



2017-18 Hand in Hand Instructor Certification Program Information

Goals of the Program

The goal of the Instructor Certification Program (hereinafter Program) is to develop teachers of the *Hand in Hand Parenting* approach who are committed to bringing the approach to parents in their own communities and beyond. Instructor candidates develop mastery in the practice and communication of *Hand in Hand Parenting* and the use of Hand in Hand curricula, literature, services, and materials. **Successful Instructor candidates will teach classes, conduct support groups, give talks, and work with parents in other capacities. They can work independently and cooperatively with Hand in Hand and may, with experience, work directly with Hand in Hand.** Through this Program, we aim to bring the Hand in Hand Parenting approach to parents from a wide variety of backgrounds and communities, who are in a wide variety of parenting circumstances.

Participation in this program does not guarantee that a parent will become an Instructor. It does guarantee a thorough introduction to our approach, access to ten 4-hour classes or class videos, 35 mentoring conference calls, numerous additional materials, and the experienced guidance of our Instructor corps.

Participants become Instructors when they have shown that they consistently use *Hand in Hand Parenting* in their lives to tackle and resolve a number of basic parenting challenges unique to their situation; that they have built a sturdy support system; that they can identify the restimulation of stored feelings, and work on those feelings rather than act upon them; that they lead their families well; that they are sensitive to the situations of parents working in difficult circumstances; that they can consistently use and model the emotional release process; that they can communicate the ideas and application of *Hand in Hand Parenting* clearly and accurately; and that they can listen deeply and well to other parents. They must enjoy a parent constituency that looks to them for leadership, and they must play a good role in working with other Instructors and leaders within Hand in Hand.

Duration of the Program

Although our Certification Program is designed to take one year, individuals may take more or less than a year to complete the Program, as they come to the program with widely differing experience and skill sets. We aim to offer mentoring, support, and activities that develop participants' understandings and skills. The most vivid and useful learning experiences will take place as each participant uses the Listening Tools of *Hand in Hand Parenting* in his or her own life.

Certification Levels

Two levels of Instructor Certification are available through successful completion of the Program: Instructor and Assistant Instructor. Hand in Hand Instructors are certified to

teach our 6-week Hand in Hand Parenting Class and our 3-week Understanding Tears and Tantrums class.

Materials for these classes are available in English, Spanish, Hebrew, and Japanese; further translations are underway. Certified Instructors are qualified to represent Hand in Hand when they work locally to teach, give talks, and conduct Parent Support Groups and Study Groups. After completion of the Instructor Certification Program and after instructors have acquired local experience teaching and leading groups, they may choose to apply to teach online, or for continued development as One-on-One Parent Consultants or Trainers.

Prerequisites for the Program

1. To be considered for the Program, you must have completed at least one of the following Instructor-led classes:
 - A. **Hand in Hand Parenting Class** either online or in person
 - B. **Parent Intensive Class**
 - C. **Professionals Intensive Class**
2. You must be able to practice the *Hand in Hand Parenting* Listening Tools with children, between the ages of infancy and ten, regularly throughout the duration of this Program. All candidates must have regular contact in a very close relationship with either their own children or with other children they are close to and see regularly. You must also have permission to use all of the tools with these children. Your experience in using the listening tools will help to serve as a core of stories you tell as you teach. This will help parents and caregivers visualize how the Listening Tools work, and how parents and children respond. If you are not a parent and do not have close relationships with children and/or permission to use the tools with them, our Hand in Hand Parenting Starter Class or the Parent or Professionals Intensive classes, will give you the foundation you need to use these tools in your child care center, counseling practice, or other work with parents and children.
3. We seek candidates who already have a constituency among parents. Others look to them for support and/or perspective; they have built mutually supportive relationships with other parents; they are able to talk openly about their parenting challenges; they possess good communication skills; they are interested in working with others toward the common good.
4. We require that certification candidates have lived in their current geographic area for a minimum of 18 months, as the Program works most effectively for those who have built established relationships and have a ready constituency in their community. If you have moved recently, please seek out our online classes, support groups, and study groups, so you can deepen your experience with *Hand in Hand Parenting*. We'll be happy to consider your application when you've settled in.
5. You must have enough time to engage with our program fully. We estimate that successful completion of the program will require 20 to 25 hours per month, not

including the time you spend working with your children. Our standards for certification are high.

