

2019 CBCT® TEACHER CERTIFICATION OVERVIEW

Center for Contemplative Science and Compassion-Based Ethics at Emory University

APPLICATION DUE DATE: Extended to April 1, 2019. Application on page 10.

TRAINING START DATE: June 27, 2019. Schedule details begin on page 5.

TRAINING LOCATION: Atlanta, Georgia, with online components available for remote learners.

PROGRAM OVERVIEW

In 2005, the Center for Contemplative Science and Compassion-Based Ethics (CCSCBE) (formerly Emory-Tibet Partnership) at Emory University launched a research study to evaluate whether compassion training could be employed as a method to address growing rates of depression in college undergraduates. The results of that study suggested that the practice of compassion meditation reduced neuroendocrine, inflammatory, and behavioral responses to psychosocial stress that have been previously linked to the development of mental and physical disease. These promising results attracted the attention of leaders in education, medicine, and the Atlanta foster care system. In the ensuing years, researchers have initiated a series of research projects evaluating the efficacy of our CBCT intervention for healthy adults, elementary school children, adolescents in foster care, men with HIV+, survivors of trauma and cancer, and several other groups.

To meet the needs of the growing research programs, Dr. Negi launched the CBCT Teacher Certification program in 2011. The program is intended for those with a long-term contemplative or meditative practice who wish to deepen their knowledge of CBCT and to serve as CBCT instructors for ongoing research projects or for outreach in their personal or professional communities. Those interested in teacher certification come from a wide variety of backgrounds and are applying CBCT in numerous settings. They group includes K-12 teachers, therapists, social workers, doctors, nurses, community organizers, researchers, and graduate students. All are people who have already taken the prerequisite Foundation Course and hope to make CBCT a bigger part of their lives.

TEACHING CBCT IN AN INSTITUTIONAL SETTING

If an institution wants to offer CBCT, for example by having its staff teach CBCT as part of their salaried duties or by offering CBCT to individuals who pay the institution directly for instruction, an *Institutional Agreement* with Emory University is required, in addition to the Certification Agreement that is required for individual instructors. Please inquire directly with the Center for Contemplative Science and Compassion-Based Ethics, if you would like to know more about the *Institutional Agreement*.

TEACHING CBCT FOR RESEARCH PURPOSES

CBCT Teachers are expected to coordinate any research on CBCT with the Center for Contemplative Science and Compassion-Based Ethics, as spelled out in detail in the *Certification Agreement* (explained in more detail under below).

CERTIFICATION FOR THOSE LIVING OUTSIDE ATLANTA

Long-distance training for those outside of the Atlanta area is available as long as the applicant commits to in-person attendance at the summer Retreat/Workshop and the Practicum weekend intensive. In addition, special accommodation for the Supervised Co-Teaching (formerly called "Teaching Assistantship") must be addressed on a per-person basis and videotaping of the Supervised Co-Teaching classes will likely be required. An additional cost for some parts of the training is required for those attending parts of the program remotely. See notes on cost below.

CERTIFICATION PROGRAM

Teacher Certification (sometimes called Level One) allows an individual to teach CBCT in either research or non-research contexts.

Certified teachers have access to teaching manuals and materials, promotional literature and templates, and the web-based database of CBCT-related audio recordings, handouts, and other reference materials and resources. They are provided the password for online written and recorded materials that they may share with any student enrolled in their CBCT courses. The center is currently developing an app to provide these materials, and teachers will be able to give access to the app via password to their students.

Certified teachers are provided professional development support via continuing education opportunities, including CBCT refresher courses and retreats at free or discounted rates.

Certified teachers have their name listed on the CBCT website to confirm their active certification status, are granted the limited right to use both the name and logo of CBCT in their professional material and publicity, and may refer to themselves as Certified Instructors or Certified Teachers of CBCT. They may indicate that they are certified by Emory University.

Upon completion of the CBCT Teacher Certification (Level One) requirements, the final step is signing the official *Level One CBCT Instructor Certification Agreement* with Emory University. A copy of the full agreement is available upon request. The *Agreement* includes an annual registration fee (currently \$250) due by January 1 of each year; and 10% of total fees collected

from the prior calendar year for any courses taught. Excluded from the 10% calculation are the first \$2500 of fees collected as well as any fees paid by Emory University if one is hired directly to teach CBCT in one of Emory's programs.

