

The Seattle School of Theology & Psychology
The Allender Center

Narrative Focused Trauma Care (NFTC) Certified Designation Policy

1. **What does it mean to be NFTC Certified?**

The Seattle School of Theology & Psychology (**School**) is a Washington nonprofit corporation that is exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The School operates the Allender Center, which offers training in Narrative Focused Trauma Care (**NFTC**).

The Allender Center offers three levels of NFTC training (Level I, Level II, and Level III). The levels build on one another. The Allender Center also provides a process by which an individual may become certified in NFTC (**NFTC Certified**). The NFTC Certified designation means that, at the time of award, a review committee at the Allender Center determined that the applicant demonstrated the knowledge and skills appropriate to use the NFTC approach.

2. **What are the requirements to be NFTC Certified by the Allender Center?**

An individual may be NFTC Certified by satisfying the following five requirements:

- a. The applicant must have successfully completed NFTC Level III (or Level III equivalent for cohorts prior to 2022) at the Allender Center.
- b. The applicant must pay the NFTC Certified application fee.
- c. The applicant must complete the NFTC Certified Application.
- d. The Allender Center NFTC Certified Designation Review Committee (**Review Committee**) must approve the applicant to be NFTC Certified. The Review Committee uses the criteria **in attachment A**, which is subject to change, in the Allender Center's sole discretion.
- e. If approved by the Review Committee, the applicant must read, sign, date, and return the NFTC Certified Agreement. The form of this agreement is subject to change in the Allender Center's sole discretion.

3. **Renewal of designation.** The NFTC Certified designation is valid for one year from the date of award or one year from the date of any renewal, unless otherwise indicated on the renewal. Renewal is not guaranteed. Renewal may be conditioned on requirements determined by the Allender Center, in its sole discretion, including the following:
 - a. The payment of a renewal fee;
 - b. Completion of a renewal application, including updated representations;
 - c. Completion of continuing education requirements if required by the Allender Center;
 - d. Completion of a background check, if requested by the Allender Center
 - e. Sign an updated NFTC Certified Agreement, if requested by the Allender Center; and
 - f. Any other renewal conditions required by the Allender Center, in its sole discretion.
4. **Withdrawal of designation.** The Allender Center may withdraw an NFTC Certified designation based on any violation of the NFTC Certified Agreement.
5. **Amendment of policy.** The Allender Center reserves the right to revise or withdraw this Narrative Focused Trauma Care (NFTC) Certified Designation Policy at any time, in its sole discretion.
6. **Questions.** Questions about this policy or any related documents should be directed to certification@theallendercenter.org.

Attachment B.

a. Criterion for Evaluation NFTC Certified Designation Applicants:

5 - Exceeds Expectations	The applicant demonstrates strong knowledge, skills, and dispositions (i.e., attitudes and postures) in the specified areas
4 - Meets Expectations	The applicant demonstrates consistent & proficient knowledge, skills, and dispositions (i.e., attitudes and postures) in the specified areas
3 - Near Expectations	The applicant demonstrates inconsistent & limited knowledge, skills, and dispositions (i.e. attitudes & postures) in the specified areas
2 - Below Expectations	The applicant demonstrates limited or no evidence of the knowledge, skills, and dispositions (i.e. attitudes and postures) in the specified areas
1 - Harmful	The applicant demonstrates a lack of or harmful use of knowledge, skills, and dispositions (i.e. attitudes and postures) in the specified areas
Not Observed	This skill or quality was not observable

Criterion for Awarding NFTC Certified Designation: Applicants must have received a score of 4 (Meets Expectations) or higher in each of the below criterion to be eligible for NFTC Certification

	Facilitator Rating	Committee Rating
Story Group Compliance Checklist	N/A	X
Application questions	N/A	X
Story Group Video Recording	X	N/A
Story Group Written Analysis	X	N/A
Facilitator Letter of Recommendation		X
	—	Committee Rating
Story Group Participant Letters (2) of Recommendation	—	X
Recommendation		
Overall Recommendation	N/A	X