6. We do not admit applicants who are currently taking psychoactive medication(s) into the Program. This is because prescribed psychoactive medications are designed to alter our access to emotions and attention, and to change the way that our emotional repair processes work. The use of these processes is central to our parenting approach, and modeling these processes is a primary task of an Instructor. So our active Instructors' systems must be free of these particular substances while teaching classes, leading groups, or consulting with individuals or families, and the same is required for participation in this Program. Please note that we do not ever recommend that an individual cease taking a prescribed psychoactive medication without professional guidance. We understand that such medications can be used as part of a recovery process, and that they provide important support for many.

How to Apply

The link to our application form will be available on or before April 1, 2017. Please submit your contact information via our [Certification Interest Form](#) if you have not already done so. We will email you when the application is available. The application deadline is May 31, 2017.

Time Commitments and Logistics of Participation

Local participants (in the San Francisco Bay Area)

Local participants in the Program attend ten training class meetings over nine months' time, on Saturdays, 12:30 to 4:30 pm in Palo Alto. All local participants will be video-recorded for training purposes. Videos will be viewed only by participants in this Program.

Distance learning participants

Distance learners participate by observing the video recordings of the training classes.

Online classroom for all participants

Everyone will have access to an online classroom, which will serve as the digital hub for the Program. The class videos, additional video and audio recordings, handouts, and homework that accompany the trainings are posted there. All participants must have e-mail and a high-speed Internet connection, and be able to navigate within an online classroom.

Time Commitment

A minimum time commitment of 20-25 hours per month of direct study and training participation is expected. In addition to assigned reading and work with information presented via video and audio, participants will use Listening Tools regularly for their own support and within their families. Participants are expected to

develop at least one effective weekly Listening Partnership; this is an ongoing requirement of all our Instructors. Each participant (and Instructor) must also do Special Time with their child(ren) on a frequent and regular basis. Each participant commits to doing 4-8 hours of volunteer work doing Hand in Hand administrative or outreach projects during the training year to develop a broader understanding of the organization and its place in the community.

Weekly Mentoring Teleconference Calls

All certification candidates participate in a weekly teleconference-call-based mentoring group. These calls provide the opportunity for participants to ask questions, share their experience using *Hand in Hand Parenting*, and gain experience giving and receiving emotional support. **Each participant must be available at a minimum of two of the call times we offer.** We will put together mentoring calls based on participant availability; not all posted call times will ultimately become mentoring call times. Each mentoring call group will consist of between 3 and 5 parents and will be led by one of our experienced Certified Instructors. There will be at least 35 calls over the duration of the Program, each call lasting no more than 70 minutes.

Weekend Retreats

Both local and distance learning Program participants are strongly encouraged to attend our retreat for parents, July 7-9, 2017, near Santa Cruz, California, as an introduction to working with us at Hand in Hand. Fees for our retreats are not included in the Program fee.

Program Requirements

During the Program, participants will complete the following:

Gather and Preserve Experience

- 1. Write or record 5 anecdotes about the successful use of Special Time, Playlistening, Setting Limits, and Staylistening with a child you know. Write 5 anecdotes about how Listening Partnerships have worked to help you solve problems as a parent.**

Candidates will submit written anecdotes, 25 in all, to their call mentor for review, then to the Hand in Hand Certification Trainer. These anecdotes will help to serve as a core of stories you tell as you teach. They will help parents and caregivers visualize how Listening Tools work, and how parents and children respond. They will often be the most vivid impressions that parents retain and the best motivation to try Listening Tools themselves.