Certified teachers may provide a bio and photograph to publish on the center's online certified teacher directory at compassion.emory.edu.

A note on research contexts: Teaching of CBCT, when provided for a research study, is to be coordinated with the Center for Contemplative Science and Compassion-Based Ethics' CBCT program and executed by instructor(s) who are fully certified and actively registered as teachers. It is recommended that research studies include funds to pay the Center for Contemplative Science and Compassion-Based Ethics for provision of a certified instructor as well as for consulting to assure fidelity. The sooner the center is brought into research discussions the better. The instructor(s) can be contracted directly by the Center for Contemplative Science and Compassion-Based Ethics. The funds include the teacher's salary, provision of CBCT materials (written and recorded), and other support of the intervention, including quality control measures, adaptation of the CBCT course for a particular population, services provided by the CBCT staff and overseen by CBCT administration, website, and other overhead costs. Depending on the complexity of the project, typical fees for provision of a 10 to 12 week course in 2018, taught by either 1 or 2 teachers, range from \$4,000 to \$8,000 per course. Teaching in pairs is the required model for studies, unless explicitly permitted by CCSCBE. Each instructor receives between \$1200 and \$1800 for a typical 10-week class, again depending on the details of the study. Studies of CBCT shall include consultation by Executive Director Lobsang Tenzin Negi, PhD, who will act as co-investigator and co-author on published findings, and research grants shall include fees to cover this consultancy.

Senior Instructor Certification is meant for teachers who have accumulated many years of experience in teaching CBCT as certified instructors (Level One). Senior Instructor status is not required to teach CBCT in research or most other contexts. The primary benefits of this level are (1) offering CBCT Foundation Courses that count as a prerequisite for applying to the CBCT Teacher Certification program when also offered through a formal institutional partner, and (2) referring to one's self as a "Senior instructor" of CBCT.

CERTIFICATION PROCESS SUMMARY

Details, including costs, are presented in the following pages for each of these topics:

Teacher Certification Components – Level One

- I. Retreat/Workshop (7 days)
- II. Practicum (online 8-week seminar plus on-site weekend intensive)
- III. Supervised Co-Teaching (formerly called "Teaching Assistantship")

Senior Instructor Certification Components – Level Two

- I. Teaching Portfolio Review
- II. Final Examination

Enrollment and Registration

- I. Application Process
- II. Seeds of Compassion Scholarship opportunities

TEACHER CERTIFICATION COMPONENTS

Level One Certification requires attending the three-part Teacher Certification program: Retreat/Workshop, Practicum, and Supervised Co-Teaching. The first two parts are attended as a single cohort to provide a supportive environment for exploration and development of CBCT teaching skills.

I. Retreat / Workshop

Dates: Thursday, June 27 – Wednesday, July 3, 2019. 9 am to 7 pm daily (ending 4:30 pm July 3)

Location: Drepung Loseling, 1781 Dresden Dr NE, Atlanta, GA 30319

2019 Fee: \$1,800, due June 1, 2019.

All participants are responsible for arranging their own off-site accommodation and transportation. (Please inquire for a list of possible accommodations and other logistics.)

This weeklong retreat and workshop affords participants an opportunity to deepen their CBCT meditation practice and begin developing skills of teaching the protocol. The first days are devoted to intensive practice and reflection ("retreat") which may be joined by others who have taken CBCT and simply want to deepen their own practice of and familiarity with the protocol. The final days are a skills workshop for those in the Teacher Certification only. In this workshop, we begin exploring how to explain the protocol in all its parts, with a focus on the

rationale of the sequence and the practical aspects of teaching and guiding contemplative practices.

II. Practicum

Dates: July 22 – September 17, 2019 (PRACTICUM DATES / TIMES ARE TENTATIVE)

- Online Practicum: 8 weeks, July 23 – September 16, 2019
 - Weekly Online Video Meetings: Tuesdays, 7:00 pm – 8:45 pm (July 24 – Sept 11)
 - Most assignments and interactions are on line (estimated time: 8-12 hours per week)
- Final Weekend Intensive: (tentative) September 28-30 (4-9 pm Fri., 9 am – 6 pm Sat., 9 am – 5 pm Sun.)

