

## **Mentor/Supervisor Training Program**

Congratulations on being accepted into the mentor/supervisor training program. The National Federation for Biblio/Poetry Therapy commends your commitment to helping others become skilled facilitators and therapists using poetry therapy. After careful consideration and invited input from many members of our community, the Federation has identified the following experiences and skills as fundamental to practicing as a mentor/supervisor who offers a quality training experience to future CAPFs, CPTs and PTRs.

So that you may take advantage of the breadth of experience, creativity, and ways of working our master mentor/supervisors provide, you are asked to select a minimum of two MM/Ss to work with in the course of fulfilling mentor/supervisor training requirements. You will choose one as your primary MM/S who will be responsible, with you, for coordinating all your studies. While the Federation has not set any specific number of hours or skills to be completed under the supervision of your secondary MM/S, your demonstration of competency should evidence that you have had significant exposure to this MM/S's perspective and input (25-40% of your didactic, peer, and supervision training.)

### **Overview of Training**

Your preparation to become a mentor/supervisor is divided into two stages:

*As a mentor/supervisor candidate (M/SC),* you will complete the majority of your foundation studies and training experience with M/Ss requirements. In some categories, you may qualify for credit hours based on your previous experience and/or training.

Once you have completed the M/SC training, you will submit required documentation, essay tests, M/S renewal documents. Your MM/Ss will submit their assessments and recommendations. Once approved by the committee, you will become a provisional mentor/supervisor.

*As a provisional mentor/supervisor (PS-M/S),* you are able to begin work with your own trainees, accruing the majority of your facilitation and supervision requirements. Supervised by your master mentor/supervisors for no less than one year, you will continue as a provisional M/S until such time as your MM/Ss and the Candidacy Committee determine you are prepared to run a training program without further supervision.

### **Mentor/Supervisor Candidate**

With the assistance of your master mentor/supervisors, your first step is to develop a plan as to how you will fulfill the requirements of the M/SC stage of your training. Contact [Candidacy@nfbpt.com](mailto:Candidacy@nfbpt.com) if you have any questions about the process. You need to have this plan approved by the committee before you can begin accruing new credit towards your required 100 hours.

## **Teaching and Supervising Foundations (50 hours minimum)**

In parentheses below are the minimum number of hours you must spend in each area addressing issues *as they relate specifically to poetry therapy training*. Certainly you might choose to spend more than the specified time on specific areas, depending on your background and needs. This might, for example, be done with topic-specific discussions, courses, or assignments developed by your MM/Ss. MM/Ss might also offer workshops at NAPT conferences on these topics.

You may provide the Candidacy Committee with documented evidence of having already achieved competency in the starred areas (\*). Credit will be given for training or experience from the last six (6) years only. The maximum credit the Candidacy Committee will approve towards your training as an M/SC is 3 hours for each of these areas, for a total of 15 possible credited hours towards the 50 required.

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|--|------------|
| 1) Supervision course * (minimum 3 academic credits)                     | (3 hours)  |
| 2) Scope of practice*  | ( 3 hours) |
| 3) Assessment of potential applicants*                                   | (3 hours)  |
| 4) Group Facilitation*   | (3 hours)  |
| 5) Problem resolution*   | (3 hours)  |
| 6) Teaching documentation and record keeping                             |            |
| 7) Responding to written 60 facilitation reports                         |            |
| 8) Knowledge of the NFBPT Training Guide                                 |            |
| 9) Further reading for your professional development as an M/S           | (3 texts)  |
| 10) Credentials Committee service (complete at least 8 hours of service) |            |

## **Training Process Experience (30 hours minimum)**

Experiences with MM/Ss and their trainees, other M/SCs and provisional M/Ss come under this category. You will participate in each aspect of the training process for CAPF/CPT/PTRs' credentialing, including, but not limited to:

- initial contact and evaluation
- assisting the initial application process
- training (including didactic/peer/facilitation/supervision areas)
- tracking a trainee's progress
- supervising practicum experience(s)
- assisting application for credentials by trainees

*While you will develop competence in each of these areas, you need not work on all of them with a single trainee or with a single MM/S. If your MM/S does not have trainees at this time, you will need to find one that does so that you may have direct experience with each of these step,. You might want to take this into consideration as you select your primary and secondary MM/Ss.*

A minimum of 20 credited hours must be accrued through in-person experiences with intensives/workshops and/or live phone classes.