Build Your Support System

2. Establish and make good personal use of at least one weekly Listening Partnership.

Learn to offload emotional tension and to solve problems using the benefits of listening, and help your listening partner to do the same.

Complete our online course, "Building a Listening Partnership," before the Program start date in September. This course will be provided to you free of charge.

3. Attend and make good use of Weekly Mentoring Teleconference Calls.

Each candidate will be assigned a weekly phone call for mentoring, support, and personal practice of the Listening Tools. Candidates need to maintain 80% attendance rate or better. For call scheduling purposes, candidates need to be able to attend at least two of the call times we post, although they will be assigned only one call time. We cannot guarantee the availability of any one call time until after all participants have been admitted and calls have been assigned.

4. Learn to lead a *Hand in Hand Parenting* Study Group.

During the second half of our Program, set up and lead your own *Hand in Hand Parenting* Study Group. Use the Weekly Mentoring Teleconference Calls to be mentored in group leadership and emotional release support skills.

5. Where available, attend a *Hand in Hand Parenting* SkillBuilding Group

Attend a local *Hand in Hand Parenting* SkillBuilding Group to develop your Leadership skills and to benefit from the group support and learning, if one is available.

Broaden your Understanding of Hand in Hand Parenting and its Relationship to Other Parenting Approaches.

6. Read, understand, and be prepared to speak in public about the following ten (10) articles and booklets:

Helping Children Play Together
Healing the Hurt of Separation
Biting, Pushing, Pulling Hair – Helping Children with Aggression
“It’s Mine!” All About Sharing
Sibling Solutions
Setting Limits with Children

Getting Through School Struggles
Helping Young Children Sleep
Banishing the Bogeyman! Healing Children's Fears
Fathers Are Primary Parents

Notice what questions parents ask. Read what Hand in Hand has to say about these issues, and begin to field the questions posed by friends and family.

7. **Become familiar with the basic tenets of the main parenting approaches** talked about in the U.S., or your home country, and be able to explain the ways *Hand in Hand Parenting* is congruent and/or incongruent with these approaches.
8. **Read recommended books, articles, handouts and listen to / view recordings about the brain science** that supports *Hand in Hand Parenting*. Give simple brain science overviews on the importance of connection as part of the talks that you give. Understand what the brain science and research literature tells us about connection and emotional release as well as what produces the best outcomes for children long-term.

Strengthen Your Communication Skills

9. **Where possible**, candidates will practice speaking by assisting Hand in Hand leaders with talks and classes.

Distance Learners will organize small groups of parents to give talks to, and will invite a supporter to help them personally evaluate how the talk went.

All Certification candidates will practice answering parent questions online, on monthly teleseminars, in parent gatherings, and in the trainings. They will use the anecdotes they've collected and gathered from others or from the website to illustrate their main points.

10. **Learn to say, "I don't know, I'll get back to you,"** when you don't know how to answer a parent's question, and then follow through with that parent.

Demonstrate Your Ability to Teach

11. **Give a talk on some aspect of *Hand in Hand Parenting*** covered in the booklets and articles listed in section #5.

Where available, candidates will have an experienced Hand in Hand leader present to help you evaluate how you give information and support. Candidates will present our approach with warmth, respect, accuracy, and effectiveness.

Candidates will ask participants to fill out evaluation forms, which must be submitted to the Hand in Hand Certification Trainer. Candidates may submit a video or audio recording of their talk to Hand in Hand if they wish.

- 12. Organize and conduct a 6-week Study Group in *Hand in Hand Parenting*.** Gather a group of up to 7 parents who are interested in learning *Hand in Hand Parenting*. Follow the guidelines we provide, explaining each listening tool and mentoring parents; provide a support group format for at least half of each meeting. Participants will fill out short evaluations, which will be submitted to the Certification Trainer.

Join Our Leader's Group, Get to Know Hand in Hand

Excellent leadership doesn't happen in a vacuum! We want to get to know you, learn how to support you, and help you develop supportive relationships with other *Hand in Hand* leaders.

