

AITI POLICIES (Feb. 2020)

AIT Seminars:

- All the AIT official seminars will be posted on the website. And you receive a certificate from AITI with the AITI logo and image. You can validate the information at this email: institute.ait@gmail.com
- Those interested in taking and AIT Seminar must register on our website (www.ait.institute) and pay through the store. AITI will inform you if you have the qualifications to join this seminar.

AIT Basics Seminar:

- In order to take the AIT Basics Seminar, you must have earned a master's degree or higher in a helping profession such as social work, counseling, family therapy, clinical psychology, psychiatry, medicine and the like, or the equivalent in the country where they reside.
- You can take the AIT Basics Seminar in any country if you are a mental health professional in your country. The AITI certificate is valid worldwide for all the seminars.
- The students can take AIT Basics as many times they want and need. When retaking a seminar, you get a reduced price.
- With an AIT Basics seminar certificate, you can use and treat patients with AIT. But you are not officially an AIT practitioner.

MAP Seminar:

- In order to take the MAP seminar, you must have earned a master's degree or higher in a helping profession such as social work, counseling, family therapy, clinical psychology, psychiatry, medicine and the like, or the equivalent in the country where they reside. And you have taken AIT Basics first and have presented 2 cases to an authorized AIT supervisor or in supervision group sessions.

Advanced Seminars:

- In order to take AIT advanced seminars, you must have earned a master's degree or higher in a helping profession such as social work, counseling, family therapy, clinical psychology, psychiatry, medicine and the like, or the equivalent in the country where they reside. And you must have taken AIT Basics first and have presented 2 cases to an AIT supervisor or in supervision group sessions.
- If you have taken AIT Basics, you can take MAP.
- If you have AIT Basics and MAP you can take all the rest of the seminars.

Becoming an AIT Practitioner:

- Take the AIT Basic Seminar and have 2 supervisions sessions (presenting a case each session) with an authorized AIT Supervisor.
- Take the Mastering AIT Practice Seminar (MAP) and have 2 supervisions sessions (presenting a case each session) with an authorized AIT Supervisor.
- Pay the annual AITI FEE: US\$ 40 (Latin America), US\$ 75 (USA and Europe). Fees can be paid on our website: ait.institute
- AIT Practitioners must pay their annual fee annually and take an AIT seminar at least once every 2 years to maintain their certification.
- If you want to know how become an AIT Practitioner, please visit this link: <https://ait.institute/ait-seminars/ait-requirements/>

Benefits of being an AIT Practitioner:

- Your profile will appear on the AITI Therapist Directory.
- AITI will promote your AIT Seminars, courses or lectures on the AITI website and all the AITI social media pages.
- You can get clients referrals.
- You receive the AITI monthly Newsletter.

- AITI will rescind AIT Practitioner Certification or AIT Teacher Certification in the following cases:
 - If AITI material are misused.
 - If an AIT Teacher organizes a Seminar without submitting the information to the AITI team.
 - If the AITI Board has knowledge of unethical behavior.
 - If an AIT Teacher changes the prices of an AIT Seminar without submitting the information to the AITI team.
 - If an AITI Practitioner disregards AITI policies.

AIT TEACHERS POLICIES / (Nov. 2020)

- AIT Teachers need to abide by these policies to maintain Teacher Status.
- AIT Institute (AITI) is the only entity that can give or revoke Teacher Status.
- No teacher can teach without the following: the AIT Practitioner Certificate and the AIT Teacher Certificate.
- AIT Teachers must maintain their status as Certified AIT Practitioners.
- Teachers needs to inform AITI about all AIT activities (Supervisions Groups, Masterclasses, Webinars, Lectures, etc.) AITI will use this information to promote the AIT teachers and the AIT activities for marketing purpose.
- AIT Teachers must maintain their status as Certified AIT Practitioners (see AIT Practitioner requirements)

- Any AIT Teacher may not change, modify or remove information on the AIT Manuals or AIT Presentations of any of the AIT Seminars.
- All the AIT materials have a copyright license and belong to Asha Clinton, developer of AIT.
- All the AIT Seminar materials have to be sent by AITI. That's includes Manuals, Protocols, Appendix of formal communications.
- AIT Teachers have to pay a fee for AITI per each student of each Seminar. This payment includes the payment to Asha Clinton for the right to use AIT materials. This payment need to be made within 10 days after their Seminar.
- If AIT Teachers fail to pay AITI the fee per student within 10 days after the seminar, they will be charged a fee of 5% each week they are behind on their payment. If they fail to pay after a month, their Teacher Status will be revoked.
- AIT Teachers must make sure their students have the right qualifications to receive AIT Seminars (see AIT practitioner policies). In case, they have questions about a specific case, they can send the information to AITI and AITI will check the registration.
- Teachers must use their own platform and resources if teaching online.
- AIT Teachers are in charge of their own publicity. AITI will help with the promotion in the AITI social media and website.
- If the Teachers have any financial difficulties with their AIT Seminars or activities, they need to send this information to the AITI Board, in order to solve this issue.

- AITI will rescind AIT Teacher Certification in the following cases:
 - If AITI material are misused.
 - If an AIT Teacher organizes a Seminar without submitting the information to the AITI team.
 - If the AITI Board has knowledge of unethical behavior.
 - If an AIT Teacher changes the prices of an AIT Seminar without submitting the information to the AITI team.
 - If an AITI Practitioner disregards AITI policies.