### **Facilitation (12 hours minimum)**

Plan and deliver a *minimum of 4* successful training sessions, including didactic, peer group, and group supervision components, to be monitored by your MM/S (ie. personally observed or via video or audio tape; written reports alone will not suffice.)

### **Supervision (8 hours minimum)**

May consist of individual supervision and group supervision of M/SCs and PS-M/Ss.

### **Completion of M/SC stage**

When you are ready to submit documentation attesting to your having completed the M/SC requirements, this should be submitted to the Candidacy Committee at [Candidacy@nfbpt.com](mailto:Candidacy@nfbpt.com).

In addition, to become a provisional M/S, you must submit other documents required of all renewing M/Ss. [Check the Federation website for requirements](#).

Your MM/Ss should submit the required assessments forms (found on the website) and their overall recommendations.

You are also asked to take two short essay tests, to be supplied upon request by the Candidacy Committee. One test asks you to apply the specific skills covered in your didactic studies and the other addresses your knowledge of the Training Guide specifically. Both are open book tests, and should be completed by you without discussion with or input from others.

Once the committee has approved your fulfillment of all requirements, you will be named a provisional mentor/supervisor (PS-M/S.)

### **Provisional Mentor/Supervisor**

You are now permitted to take on trainees of your own, under the guidance of your MM/Ss.

### **Teaching and Supervising Foundations**

- 1) Reading and annotation of a minimum of 3 more texts, on relevant topics, to be decided upon by you and your MM/S(s).
- 2) Continuation of your service on the Credentials Committee, until the end of a total of two years or the processing of twenty applications (which must include both initial and final applications.)

- 3) You are encouraged to participate with any available MM/S-supervised M/SC and PS-M/S activities.

### **Training Process Experience**

Continued experience with any available MM/S training programs and any M/S training is encouraged.

### **Facilitation**

With your own trainee(s), offer training and supervision over a minimum of one year (to be counted starting with your first trainee's beginning his/her training), and until your supervising MM/Ss and the Credentials Committee chair concur that you have all the skills in place necessary to effectively practice on your own, and the Candidacy Committee has accepted their recommendations.

### **Supervision**

MM/Ss will monitor each area of a PS-M/S's training and supervision of others.

Both your MM/Ss are asked to file assessment forms *annually* with the Candidacy Committee of any area they have overseen for which you have not been released from supervision by the committee. These are due by June 30th of each year.

Areas in which you have not yet demonstrated satisfactory competency, as determined by the Candidacy Committee, should be the focus of subsequent supervision. Thus, you will gradually have fewer required areas to be reviewing with your MM/Ss, until all competencies are satisfactorily demonstrated.

### **Highly recommended but not required:**

- Complete a class or classes in Marketing and Business Development to:  
—develop your skills in marketing your M/S services  
—help your trainees develop marketing/business skills to better enable poetry therapy credentialing to generate income
- Assist in the Triple Workshop at a poetry therapy conference or in a poetry therapy-related workshop at any conference.
- Present a minimum of two workshops at a poetry therapy conference or a poetry therapy-related workshop at a conference in a related field, to be monitored by your MM/S (written reports also acceptable.)

- Experience one or more of the other expressive arts therapies through participation, attending and/or presenting at conferences, etc.
- Learn ways to use the Internet for teaching and supervising Internet-based training/supervision (e.g. email, listservs, web-based), teleconferencing, teleclasses. In order for your trainees to receive credit for such training, you will need to have your program specifically approved by the Federation. Check the on-line policy on the Federation website.

### **Promotion to Mentor/Supervisor status**

When all requirements for the PS-M/S have been met, submit to the Candidacy Committee:

- 1) Recommendations from both your MM/Ss
- 2) Recommendation from the Credentials Committee chairperson
- 3) Documentation of your fulfillment of the requirements and any recommended trainings and /or activities you undertook, and an updated Training Plan for your trainees.