- 13. Participate in *Hand in Hand* classes, SkillBuilding groups, the blog, teleseminars, talks, online community, and weekend workshops,** to connect with the broader *Hand in Hand* community and build your listening, presentation, and support group leadership skills.
- 14. Complete 4 to 8 hours of volunteer work doing *Hand in Hand* administrative and/or outreach projects** during the training class year, to become more familiar with the organization and its many and varied ways of supporting parents.

Show Us What You've Learned, and Plan Your Next Steps

- 15. Pass an oral interview** that will cover various topics central to the *Hand in Hand Parenting* approach and include a review of the skills and understandings you've gained, as well as basic leadership qualities you've developed. The interview will also include a request that you answer the kind of parent questions that typically arise at talks and in classes. The results of the interview, the recommendation of your mentoring call leader, and the quality of the work you've done throughout the year will determine whether you will be certified at that time. The levels of certification available are Instructor and Assistant Instructor. The results of your interview will not close doors to further progress.

Certification Candidates Receive:

- 4 hours of in-person class time or ~4 hours of class video class each month.
- Weekly mentoring and support calls for the duration of the Program, length dependent upon the number of participants on your call.
- Access to a private online classroom to communicate with and learn from other candidates and trainers.
- Free access to all of *Hand in Hand's* self-guided video courses.
- Access to potential Listening Partners through the Program.

- Opportunities to develop speaking skills and experience with parent questions.

Certification Candidate Responsibilities:

- Complete the 8-hour *Building a Listening Partnership* online course (no fee required) before the program begins.
- Regularly attend class meetings in person, or watch the video recordings online, and attend the weekly mentoring teleconference calls.
- Refrain from multitasking while participating in Program activities.
- Review class materials, do homework, and participate in class discussions.
- Support one another and seek support when needed during the Certification process.
- Provide feedback on classes, workshops, talks, teleseminars, and presentations.
- Provide assistance with Hand in Hand programs, talks, workshops or classes, by invitation.
- Pay tuition according to the options described below.
- Note: attendance at the weekend Retreat for Parents and/or the Retreat for Instructors and Instructor candidates is optional, but highly encouraged. Fees will be as affordable as possible.

2017-2018 Certification Program – Schedule Information

Key Program Dates

May 31, 2017	Applications due
June 25, 2017	Early registration due with 10% discount on fee
July 7 - 9, 2017	Weekend Retreat for Parents, Santa Cruz Mountains, California, U.S.A. (optional, with separate registration and fees)
July 15, 2017	Early registration due with 5% discount on fee
July 25, 2017	Regular registration due
August 15, 2017	Final mentoring call schedule is published
August 25, 2017	Late registration due with \$100 registration fee
September 9, 2017	First class meeting in Palo Alto, California, U.S.A.
September 11-17, 2017	First week of mentoring calls
May 19, 2018	Last class meeting in Palo Alto, California, U.S.A.
June 10, 2018	Last day of mentoring calls
June 11 - August 12, 2018	Certification Interviews (these can also be arranged later)

July 20-21, 2018 (tentative dates)	Weekend Retreat for Instructors & Instructor Candidates, Santa Cruz Mountains, California, U.S.A. (optional; separate registration and fees)
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Class Meeting Dates

All classes will be held on Saturdays from 12:30-4:30 PM Pacific Time at the Hand in Hand office at 555 Waverley Street, Palo Alto, CA, according to the schedule shown below. The order of the topics mentioned below is subject to change. Video recordings of the classes will be posted in the online classroom for viewing by all participants, especially Distance Learners, by the Wednesday following each Saturday class.