- In order to teach an AIT Seminars (Basics or advanced), the AIT Teacher needs to:
 - Take the AIT Seminar he or she wants to teach.
 - Be an assistant in the AIT Seminar he or she wants to teach.
 - Received a special class about the AIT Seminar he or she wants to teach.
 - Be supervised by an advanced AIT Teacher the first time he or she teach the AIT Seminar.
 - If you are an AIT Teacher for Basics Seminar and if you want to move on to teach The AIT MAP Seminar, you need to have taught at least two (2) AIT Basics Seminars and follow the previous steps.

HOW TO ORGANIZE AN AIT SEMINAR – STEP BY STEP

TEACHER: Getting started

- Choose date and inform AITI to check available dates.
- Choose a format: presence or online. If your seminar is face to face, you need to choose place.

AITI: Sharing information.

- Share Manual with the teacher.
- Share presentation with the teacher.
- Share all the information about the specific Seminar.
- Send template for the flyer promotion to the teacher.

AITI: Promotion.

- Create promotion on Social Media.
- Upload information on the AITI website.
- Make the connection between people who ask information and the teacher.

TEACHER: Promotion.

- Create and start promotion.
- Look for students.

AITI: Registration and payment.

- Can create the Seminar as a product on the AITI website. (If the teacher asks to)
- Will inform the teacher about any registration and/or payments on the web.

TEACHER: Registration and payment.

- Charge the student payment if the seminar it's not available on the AITI online store.
- Will inform AITI any payments they receive.
- Have to check the student registrations and see if they are qualified for the seminar.

TEACHER: Seminar

- Teach the seminar
- Pay AITI the fee for each students (100USD for Europe and USA) (50USD for LATAM)
- ***IMPORTANT*** AIT Teachers will pay the FEE within 10 days after their Seminar. If AIT Teachers fail to pay AITI the fee per student within 10 days after the seminar, they will be charged a fee of 5% each week they are behind on their payment. If they fail to pay after a month, their Teacher Status will be revoked.
- Send the students emails, names and location to AITI (for the database)

AITI: Certification and survey

- Create the certificate and send template to the teacher.
- If the Seminar is online, AITI will send the certificates to each student.
- If the Seminar is online, AITI will send a survey to each student to be filled out.
- If the Seminar is face to face, AITI will send a sample of a survey to the teacher.

TEACHER: Certification and survey

- If the Seminar is face to face, the teacher will deliver the certificates to each student.
- If the Seminar is face to face, the teacher will deliver the survey to be filled out. After this, the teacher will send the information to AITI.

AITI: Add new emails and student information to the database.**AITI PROVIDES:**

- Manual and presentation.
- Welcome letter and schedule.
- Link to the registration form.
- Promotion on the AITI web and social media.
- Certificate and survey.
- Support online: people interested and teacher.
- Follow the fee payment.

THE TEACHER IS IN CHARGE OF:

- Organization: place, date and time. (If this applies)
- Promotion (find the students)
- Charge the seminar to the students. And pay the fee to AITI. (If this applies)
- Deliver the Certificates and the survey. (If this applies)
- Send the students mail to AITI.
- Pay the AITI fee when the seminar it's over.

AITI CANCELLATION POLICIES – Jan 2021

- If a Seminar is CANCELLED, you will be given a full refund minus any bank charges.
- If a Seminar IS POSTPONED OR RESCHEDULED, your purchase is valid for the rescheduled seminar.
- If you can't attend on the new date, you will be given a full refund minus any bank charges.
- If you can't attend a Seminar and you want to get a refund, you need to inform AITI 14 days before the Seminar start date. You will be given a full refund minus any bank charges.
- If you can't attend a Seminar and you inform this to AITI 13 or less days before, you will be given a 50% refund minus any bank charges.
- If you have to leave the Seminar after the Seminar starts, you will be given a 30% refund minus any bank charges. You must inform AITI (institute.ait@gmail.com) by email before you get your refund.
- In order to receive the AIT Certificate for any AIT Seminar, the student needs to attend 100% of the Seminar. If one day or more is missed, the student needs to retake the class they missed and practice the protocols. The AIT Teacher needs to keep track of these cases. When the AIT Teacher has certified the student, AITI will send the Certificate.
- The refunds will take a 4/5 business days.
- If you can't attend a Seminar and you want to take the same seminar on another date or take another AIT Seminar, you need to inform AITI 14 days before the Seminar starts.
- Your money will be held by AITI until you take the Seminar you choose. If there are some cost differences, the student will pay the difference of this before the seminar starts.
- If the seminar you chose to attend has a lower price, you will have refunded the difference.
- The cost of the seminars or any part of the services can change without previous notice.
- It is necessary to complete the payment for any Seminar, webinar, or class before the class begins.
- AITI reserves the rights to modify or change any of these policies without notice.
- AIT SUPERVISORS POLICIES / (January 2021)
- AIT Supervisors need to abide by these policies to maintain Supervisors Status.
- You can only be an AITI Certified Supervisor, after taking the Supervision training.
- AIT Institute (AITI) is the only entity that can give or revoke Supervisors Status.
- No Supervisors can supervise without the following: the AIT Practitioner Certificate and the AIT Supervisor Certificate.
- AIT Supervisors must maintain their status as Certified AIT Practitioners.
- Supervisors need to inform AITI about their AIT group activities (like Supervisions Groups, Lectures or Webinars, etc.) AITI will use this information to promote the AIT Supervisors and the AIT activities for marketing purpose.
- Supervisors must use their own platform and resources if they are supervising online.
- AIT Supervisors are in charge of their own publicity. AITI will help with the promotion in the AITI social media and website.
- If the Supervisors have any financial difficulties with their AIT group activities, they need to send this information to the AITI Board, in order to solve this issue.

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