
The Process Work Center of Portland

**The Two Year Certificate of Study
in Process Work**

Student Handbook

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THE TWO YEAR CERTIFICATE OF STUDY IN PROCESS WORK

INTRODUCTION

Welcome to the two year certificate of study program in process work!

Until 1996, the Process Work Center of Portland offered two training programs: the external diploma program and the residential master's degree program. These programs require a minimum of four years to complete theoretical and clinical studies necessary for certification. Over the years, many people have requested an alternative program, which has led to the creation of our new two year certificate of study program. In this program, students do not become diplomates; rather, they receive certificates showing that they have acquired an understanding of the process work paradigm, theoretical knowledge in required areas, and a wide range of experiences in individual, relationship, and group work.

The main purpose of this handbook is to provide information about the certificate program. The handbook covers application procedures, the selection and function of a student advisor, designing the learning agreement, program requirements and the credit system.

Description of Process Work

Process work is an interdisciplinary approach to individual and collective change. It developed in the 1970s and 1980s when Dr. Arnold Mindell, a Jungian analyst in Zurich, began researching illness as a meaningful expression of the unconscious mind. Also known as process-oriented psychology or dreambody work, process work offers new ways of working with areas of life that are experienced as problematic or painful. Physical symptoms, relationship problems, group conflicts and social tensions, when approached with curiosity and respect, can lead to new information that is vital for our personal or collective growth. With roots in Jungian psychology, Taoism and physics, process work is based on the assumption that the solution to a problem is contained within the disturbance itself. Process work has developed into a comprehensive thera-

peutic system designed for working with the entire spectrum of human experience. It provides a practical framework through which individuals, couples, families and groups can connect with greater awareness and creativity. Process work has been applied to many areas, including work with seriously ill and dying people, conflict resolution, altered and extreme states of consciousness and addiction.

The International Process Work Community

Over the years, process work has developed into an international community of students and teachers. There are local training centers in Portland, Oregon, USA, and Zurich, Switzerland. Through external programs, it is possible for people in many parts of the world to participate in training. While not every need can be met, a serious effort is made to consider financial differences among countries, availability of teachers to serve students worldwide, and varying opportunities for students to travel in order to take part in seminars, classes, workshops and peer group meetings.

The Two Year Certificate of Study Program

The two year certificate of study program is a synthesis of experiential work and theoretical training in the basics of process work. The program provides students with a wide range of learning opportunities and encourages each student, in collaboration with an advisor, to design a program tailored to his or her individual needs and interests. Standard requirements include participation in seminars, trainings, supervision and personal therapy. In addition to these basic requirements, each student formulates a learning agreement which includes his or her individual needs and areas of interest.

Upon completion of this program, a certificate of study is awarded, certifying that the student has studied and acquired a beginning knowledge of process work and is ready, should he or she wish, to undertake intermediate and advanced studies leading to a diploma in process work.

Who are our Students?

The certificate of study program is intended for people who want to explore process work principles and practices for their personal growth and education. Some students are professionals in fields such as organizational development, education, law, the arts and religion. Others come from health related fields such as psychology, counseling and nursing. Depending on their background, students may focus on general training or on enhancing clinical skills. Upon completion of the certificate training, students will have a grasp of process principles and a beginning ability to apply process skills in a clinical setting.

Provision of Training

The certificate of study program is designed for those who are able to travel to seminars at various locations and earn credits through seminar participation, and/or who live in areas where there is a process work community. The at-a-distance training has regional programs in many parts of the United States. Its learning events are open to certificate and diploma program students, and some events are open to the general public. Teach-

ing teams of certified process workers are responsible for implementing the curriculum of the external program. The faculty coordinates various training seminars in your region and coordinates with neighboring regions for joint events. Please check with your regional coordinator or the Process Work Center of Portland for a schedule of seminars in your region.

Admission to the Program

In order to be admitted to the certificate of study program, we require the recommendation of a certified process worker. The process worker should have seen the student for a minimum of 3 sessions in which a dream leading the student to study process work has been discussed. In the written portion of the application the student includes the recommendation by the process worker, the initial dream, a brief discussion of the process around it, and an autobiographical statement.

Once the application is received, the student has a brief phone interview with a member of the certificate committee to discuss the suitability of the program for the student. As soon as the first part of the tuition is paid, the student is formally admitted into the program and presented to the entire faculty.

The Student/Advisor Relationship

The student/advisor relationship is central to the certificate program. After admission to the program, the student chooses his or her advisor. The advisor, a certified process worker, is the student's study facilitator and resource person throughout the program. Working with the advisor, the student designs a learning agreement tailored to his or her particular needs. A draft of the learning agreement is submitted to the certificate committee for approval. Upon completion of the program, the student and advisor together demonstrate to the committee that the terms of the learning agreement have been met. The student and the advisor need to meet a minimum of 4 times each year.

