



International Critical Incident Stress Foundation, Inc.

A non-profit NGO in special consultative status
to the Economic and Social Council of the United Nations

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Dear ICISF Approved Instructor,

It's that time of year again! Below you will find important information detailing changes within the Approved Instructor Support Department. Please take a moment to review the information contained within this packet.

We have included your *Approved Instructor Update Sheet* that outlines your current instructor status and signifies that you have read, and agree to, the updates for 2011. Please be sure to sign and return this form (via email, fax, or post) prior to **September 1, 2011**. Address information can be found below. Note that completion of this form annually is one of the requirements for maintaining an "active" instructor status.

New "Instructor-Only" Website

ICISF has now created an "Instructor-Only" portion of our website. There you will be able to access the most current course forms, review recent updates, browse instructor benefits, and email the Approved Instructor Support Dept. directly. Eventually we will be introducing an instructor forum where you will be able to communicate with ICISF instructors around the world. We hope to have personalized login information for each instructor where you can update your contact information and check your instructor status in "real time." Until then, we have created a password for all instructors. This website can be accessed by following the directions below.

Go to www.icisf.org

On the right hand side of the homepage click on the login bar

Enter Username: member

Enter Password: ICISF

(note that the username and password are case sensitive)

Once logged in, click on Approved Instructor bar

Certified vs. Approved

Just a reminder when advertising your teaching status: You are considered an "approved" ICISF instructor. This is different from being "certified" as this implies that ICISF attests to your competency through official continued education and assessment.

Certificate and Manual Replacement for Students

As a courtesy, ICISF is now requesting that instructors refer all students to the AI Support Dept. for certificate and manual replacement requests. Please do not replace any student's certificate or manual directly, even if you are able to verify they were in attendance at a course.

Reminder About Third Party Involvement:

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

Instructor Renewal Fee to be Introduced

Beginning June 30, 2012, ICISF will be requiring each instructor to pay \$90.00 (US Funds) to renew their instructor status for a period of three years. In addition to this fee, instructors wishing to maintain their active instructor status will have to complete required continuing education. Our hope is to use these funds to improve the "Instructor-Only" portion of our website and other costs associated with improving the quality improvement of the instructor program. More information about payment and continuing education options will be available shortly.

2011 Approved Instructor Candidate Program Schedule

Additional Approved Instructor Candidate Programs have been announced. Below is a list of upcoming dates/locations. To receive an application and/or information please email AISupport@icisf.org with which programs are of interest to you. We hope to finalize and announce more Approved Instructor Candidate Programs as details become finalized. We will keep you updated!

- Group Crisis Intervention – Toronto, ON, Canada – October 12-14, 2011
- Strategic Response to Crisis – San Diego, CA , USA – December 3-4, 2011

ICISF Mentorship Program

Beginning in 2012 ICISF will be introducing a formal mentorship program for *new* instructors after completion of an Approved Instructor Candidate Program. This initiative through the ICISF Quality Improvement Committee aims to increase the support ICISF gives to new instructors and to uphold the highest possible training