With the approval of the Candidacy Committee, you will be promoted to mentor/supervisor, be identified as such on the Federation website directory, and will be eligible to advertize your programs with special M/S pages on the site.

### **Detailed descriptions of M/SC training requirements**

General terms and information:

**Monitoring by your MM/S** is defined as in-person supervision or the review of session notes, videotapes, or audiotapes, unless otherwise specified.

#### **Short Essay Tests on Teaching and Supervising Foundation Issues**

At your request, the Candidacy Committee will provide you with a number of short essay questions, addressing a number of the areas covered in your Teaching and Supervising Foundation requirements. They are identified below in the detailed descriptions. There is a separate test for the Training Guide, the same one all M/Ss take to renew their credentials. Both of these tests are open book.

*Some didactic areas are eligible for credit for prior study and/or experience. These are denoted by a star (\*). You should include a description and/or documentation of that which you are seeking credit for with your application plan.*

#### **1) Supervision\***

Complete any professionally-approved collegiate or continuing education class relating to *supervision* specifically. Must be worth a minimum of 3 *academic* credits (not 3 CEU credit hours!) Should include ethics of supervision.

**Documentation:** Certificate of attendance; satisfactory completion of essay questions included in short essay test

**2) Scope of Practice**

Consideration of issues for developmental and clinical work and training in all competency areas, including preparing CAPFs to handle clinical situations for which they may not be trained.

**You must be trained in this area by an MM/S-CPT or MM/S-PTR**

(Thus, if your MM/Ss are CAPFs, you will need to work with another, clinically-trained MM/S in this area.)

**Documentation:** MM/S assessment form; satisfactory completion of essay questions included in short essay test

**3) Assessment of potential applicants** for CAPF/CPT/PTR, including consideration of their mental health, basic literacy, and didactic backgrounds.

**Documentation:** MM/S assessment form; satisfactory completion of essay questions included in short essay test

**4) Group Facilitation\***

Skill in group facilitation, including approaches and goals for a variety of group populations and how this differs from classroom teaching.

**Documentation:** Proof of completion of an academic 3 credit course in group counseling; background in teaching and group facilitation considered; satisfactory completion of essay questions included in short essay test

**5) Problem Resolution**

Consider how to handle difficult trainees or situations such as supporting a trainee having logistic, educational, emotional, or financial problems; determining when and how to have a trainee leave your program

**Documentation:** MM/S assessment form; satisfactory completion of essay questions included in short essay test

**6) Responding to Written Reports**

At your request, the Candidacy Committee will provide you with sixty sample facilitation reports have been collected from MM/Ss from their trainees, representing a range of training issues and trainee ability. You are asked to respond to these reports as if you had received them from your trainees, and submit the marked reports to your MM/S for review. These should not be

submitted all at once, but over time, so that you may apply your MM/S's input as you go along. You should work out this schedule with your MM/S.

**Documentation:** MM/S assessment form; a sample that demonstrates your skill in responding to a challenging report/issue to final application for PS-MS status

**7) Knowledge of Guide to Training Requirements**

Demonstrate thorough knowledge of NFBPT Guide to Training Requirements

**Documentation:** satisfactory completion of the Training Guide test

**8) Further Readings for your growth and development**

Read a minimum of three books in M/S-related areas of particular interest to you or with which you have little familiarity/experience. To be selected by you in consultation with your MM/Ss.

**Documentation:** A reading list with a well-developed, annotated bibliography entry for each piece of material that addresses how you can apply what you have learned from this material

**9) Serve a term on the Credentials Committee**

of the National Federation for Biblio/Poetry Therapy Board to gain greater familiarity with the Training Guide, with the application process, exposure to how other M/Ss work, and insight into prospective trainees' issues. A term will be defined here as two years **or** the processing of 20 applicants, if that occurs first, but you must have processed both initial *and* final applications in either case.

**Documentation:** Record hours spent with initial applications and final applications. Credentials Committee chairperson will submit a recommendation at the end of your provisional M/S period.

Should you have any questions about the mentor/supervisor training program, please feel free to contact us at [Candidacy@nfbpt.com](mailto:Candidacy@nfbpt.com).