



**Application for Training of Trainer  
Trauma-Responsive and Resilience Building Institute for Authorization  
(ToT-TRIA) 2025-2026**

**Application Deadline: March 15, 2025**

### 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 **March 15, 2025**. Applications may be mailed or emailed. Inquire for mailing address.
  4. All applicants will be notified no later than June 2025. Not all applicants will be accepted.
  5. Email notifications/updates will be sent throughout the summer, please provide an accessible summer email.
- 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 virtually and/or in person.
  - Willing to learn and 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. Seek support outside of the cohort as needed.
  - Have a working computer, cellular/wi-fi access and have access and be comfortable using with computer skills such as Word, PowerPoint, Zoom, Google Drive and TEACHABLE.
  - Pay the fees required before starting the apprenticeship (due by June 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 June 31st.
- Additionally, you must purchase the below book for required reading assignments.
- The apprentice fee includes 1 opportunity for you to invite your agency/community to Module 100 Trauma-Responsive and Resilience Building Training Module (6 hours). The average cost for this training all day is \$5,000 (the value of offering one module and you inviting up to 25 participants saves you/your organization \$5,000)

**Required Reading for Early Childhood Cohorts:** Nicholson, Perez and Kurtz: Trauma Informed Practices for Early Childhood Educators: Relationship-Based Approaches that Support Healing and Build Resilience in Young Children **EDITION 2** (Amazon/Kindle).

**Required Reading for K-12 Cohorts:** Reducing Stress in Schools: Restoring Connection and Community by Mathew Portell, Tyisha Noise, Ingrid Cockhren, Julie Kurtz, Julie Nicholson (Amazon or Harvard Education Press).

All activities are virtual, and participants may apply from any country. Activities take place in US Pacific Standard Time.

### Apprentice Trainers Activities:

- Attend 8 4-hour Training of Trainer (ToT) meetings.
- Observe the full day of Module 100 provided by the mentor trainer on TEACHABLE platform.
- Read assigned book reading and complete reading reflections (1 per chapter) on template provided.
- Apprentice at the end of cohort trains on the full day Module 100 called the final 'capstone' project.
- Apprentice self-records slide assignments outside of the meeting on zoom due before each ToT meeting.
- 1-Hour phone meeting with mentor trainer for technical support (average of 30 minutes before and 30 minutes after training on Module 100).
- Apprentice trainer Self-Reflection Form on the end of the cohort presentation on Module 100.

### Benefits of Authorization

- You can train/coach on Module 100 for your organization as an employee or independently as a consultant and/or independent contractor.
- You receive monthly Trainer Video TIPS (Trauma Informed Practices) from the Center for Optimal Brain Integration®.
- You have access to technical support from COBI after authorization.
- You are eligible to become authorized in other modules by COBI in the future. Module 100 is a prerequisite to the other modules in the series.
- You will become a part of a national cohort authorized to train in trauma-responsive and resilience building practices.
- 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.
- Receiving a Certificate of Authorization in in Module 100.
- 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.
- You are eligible to become authorized in future modules.



**Attendance:** Mandatory attendance is required at all the events to become authorized. Dates/times subject to change.

If accepted in, please be available the summer months to complete virtual orientation, make payments and to coordinate and respond to emails.

| Events   | Times           | Dates Infant and Toddler Cohort                 | Dates for Early Childhood PreK-3 Cohort         | Dates for PreK-12 Cohort                        |
|--|-----------------|---|---|---|
| <b>Module 100 (Julie Kurtz presents and apprentices observe)</b> | Approx. 8 hours | Watch on TEACHABLE platform by designated date  | Watch on TEACHABLE platform by designated date  | Watch on TEACHABLE platform by designated date  |
| <b>ToT Meeting #1</b>  | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |
| <b>ToT Meeting #2</b>  | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |
| <b>ToT Meeting #3</b>  | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |
| <b>ToT Meeting #4</b>  | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |

| Events  | Times           | Dates for Infant and Toddler Cohort             | Dates Early Childhood PreK-3 Cohort             | Dates for PreK-12 Cohort                        |
|---|-----------------|---|---|---|
| <b>Module 100 Capstone Final End of Year Project</b><br><i>(apprentices present on module virtually in front of participants)</i> | Approx. 8 hours | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Watch on TEACHABLE platform by designated date  |
| <b>ToT Meeting #5</b>   | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |
| <b>ToT Meeting #6</b>   | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |
| <b>ToT Meeting #7</b>   | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |



| Events  | Times           | Dates for Infant and Toddler Cohort             | Dates Early Childhood PreK-3 Cohort             | Dates for PreK-12 Cohort                        |
|---|-----------------|---|---|---|
| <b>ToT Meeting #8</b>   | 4 hours 9-1 PST | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |
| <b>Initial Planning Meeting for Apprentices to Prepare for Module 100</b>           | 2 Hours         | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Watch on TEACHABLE platform by designated date  |
| <b>Walk Through Planning Time for Apprentices Final Module 100 Capstone Project</b> | 6 Hours         | Weekend Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) | Weekday Times (Dates TBD by Cohort Apprentices) |

Apprentices are assigned homework such as the assigned book readings, reflection forms and video recordings presenting on slides. Outside of the meetings and training, apprentices will be taking time to study and record on zoom 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 4 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

|   |                        |  |  |
|---|------------------------|--|--|
| How did you hear about the ToT-TRIA Cohort?   |                        | If you received a referral , enter that person/agency name here: _____                 |  |
| 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) |                        | Application for the Infant and Toddler ToT Cohort<br><input type="checkbox"/>          |  |
|   |                        | Application is for the Early Childhood ToT Cohort (PreK-3)<br><input type="checkbox"/> |  |
| <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:<br><br>Email Address Personal: |             |          | Cell Phone             |     |

### Experience

|   |  |
|---|--|
| 1. How many years have you worked in the Education field? (enter number of years)                 |  |
| a. Please briefly explain your education experience.  |  |
| 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: 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 4: 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 and wifi/good cellular connection is required. 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 authoriztion. 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 the deadline. I understand refunds/credits are not provided.

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

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

Print Name: \_\_\_\_\_

Title If

Applicable: \_\_\_\_\_

Contact Cell Phone Number for Text Messages:

Best Contact Email/s for the Cohort:

Other Questions/Comments contact Julie Kurtz at [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)

**\*Applications DUE MARCH 15<sup>th</sup>, 2025**

**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.

**It is important to note that there are three possible outcomes of authorization:**



1. Certificate of Authorization – You are authorized to train. You may use the Intellectual Property and training materials to train on the module in which you are authorized by the Center for Optimal Brain Integration®.
2. Certificate of Completion – You have completed all the requirements of the cohort (did not miss more than 6 hours total) but may not train using the COBI intellectual property and training materials. All property must be destroyed should you not receive a certificate of authorization.
3. Certificate of Participation - You have completed many but not all the requirements of the cohort and you may not train using the COBI intellectual property. All property must be destroyed should you not receive a certificate of authorization.