The Certificate Committee

The certificate committee administers and coordinates all aspects of the program including: reviewing applications; establishing, reviewing, and revising program requirements and guidelines; approving learning agreements; facilitating any conflicts that may emerge between advisors, therapists, supervisors and students; granting certificates upon completion of learning agreements. The certificate committee is also responsible for coordinating training on a community level. The committee meets quarterly to evaluate program completion and to grant certificates.

The Learning Agreement

Designing the learning agreement (LA) is the first step of the two year certificate program. After selecting an advisor, the student has three months to submit the learning agreement, which is a contract between the student, the advisor and the certificate committee. The learning agreement must include basic program requirements as well as electives chosen by the student. Electives may reflect particular areas of interest, such

as physical symptoms, coma work, extreme states, inner work, conflict work, movement work, relationship work, and group or organizational work.

Peer Study

In order to obtain valuable mutual support, at-a-distance students from the same region participate in peer study groups. We strongly encourage students who are geographically isolated to form networks and communicate by e-mail, phone and fax with other students and with their advisors, therapists and supervisors. There are opportunities for all certificate students to meet as a group at clinics and seminars.

The Course of Study

The following requirements provide a guide for the student and advisor to use in developing a learning agreement. Each learning agreement is unique, due to the student's personal and professional interests. The advisor helps each student map out a specific course or progression of study.

Areas of Study

The acquisition of a basic understanding of process work in each of the following areas of study is achieved through attending seminars and classes on different areas, peer group work, and independent study (reading, home study material).

- 1 philosophy and roots of process work
- 2 process theory and metaskills
- 3 inner work
- 4 dreamwork
- 5 body and symptom work
- 6 coma, death and dying
- 7 movement work
- 8 relationship and family work
- 9 group and worldwork
- 10 extreme states and addictions

The student is expected to gain a basic understanding of the philosophical roots and theory of process work. In order to obtain a basic introduction to process work, we recommend that students begin the program with an intensive course or equivalent immersion. Seminars on specific areas of study as well as independent studies provide the student with the necessary cognitive information and personal experience to complete the program.

Attendance at a total of 10 weekend seminars or their equivalent is required. The student must attend seminars in 7 of the above 10 areas. The remaining three workshop topics are elective and can be chosen according to the student's interests as formulated in the learning agreement.

REQUIREMENTS

I. Seminars

Participation in an intensive course as well as a worldwork seminar is highly recommended for an understanding of the theory and practice of the many different areas of study in process work.

- A. Attendance at one intensive course (20 - 25 credits, depending on the length of the course) provides theory and practice in all areas of process work.

Equivalent: Students may attend classes or workshops focusing on introductory process work, philosophical roots of process work and process theory; working with relationships, physical symptoms, movement, inner work, extreme states and addiction, and group work (5 credits per week, for a total of 20-25 credits).

- B. Attendance at one worldwork seminar (10 or fewer credits, depending on the length of the course).

Equivalent: courses or seminars focusing on groups, conflict, and social issues, i.e., racism, sexism, power and abuse (total 10 credits).

- C. Attendance at 20 seminar days, classes or groups on the various topics of process work, or 10 weekend seminars (20 credits).

II. Personal Work

Therapy: Personal therapy is an important aspect of the student's training. The student is required to complete a minimum of 40 personal sessions. Twenty sessions are required with a certified process oriented therapist, and another 20 hours of therapy with a therapist and modality of the student's choice. Through this process the student gains increased understanding of his or her emotional, interpersonal, intellectual and spiritual development.

Supervision: Supervision, that is, doing process work with a client or a peer under the supervision of a certified process worker, is a way of learning more skills and of working on your personal growth. Ten supervision sessions with a diplomate are required. Supervision can be done by sending video tapes or by phone. Professionals working in health related fields can choose an emphasis on supervision and control case, as formulated in their learning agreements.

III. Peer Group Work

Students in the program connect with their student peers and work on personal issues in small groups once every other week throughout the program. These groups may also serve to review independent study materials and readings. Students document their peer group meetings by keeping a log. If students are geographically isolated, they can set up a support system in their locality as well as connect to the larger community by e-mail, fax and phone.

IV. Independent Study

Students use independent studies to cover the dreaming process in: individuals, relationships, groups and organizations. Independent study modules include readings from the reading list, video study and supplemental classes related to the topics of study as outlined in the learning agreement. The 60 hours of required independent study must be documented in a journal or other approved form. The specifics of independent studies are worked out in conjunction with the advisor and stated in the learning agreement.