<u>Class</u>	<u>Date</u>	<u>Topic</u>
Class 1	September 9, 2017	The <i>Hand in Hand Parenting</i> Approach, and our Program
Class 2	October 14, 2017	Special Time, Staylistening, and Listening Partnership Theory
Class 3	November 4, 2017	Setting Limits and Playlistening
Class 4	December 2, 2017	Special Time & Playlistening for Parents
Class 5	January 5, 2018	Empowering Parents
Class 6	February 3, 2018	Play Event with Children of Local Learners
Class 7	March 3, 2018	Leading Small Groups
Class 8	April 7, 2018	Filling Your Teaching Toolbox
Class 9	April 28, 2018	Comparison with Other Approaches
Class 10	May 19, 2018	Confidentiality and Boundaries

Weekly Mentoring Call Schedule

Potential Certification Program Weekly Mentoring Teleconference Call times will be posted by March 1, 2017. We ask all applicants to indicate all the call times possible for them, selecting two calls at minimum. We will do our best to create calls that work as applicants' first or second choice, however, we cannot guarantee any particular call time. We will communicate the final schedule for mentoring calls by mid-August. The calls will start during the week of September 11, 2017 and end by June 10, 2018. Some calls that fall on holidays in the US may necessitate slight temporary changes in the call schedule. The uneven starts and ends to Daylight Savings Time in countries around the world means that some callers' scheduled calls must shift by an hour or two during the year. These shifting schedules will largely affect participants in countries other than the US, and all shifts will be announced well in advance.

2017-2018 Certification Class Topics Overview

We will cover these topics during the 2017-2018 program, although not necessarily in this order.

Certification Process

- Overview of the Certification Process

Hand in Hand Parenting

- Our framework: the importance of connection in optimum functioning
- *Overview of Hand in Hand Parenting*
- Connecting with each other

Special Time and Staylistening

- Special Time – Solving problems by warming the relationship
- Staylistening – Solving problems by encouraging emotional release
- The process of listening
- Contrast with conventional parenting approaches
- The effect of childhood on parenting

Limits and Playlistening

- Setting Limits – Solving problems by listening, setting a limit, and listening again
- Playlistening – Solving problems (aggression, fears) through laughter and roughhousing
- Problem solving with Setting Limits, Staylistening, and Playlistening

Listening Partnerships

- Listening Skills for Parents
- Listening Partnership Theory – the five principles of listening
- Steps to becoming an effective listener
- How to more effectively use a listener for yourself
- Using a Listening Partnership well
- How to use a Listening Support Group well

The Supporting Research

- What does brain science tell us?
- What produces the best outcomes for children long-term?
- The Hand in Hand logic model of change
- Researching connection: The Parent-Child Connectedness Framework (ETR review of literature, and related studies)
- Research Supporting Special Time
- The Science of Time-in; Research on Crying
- Research Supporting Playlistening and Power Dynamics in the family
- Parenting Styles and the Involvement/Expectation Continuum (Baumrind), and Why Not Use Behavior Modification?
- Understanding Attachment Theory
- The Emotional Recovery Process in Trauma
- How does Emotional Memory Work?
- The Review of Scientific Literature Related to Hand in Hand Parenting
- The Latest Research in Parenting

Adult-to-Adult Time

- Adult-to-Adult Special Time
- Introduction to the Benefits of Physical Play

Comparison with Other Approaches

- Parenting approaches: the big picture
- Other current parenting methods and how they are congruent or incongruent with *Hand in Hand Parenting*
- How other approaches see emotion and connection
- What makes *Hand in Hand Parenting* a unique approach?
- Addressing common objections to the Hand in Hand Parenting Approach

Leading Small Groups

- Strategies for leading small groups
- Using the five principles of listening

Empowering Parents

- Continuum of Parent Leadership
- Listening Partnerships
- Leading Your Family
- The Parent Rescue Squad

Filling Your Teaching Toolbox

- Becoming a Hand in Hand Professional
- Developing Your Teaching Plan
- Anecdotes and their importance
- Anecdote sharing and development
- Illustrating your points with “body pictures”
- Offering a variety of solutions
- Answering questions outside your experience
- Practice speaking, demonstrating, leading, answering questions, handling problems

Special Topics

- Helping Children with Aggression
- Using Listening Tools with Physical Injury or Illness