Final Weekend Intensive Location: Drepung Loseling, 1781 Dresden Dr NE, Atlanta, GA 30319.

2019 Fee: \$1,800 (\$2,100 for those attending remotely, from outside metro Atlanta), due July 22.

The Practicum provides an extended opportunity for trainees to develop their knowledge and understanding of the protocol through readings, discussion, writing, and sample teachings, all in the context of observing a videotaped CBCT course taught by experienced CBCT instructors. The Practicum is structured primarily through online interactions, and thus is available to people from any location. At the conclusion of Practicum, all participants gather for a weekend intensive to practice pedagogical strategies and skills.

For 8 weeks, assignments will be submitted online with due dates at regular intervals, usually twice per week, and will meet once per week by video conference with the entire cohort for 1.5 hours to discuss the readings and assignments. The Practicum includes weekly assigned readings, both background material for the protocol and scientific studies examining compassion and contemplative practice. The assignments provide trainees a chance to build their own course syllabus with sample class plans and meditation scripts for each topic. There are also writing assignments responding to hypothetical student questions. Throughout the Practicum, trainees practice the CBCT protocol daily and keep a practice journal in order to help strengthen their insights into the protocol and how to present it.

IMPORTANT: Participants will spend a minimum of 10 hours per week for these 8 weeks (some participants have reported spending 12 - 15 hours per week) to accomplish the assignments, attend the weekly classes, and watch the weekly videos. The effort is similar to a graduate level seminar in intensity and expectations for engagement.

The Practicum concludes with a final cohort meeting – in person – at a weekend workshop, during which sample teachings and guided meditations are presented and reviewed. After the weekend workshop, participants prepare and submit a comprehensive Teaching Statement that explains one's perspective on and approach to teaching CBCT; set goals for further

development of teaching abilities and methods; and set intentions for bringing CBCT to certain populations or folding into one’s ongoing professional development.

III. Supervised Co-Teaching (formerly called Teaching Assistantship)

Dates: Varies. Typically, this will be a 10-week course, beginning after successful completion of the Practicum, to be arranged on a case-by-case basis.

2019 Fees: \$1,800 (\$2,100 for those attending remotely, from outside metro Atlanta)

To complete the Teacher Certification, trainees typically co-teach a ten-week course with an experienced CBCT teacher. Working with the Teacher Certification director(s) and the co-teacher, TAs develop personal goals for their own development as teachers and review the goals periodically throughout the course to evaluate progress. They also receive feedback and guidance on teaching strategies and approaches from the co-teacher and the Teacher Certification director, based on goals set and adherence to the protocol. TAs submit weekly class notes and reflections, continue to develop their personal practice alongside the participants whom they are teaching, and are asked to keep a journal of their thoughts on their teaching and practice.

Notes:

1. For Supervised Co-Teaching that occurs at a distance from Atlanta, it will be necessary to videotape sessions, share them electronically, and provide written class plans for review throughout the course. Translation into English (or, in some cases, Spanish) will need to be arranged by participants in order to engage with the supervision process fully.
2. Given that the number of available teaching opportunities can be limited, and that trainees may be required to interact with study participants and sensitive populations, supervised co-teaching placement will be assigned solely at the discretion of the Teacher Certification director. Our best effort will be made to place qualified trainees in an appropriate and timely way, but due to numerous variables, many outside the control of the program, placement is not guaranteed for any individual or within a particular time frame. *The fee for Supervised Co-Teaching may be delayed until a placement has been made.*

2019 TEACHER CERTIFICATION (Level One) COST SUMMARY

	<u>All in Atlanta</u>	<u>w/ Remote Learning</u>
Summer Retreat/Workshop:	\$1,800	\$1,800
Fall Practicum/Weekend Intensive:	\$1,800	\$2,100
Supervised Co-Teaching:	\$1,800	\$2,100
TOTAL:	\$5,400	\$6,000