CREDITS

The two year certificate program requires the completion of 50 credits in seminars or classes. One day or 6 hours of work equals 1 credit, half a day or three hours of work equals half a credit. For a 2 1/2 day workshop the student receives 2 1/2 credits. Students are required to collect these credits over a period of 2-3 years. At the end of each seminar or class, the teacher signs to verify appropriate credit for each attended day. In addition to the 50 class and seminar credits, 40 personal therapy sessions, 10 supervision hours and 60 hours of independent study must be completed and documented.

Prior Learning

The certificate of study program will give 100% credit for process work done the year prior to registration and 50% credit for work done 2 years prior to registration. Previous credit which applies to the program will be addressed in each student's learning agreement, and the details can be worked out with the advisor and the certificate committee.

Transfer of credit from the diploma program

Students of the diploma program may transfer previous credits (seminars, therapy, supervision, independent study) toward a certificate of study. The certificate committee will evaluate the credits and grant a certificate of study to those who have completed the requirements of the two year program.

EQUIVALENCY

Equivalent substitutions for program requirements may be worked out between student and advisor and submitted to the certificate committee for final consideration. The following is an equivalency guideline: one day workshop (6 hours) is equivalent to one credit; six hours of class time is also equivalent to one credit.

Equivalents may be offered in lieu of attending an intensive course or a worldwork seminar. The equivalency option is offered in recognition of the fact that it may be impossible for some to travel long distances to attend certain workshops.

MIDPOINT REVIEW

After completion of the first year of study, the student and advisor evaluate the student's progress. Questions which are considered at this point include: Has the student been able to fulfill the basic requirements formulated in the learning agreement? What adjustments need to take place? The midpoint review is an appropriate time to assess

whether or not the student wants to transfer to the diploma program; steps for this transfer would include planning for intermediate exams. The evaluation process also helps the student plan his or her second year of study. If necessary, the student and the advisor will revise the learning agreement.

ASSESSMENT OF PROGRAM COMPLETION

Once the required number of credits as well as the required hours of personal therapy, supervision and independent study have been accumulated, the student submits evidence of program completion to the certificate committee for evaluation. At the same time, letters of recommendation from the student's therapist, supervisor and advisor must be sent to the certificate committee. The committee then evaluates the student and grants the two year certificate of study in process work.

TRANSFERRING INTO OTHER PROGRAMS

Some students will meet their learning goals by completing the two year certificate program. Others will want to transfer into the diploma or master's program. To transfer from the two year certificate program into one of the other two programs the student's course work must be fully equivalent to that of the program into which they wish to transfer. Equivalency is based on the subjects actually studied and not the length of time in the program. Please contact the Process Work Center for more details on inter-program transfers.

PROGRAM COST

The following is an estimate of expenses for the two year program. This estimate is based on current US standards, and costs may vary significantly from student to student and country to country. The cost includes personal therapy and supervision. It does not include costs for travel, communication, meals and lodging. Prices are in US dollars.

Certificate program tuition is \$325 per year. The initial registration fee is \$100. Currently, tuition for required courses is as follows: the five week intensive course held in Portland each January - February is \$2000; tuition for a worldwork seminar is approximately \$750; tuition for week-long seminars is about \$400; tuition for weekend seminars is between \$125 and \$200. Personal therapy, supervision sessions, and advisor hours range from \$60-\$100, to be negotiated with the practitioner.

Estimate

Administrative Fees:

Registration fee..... \$100

Administrative tuition over 2 years \$640

Seminar Fees

Intensive course \$2000

Worldwork seminar \$750

10 weekend seminars..... \$1500

Total seminars (50 credits)..... \$4250

Personal therapy and supervision (30 hours) *\$2400

Total Approximate costs..... \$5015

* this figure does not include 20 additional sessions with a therapist working in the modality of the student's choice (does not require a certified process-oriented therapist).

Payment

The initial registration fee (\$100) plus tuition for the first year is due before students begin the program. Once the registration form and payments are received, the student is formally admitted into the program.

Scholarships

Students can apply for scholarships directly with individual teachers. If scholarships are granted, students may reduce course costs for the certificate program. Seminar costs also vary according to the local economic situation.

Financial Aid

Currently, the program has no external funding and operates on what it generates. We are aware that some individuals might want to apply for the program but can't afford the cost. We encourage all who are strongly motivated to apply. If financial assistance is a necessity, please provide as much detail about your financial situation as feels comfortable. We'll do our best to work with those requiring assistance, but cannot guarantee our ability to offer scholarships or locate funding sources.

For further information on the certificate or other programs please contact:

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