

# Instructor Certification Program

## Goals of the Program

1. to support participants as they deepen their understanding and practice of Hand in Hand
2. to train instructors who are committed to bringing Hand in Hand 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. Hand in Hand Instructors teach classes, give talks, and work with parents in other capacities. They work independently and cooperatively with Hand in Hand. 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.

During the Certification Program, we offer mentoring, support, and experiential activities that develop participants' understanding and skills. The most vivid and useful learning experiences take place as each participant uses the Listening Tools in their own life.

## Possible Outcomes

**Completion of this program does not guarantee that you will become a Certified Instructor.** On average, less than half of the participants in each year's class are eventually Certified. Many candidates find that it isn't easy to build the support they need to use the listening tools deeply and well, and to make good progress working through challenges in their own families. We encourage candidates to focus on their own family before shifting their attention to teaching.

After the Program ends, participants who have not completed the requirements to be Certified (see page 6) can continue working toward Certification. We offer an online Candidate Hub containing resources and materials, a moderated discussion group, and two monthly mentoring calls. Subscription to the hub is \$20 USD/month.

Whether or not a candidate is certified, the Certification Program will provide you with a thorough introduction to Hand in Hand Parenting, access to ten 4-hour classes or class videos, 35 weekly mentoring conference calls, numerous additional materials, and the experienced guidance of our most seasoned Instructors.

Virtually every participant who has taken this program, whether or not they become certified, finds that their family is transformed by the perspective, skills, and support system they have gained. We do all we can to give every participant access to what we have learned in over 30 years of supporting parents and children.

## Prerequisites

1. To be considered for the Program, you must have completed at least one of the following Instructor-led classes:
  1. **Hand in Hand Parenting Starter Class** either online or in person
  2. **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. If you are not actively parenting, you must have permission to use the listening tools with children you are close to. Your personal experience using Hand in Hand is invaluable. Sharing your personal experience will help parents and caregivers visualize how the Listening Tools work, and how parents and children respond.
3. We seek candidates who already have a constituency among parents. This means that 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, and they are interested in working with others.

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 in their community. If you are experiencing a major life transition such as getting married, divorced, or bringing a baby or new child into your home, please wait until you are settled to apply. Candidates are most successful in completing our program once they have given themselves time to transition into their new situation.
5. You must have enough time to engage with our program fully. We estimate that successful completion of the program will require 25-35 hours per month, not including the time you spend working with your children. Our standards for certification are high.
6. We will consider applicants who are currently taking psychoactive medication(s). However, prescribed psychoactive medications are designed to alter our access to emotions and attention, and they can change the way that our emotional repair processes works. The use of these processes is central to our parenting approach. Modeling emotional release at appropriate times is a requirement of every Instructor, as it helps build the safety for others to benefit from our approach. Please note that we do not ever recommend that an individual cease taking a prescribed medication without professional guidance. We understand that such medications provide needed support for many.

## **How to Apply**

The link to our application form will be available on April 1. Please submit your contact information via our [Certification Interest Form at the bottom of this page](#). We will email you when the application is available. The application deadline is May 31.

# Time Commitments and Logistics

**A minimum commitment of 25-35 hours per month of direct study and training participation is expected.** In addition to assigned reading and information presented via video and audio, participants are expected to use the Listening Tools regularly. During the Program, you will receive support and training in a few different ways.

## **1. Monthly Zoom Classes**

All participants are welcome to attend the ten monthly Zoom classes from September until May. Unique class content will be presented to different Zoom sections and everyone is expected to watch class videos of Zoom sections you don't participate in. There will be about 2 hours of required class videos each month.

The monthly classes will be held on Saturdays according to the schedule below, times TBD. Each class generally lasts 2.5 hours. We will try our best to make classes accessible to people in different time zones. We ask that you attend at least 8 of the 10 classes if you choose to join a Zoom section.

If your time zone or circumstances do not allow participation live, recordings will be made available to you to be viewed at your convenience. It is not mandatory that you attend the monthly Zoom classes but most candidates find that participating is one of their favorite parts of the program.

The order of the topics mentioned below is subject to change.

<u>Class</u>	<u>Date</u>	<u>Topic</u>
Class 1	September 17	Introduction to Hand in Hand Parenting and the Instructor Certification Program
Class 2	October 8	Staylistening and Attachment Theory
Class 3	November 5	Special Time and Setting Limits
Class 4	December 3	Setting Limits Playfully, and Playlistening

Class 5	January 7	Supporting and Empowering Parents, Building Parent Leadership
Class 6	February 4	Adult-to-Adult Special Time
Class 7	March 11	Closeness and Leading Small Groups
Class 8	April 15	Filling Your Teaching Toolbox, Infants and Adolescents, Physical Hurt
Class 9	May 6	Healing from Racism, Teaching and Learning
Class10	May 20	Confidentiality and Boundaries

## **2. Weekly Mentoring Calls**

All certification candidates must participate in a weekly Zoom based mentoring group. These calls allow participants to ask questions, share their experience using *Hand in Hand Parenting*, and function as a support group as you implement the listening tools. **Each participant must be available at a minimum of two of the call times we offer.** We schedule mentoring calls that can work for people in most time zones, and will ask for your input before assigning calls. Each mentoring call group of 3-5 candidates 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.