ENROLLMENT AND CANCELLATION POLICY. The cost of the summer retreat/workshop must be paid upon registration, and no later than June 1, 2019, to assure a place once accepted. We respect that circumstances change and participants may need to alter plans due to situations beyond their control. Yet there is substantial loss to the program if participants claim a space and then do not fulfill their commitment to complete the training. If a participant chooses to cancel after initial enrollment, an administrative charge of 25% of the cost of the summer retreat/workshop will be retained. If withdrawal occurs within 2 weeks before the start of the retreat, 50% of the retreat/workshop cost will be retained. No refund will be issued after the program has begun. (See notes on financial assistance later in the document.)

SENIOR INSTRUCTOR (Level Two) CERTIFICATION COMPONENTS

NOTE: Senior Instruction Certification is not necessary for teaching CBCT in most contexts. Level One teachers present themselves as "CBCT Teachers" and "Emory-Certified" without reference to the distinction between Level One or Two.

After successful completion of Level One Certification, teachers are expected to teach several courses and gain a strong level of confidence with the material and their personal pedagogical abilities before applying for Senior Instructor certification. (This may take several years, but please note that Senior Instructor Certification is not necessary for teaching CBCT.)

If a teacher is considering the pursuit of Senior Instructor certification, it is recommended to meet informally with the CBCT director or associate director to discuss the process and review the steps listed below in detail.

I. Teaching Portfolio Review

In order to initiate the formal review for Senior Instructor Certification, a teacher prepares and submits a Teaching Portfolio. The actual content of the portfolio will be specific to each individual, and exceptions may be granted on a case-by-case basis, but the goal would be to include the following items at a minimum:

1. Updated and expanded Teaching Statement. (See Practicum.)
2. Explanation of goals and intent for acquiring the Senior Instructor Certification.
3. A set of class plans, tailored to a particular population or class that the applicant has taught as a lead teacher.
4. A set of quality audio recordings of guided meditations for each of the eight topics.
5. An edited set of quality video recordings of a class taught by the instructor, providing three clips that demonstrate an ability to: (1) present complex pedagogical CBCT material (Topics 3, 4, or 5) with clarity, (2) lead discussion / provide feedback to student questions and concerns, and (3) lead meditation for

- one of the more complex topics (Topic 3 or later). Each clip should be 10 -30 minutes long, no more than 1-hour total, and chosen to demonstrate proficiency.
6. Three letters of recommendations: from mentor, colleague, and student.
 7. Relevant course evaluations/surveys that give feedback on one's teaching.
 8. A description of the ongoing development of one's meditation practice, focusing on the prior six months to 1 year. Include updated list of retreat attendance (minimum 2 retreats are expected between the initial CBCT Teacher Certification retreat and the application for Senior Instructor certification).

After receiving the Teaching Portfolio, the CBCT director and training coordinator will convene a committee, including a Senior Teacher familiar with the applicant's work if possible, to review the portfolio in its entirety and to provide feedback. This committee will also determine whether the applicant needs more development of the portfolio before it is approved. If the portfolio is not approved, the applicant will be given specific feedback about which areas need improvement and will be given the chance to revise and resubmit the portfolio. In some cases, the applicant may be asked to teach a CBCT course, perhaps with supervision or in a co-teacher setting, to develop and demonstrate certain skills or knowledge before re-submitting the portfolio.

Dates: The review and approval of a Teaching Portfolio is a detailed process that may take several months after the initial date of the submittal. Any additional materials that are required to complete the portfolio after the initial submittal may delay the review.

2019 Cost: \$650. Fee is non-refundable and is required to initiate the review process.

II. Final Exam

Once the Teaching Portfolio is approved, the applicant will be notified that they may sit for the final exam, which will be administered by the CBCT Director, either in writing or orally at his discretion.

Senior Instructor Certification will be granted after successful completion of the exam.

Time/Dates: To be scheduled at mutually convenient time.

2019 Cost: The cost of taking the exam once is waived, based on full payment of the portfolio review fee. A re-exam, if needed, will be provided for \$150.

