

December 5, 2009

Dear ICISF Approved Instructor,

It's that time of year again! Below you will find important information regarding changes within the Approved Instructor Support Department. Please note the following changes and updates. Be sure to sign and return the 2010 Required Approved Instructor Sheet that is included with this packet. This is due by January 25, 2010.

Price Increase for ICISF Workbooks and Certificates:

Effective January 1, 2010 workbook prices will be increasing to \$15.00 USD. Certificates will increase to \$4.00 USD. This fee is a result of the increased fees charged to ICISF from our vendors. Any workbook and/or certificate orders received after January 1, 2010 will be charged the increased fee.

ICISF Certificates to be Required for all ICISF Workshop Participants:

Effective January 1, 2010 ICISF certificates will be required for all ICISF workshop participants. If you will be ordering differing quantities of workbooks and certificates to use what you may have on hand already please let us know.

Upcoming Approved Instructor Candidate Programs:

The first six months of the 2010 AICP calendar have been announced. Below is a list of dates/locations. To receive an application and/or information please email AlSupport@icisf.org with which programs are of interest to you.

Suicide Prevention, Intervention and Postvention

January 29-31, 2010

Pittsburgh, PA

Advanced Group Crisis Intervention

February 26-28,

2010 Reno, NV

Individual Crisis Intervention and Peer Support

March 11-13, 2010

Houston, TX

From Trauma to Addictions

April 22-23, 2010

Atlanta, GA

Building Skills for Crisis Intervention Teams

May 13-15, 2010

Grand Rapids, MI

Group Crisis Intervention

June 10-12, 2010

San Francisco, CA

Workshop Returns:

Just a reminder that it is mandatory to return workshop rosters and evaluations. These should be submitted to ICISF within 14 days of workshop completion. If you plan on returning ICISF workbook or certificates, these should be returned at this time as well. Please remember to label your returns and package them well so they are not damaged during shipping.

Reminder About Third Party Involvement:

As a reminder, it is ICISF's preference to deal directly with the lead instructor of a workshop. With over 1,000 instructors it's difficult to brief third parties on ICISF policies and procedures. Given this, we ask that you register workshops, order materials, and arrange payment yourself. Should a third party call and request information we will refer them back to the lead instructor.

New ICISF Workshop Forms, Blank Workshop Roster

For consistency, please use the enclosed workshop forms when registering workshops, ordering materials, etc. We have also included a blank workshop roster for your use. We will be sending you these forms electronically as well.

Evaluations

Evaluations must be distributed to every workshop participants. Please be sure to order them with your workbooks and certificates

In order to scan the evaluations it is important that you not photocopy them should you run out. Each evaluation must have an individual bar code. However, these bar codes are NOT specific for each workshop. As such, you may reuse blank evaluations for future workshops.

Teaching the 3 Day Combined Group/Individual Workshop:

Don't forget that ICISF allows active Approved Instructors in good standing to teach the 3 day combined Group and Individual (GRIN) workshop. Many organizations find this 3 day combined workshop preferable to the typical 4 day format.

To qualify for this program you should meet the following criteria:

- Be an Approved Instructor for Group Crisis Intervention
- Be an Approved Instructor for Individual Crisis Intervention and Peer Support
- Have taught 5 Group workshops
- Have taught 5 Individual workshops

If you meet these criteria and would like permission to teach this workshop please contact AISupport@icisf.org for details. You will receive a set of PowerPoint slides and workshop outline. Please note: you must receive permission before you are able to teach this workshop.

Teaching the Changing Face of Crisis and Disaster Mental Health Workshop

ICISF also allows Approved Instructors in good standing to teach the Changing Face workshop to others. This workshop is a great "update" workshop for those interested in CISM.

To qualify you must:

- Be an Approved Instructor for Group Crisis Intervention
- Be an Approved Instructor for Individual Crisis Intervention and Peer Support
- Have taught 5 Group workshops
- Have taught 5 Individual workshops
- Successfully completed the Changing Face workshop (either online or at an ICISF Regional Conference). We must have a copy of your certificate of completion on file.

If you meet these criteria and would like permission to teach this workshop please contact AISupport@icisf.org for details. You will receive a set of PowerPoint slides and workshop outline. Please note: you must receive permission before you are able to teach this workshop.

Teaching the 3 Day Combined Pastoral Crisis Intervention I and II Workshop:

ICISF has recently introduced the 3 day combined PCI I and PCI II workshop. To qualify for this program you should meet the following criteria:

- Be an Approved Instructor for PCI
- Be an Approved Instructor for PCI II
- Have taught 5 PCI workshops
- Have taught 5 PCI II workshops

If you meet these criteria and would like permission to teach this workshop please contact AISupport@icisf.org for details. You will receive a set of PowerPoint slides. Please note: you must receive permission before you are able to teach this workshop.

Updates Regarding the Upcoming Group 4th Edition Revised Workbook:

Some of you have inquired about the Group 4th edition revised workbook. Per your suggestions, ICISF has established a Quality Assurance Committee which is currently reviewing workbooks and PowerPoint compatibility in order for a consistent and professional presentation. When available, all Group Crisis Instructors will receive in the mail the new workbook, slides, and a note on content changes. Like all new workbook editions that are distributed, we will allow Instructors to exchange the Group 4th edition workbooks for the Group 4th edition revised workbooks at no charge. This "Workbook Exchange" will likely be for a period of 6 months. More information will follow when available.

ICISF Approved Instructor Benefits

Remember that ICISF offers Approved Instructors many benefits to thank you for your hard work. Please see the attached chart to see what you may be eligible for. We hope that more ICISF Approved Instructors begin redeeming these benefits!

On behalf of ICISF we really appreciate all of your hard work to promote the field of CISM. Your contributions do not go unnoticed! As always should you have any questions feel free to call (410) 750-9600 or email us at AISupport@icisf.org

Take care and seasons greetings!

Kate Loomam and Amy Leonette