impact of toxic stress on a child and adult and introduces the science of resilience and neuroplasticity. Participants will walk away understanding the difference between a challenging behavior and trauma trigger. The training will guide educators working with children to understand trauma as well as its impact on young children’s brains, behavior, learning, and development. The training introduces a range of trauma-responsive and resilience building practices they can use in their education programs to create strength-based environments that support children’s health, healing, and resiliency.