APPLICATION, ENROLLMENT, AND SCHOLARSHIP INFORMATION

I. Application Process

A. PREREQUISITES

In order to apply for the Teacher Certification, interested participants must meet the following prerequisites:

- (1) have attended or be currently enrolled in the CBCT Foundation Course (10-Weeks, 8-Weeks, or 3-Day Weekend Intensive Course), both typically taught in the fall and spring of each year;
- (2) have been practicing meditation regularly for at least one year; and
- (3) have attended at least one week-long teacher-led residential retreat (or equivalent).

These requirements are based on the observation that a personal contemplative practice is central to the communicative ability regarding the concepts and practices of CBCT and to the ongoing development of the teacher. Some educators and clinicians with much experience in fields such as psychology, neuroscience, social work, or education may have a great deal of practice presenting material to students and/or relating to clients in therapeutic setting, but still not have the practice experience. In these cases, individuals may be admitted before having attended the required retreat. If admitted with this exception, the trainee is expected to fulfill the retreat requirement before being considered for the Supervised Co-Teaching.

B. APPLICATION

- (1) Provide the following to allow consistent and clear communication:

Full name:

Preferred email:

Preferred mailing address:

Preferred phone number:

Gmail address (if you have one and it is different from above):

- (2) CONFIRM PREREQUISITES (practice requirement is addressed in the next section)

CBCT Foundation Course:

When:

Where

Teacher(s):

7 Day Retreat (or equivalent):

When:

Where:

Teacher(s):

- (3) Personal Practice (750 words or less)

1. Please describe your personal meditation practice for the last one year, including the style of meditation you practice and the typical duration and frequency of each session.
 1. a. If you have been practicing regularly for more than one year, please briefly describe your past experience.
2. Who are your teachers? What teachings or books have most informed or influenced your practice?
3. Please list all teacher-led residential retreats that you have attended. Be sure to include the name of the retreat, location/center, dates, and teacher(s).
4. What is the significance of your personal practice in your life and work?

(4) Professional Training (500 words or less)

1. Please describe any educational or clinical training or work experience that may have prepared you to lead a CBCT program.
2. Include your resume or CV in support of this statement and give a full picture of your professional history.

(5) Personal Statement (1000 words or less)

1. Please describe your interest in teaching CBCT specifically. What draws you to this particular program? Why are you interested in studying and teaching compassion meditation in particular?
2. How do you hope to incorporate this training into your own work?
3. What current strengths would be of most benefit as you approach the teaching of CBCT?
4. Which of your current abilities would you expect would need the most attention and effort as you go through the training to teacher CBCT?

(6) References

1. Provide two (2) references who are willing and able – if contacted – to comment in some depth on your professional and communication skills. Include for each: Name, Title, Organization, Phone Number(s), Email Address, a brief description of your connection, and the number of years you have known each other. Mentor figures, when available, are requested.

C. SUBMITTAL PROCESS

- (1) Application due date: Applications will be accepted on a rolling basis until March 1, 2019. Early submittal is encouraged. Applications received after this date may be considered in special cases. Please contact us to inquire about exceptions. Review and acceptance notifications will be completed by May 15, 2019. Enrollment commitment and fee deposit of the cost of the summer retreat/workshop will be due no later than June 1, 2019.

- (2) Submit by email: To submit an application (or ask any questions), please *put your name at the top of the first page of any file* and email the file (.doc or .docx or .pdf) directly to Zipporah Slaughter, program coordinator for CBCT, at zipporah.slaughter@emory.edu.
- (3) Contact Information: Once the application is received, you will be sent a link to a form to provide your official contact information to assure clear communication. Completing this online form will be the final step in the application.

II. Seeds of Compassion Scholarship Fund

We are very pleased to have a scholarship fund to support new CBCT Teacher trainees. Each year, we are typically able to offer a limited number of partial scholarships. If you are interested in applying for scholarship support, please include a statement of this request and a brief description of your level of need at the end of your CBCT Teacher Certification application. Award recipients will be notified along with acceptance into the program.

FOR MORE INFORMATION, please feel free to contact Zipporah Slaughter, Program Coordinator for CBCT, at zipporah.slaughter@emory.edu.