Building Your Teaching Practice

- How does Hand in Hand do outreach?
- How do Hand in Hand leaders convey information?
- Reaching out to build relationships in your community
- Creating an annual outreach plan

Confidentiality and Boundaries

- Handling difficult situations in groups and classes
- Boundaries issues that can arise
- Mandated Reporting Information (what to do when you suspect abuse)

Show Us What You've Learned – Certification Interviews: Summer 2018

- Oral interview, scheduled individually
- Various topics central to Hand in Hand Parenting
- Review of Skills and Understanding
- Answer parent questions that typically arise at talks and in classes

Weekend Retreats in 2018 (Optional)

Santa Cruz Mountains, California. Nearest airport is San Jose, CA

- Optional attendance, fee not included in this Program
- Stay tuned for information on www.handinhandparenting.org
- Build community and ongoing support
- Enjoy a break from parenting

For Parents (including Instructors and Instructor certification candidates)

Dates to be determined: generally in June or July

- Benefit from listening time and experience-sharing with other parents, instructors, and certification candidates.
- Emphasis on building listening skills and community to support your work and leadership as a parent.

For Instructors and Instructor Certification Candidates

July 20-22, 2018 (Tentative)

- Benefit from listening time and experience-sharing with other instructors and certification candidates.
- Emphasis on building support, communication skills, and community to enhance your work teaching *Hand in Hand Parenting*.

Tuition Fee Structure, Class Benefits, and Refund Policy

Tuition Fee Structure for New Candidates

The regular cost of the Program is \$2875. You may choose one of the payment options below to receive up to a 10% discount. Your plan must be decided on by no later than July 25, 2017.

Payment Options:

- Option A (10% discount):
 - June 20, 2017: \$2575 due – this reserves your spot
 - Total amount = \$2575 (includes \$275 non-refundable deposit)
- Option B (5% discount):
 - July 10, 2017: \$275 due (non-refundable deposit)
 - July 10, 2017: The above deposit + registration for payment plan reserves your spot
 - July 25, 2017: \$1225 due (first instalment payment)
 - December 15, 2017: \$1225 due (last instalment payment)
 - Total amount = \$2725
- Option C (no discount):
 - July 25, 2017: \$275 due (non-refundable deposit) – this reserves your spot
 - July 25, 2017: The above deposit + registration for payment plan reserves your spot
 - August 14, 2017: \$260 due (first instalment payment)
 - September 14, 2017: \$260 due
 - October 14, 2017: \$260 due
 - November 14, 2017: \$260 due
 - December 14, 2017: \$260 due
 - January 14, 2018: \$260 due
 - February 14, 2018: \$260 due
 - March 14, 2018: \$260 due
 - April 14, 2018: \$260 due (last instalment payment)
 - Total amount = \$2875

We will charge a late registration fee of \$150 for all registrations after July 25, 2017.

A limited number of scholarships are available. Once you are accepted to the Program contact our Program Manager at program@handinhandparenting.org for an application. All scholarship decisions will be made in August.

Tuition Fee Structure for Returning Candidates

If you are a returning candidate, please contact our Program Manager at program@handinhandparenting.org for details about fees.

Class Benefits (Discounts):

If you register for the Instructor Certification Program, you are eligible to

- Receive free access to all of the Self-Guided “Parent Rescue Series” online classes once the Program begins.
- Receive an entire set of Hand in Hand booklets, Hand in Hand Parenting Class manual, and a Program binder.

This offer cannot be combined with other offers.

Refund Policy

If you choose to withdraw from the Program, you must notify the Program Manager via email at program@handinhandparenting.org and return the binder and class manuals.

You may keep the Listening to Children set of nine booklets. You will then be entitled to a prorated refund, based on the date of notification. Once Hand in Hand receives the binder and class manuals, Hand in Hand will retain an amount equal to the non-refundable deposit plus an amount corresponding to the number of mentoring calls that were held before the notification date. The remaining amount will be refunded.

The refund policy for scholarship candidates will be communicated individually to each scholarship candidate when the scholarship is granted.