## **3. Online classroom**

Class videos, assignments, and other important information will be shared in an online classroom. All participants must have e-mail and a high-speed Internet connection, and be able to navigate within the classroom.

## **4. Weekly Listening Partnership**

Participants must establish and make good use of at least one weekly Listening Partnership (at least 30 minutes each way) with another participant in the Program.

# Certification Requirements

**Completion of this program does not guarantee that you will become an Instructor.** On average, about half of the participants in each year's class are eventually Certified. Many candidates find that it requires time to build the support they need to use the listening tools deeply and well and to make good progress working through challenges in their own families. We encourage candidates to focus on their own family before shifting their attention to teaching.

Although our Certification Program lasts for 10 months, individuals may continue working toward Certification after the Program ends.

In order to be Certified, participants will complete the following:

**1. Write or record 25 anecdotes, 5 for each Listening Tool**

Candidates will submit written anecdotes, 25 in all, to their call mentor for feedback, then to the Hand in Hand Certification Interviewer. These anecdotes 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 their strongest motivation to try Listening Tools themselves.

**2. Establish and make good personal use of at least one weekly Listening Partnership (at least 30 minutes each way) with another participant in the Program.**

Learn to offload emotional tension and to solve problems using the benefits of listening, and help your listening partner to do the same. Please complete our online course, "Building a Listening Partnership," before the Program start date. This course will be provided to you free of charge.

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

Each candidate will be assigned to a weekly hour long Zoom call for mentoring and support from an experienced instructor. There will be 3-5 Candidates assigned to each call. Candidates need to maintain an 80%

attendance rate or better in order to be Certified. For 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 particular call time.

**4. Give an introductory talk on *Hand in Hand Parenting*.**

During the second half of our Program, with your mentor's approval and guidance, candidates will present a talk about Hand in Hand parenting. Participants will fill out evaluation forms, which must be submitted to the Hand in Hand Certification Interviewer.

**5. Organize and lead a 6-week *Hand in Hand Parenting* Study Group.**

During the second half of our Program, with your mentor's approval and guidance, you will organize and lead your own *Hand in Hand Parenting* Study Group for 4- 6 parents. Following the guidelines we provide, you will explain each Listening Too, answer parent questions, and facilitate a listening support group during each meeting. Participants will fill out short evaluations, which will be submitted to Hand in Hand before your final Certification Interview.

**6. Complete 6 to 8 hours of volunteer work doing Hand in Hand administrative and/or outreach projects** to become more familiar with the organization and its many and varied ways of supporting parents.

**7. Pass an oral interview**

Your interview will cover various topics central to the *Hand in Hand Parenting* as well as basic leadership qualities you've developed. The interviewer will also ask you to 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 results of your interview will not close doors to further progress.

Participants become Instructors when they have shown that they

- consistently use Hand in Hand Parenting to tackle and resolve basic parenting challenges
- have built a solid support system based on Listening Partnerships and can both use and model the listening process
- lead their families well
- can communicate the Hand in Hand theory of emotional Functioning clearly and accurately
- can listen deeply and well to other parents
- represent Hand in Hand respectfully and work well as part of a team

### **Certification Program – Schedule Information**

#### **Key Program Dates**

April 1	Applications open
May 28	Applications due
April, May, June	Interviews, acceptance notices
July 1	Deposit or Scholarship Application due
July 7	Scholarships awarded
July 15	Pay in full early bird deadline
July 31	Payment deadline
Late August	Call group assignments
Early September	First week of mentoring calls and first Zoom Class
Late May	Last Zoom Class, mentoring calls end a week later
June	Certification Interviews begin, scheduled upon request
July (Final dates to be determined)	Weekend Retreat for Instructors & Instructor Candidates on Zoom. (optional; separate registration and fees)



## **Certification Class Topics Overview**

We will cover these topics during the 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 model of change
- Researching connection: The Parent-Child Connectedness Framework
- 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?
- 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)

## **Tuition Fee Structure, Class Benefits, and Refund Policy**

### ***Tuition Fee Structure for New Candidates***

The regular cost of the Program is \$4,250. There is a \$400 non-refundable deposit due by July 25 to reserve your spot. The deposit is applied to the cost of the program. There are two options for paying the remaining balance of \$3850:

1 - in ten monthly installments of \$385 from August to May.

2 - paid in full by August 20 with a 10% discount of \$425 off of the total \$4,250, for an additional payment of \$3,425.

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

A limited number of scholarships are available. We accept scholarship applications and award scholarships after applicants have been accepted. Each student is expected to make payments toward the program, as there are no 100% scholarships. Awards typically range from 25-50% of the total cost. We look at finances, where you live, your constituency, and your personal support network when making awards. Once you are accepted to the Program contact our Certification Manager at [certification@handinhandparenting.org](mailto:certification@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, you may apply to take the course a second time at full fee. Applicants will be accepted on a space-available basis.

### ***Refund Policy***

If you choose to withdraw from the Program you will receive a prorated refund based on the date of notification minus the non-refundable deposit.

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