



American Board of Examiners in Psychodrama, Sociometry and Group Psychotherapy

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TRAINER, EDUCATOR, PRACTITIONER (TEP) ON-SITE EXAMINATION GUIDELINES

Requesting an On-site:

- We accept request for on-site examinations after the final written examination copies are received by the office. Please note that the scheduling of your on-site examination does not commence until you receive notification from the Board.
- All requirements for certification must be successfully completed within five years of the initial application for certification.
- Successful completion of an on-site examination is a requirement for certification.
- The on-site examination for a trainer, educator, practitioner examines the candidate's ability to teach and train the philosophy, techniques and process of psychodrama, sociometry, and group psychotherapy.

I. Candidate's Steps in the Process:

1. Speak with Primary Trainer and begin to develop plan for your on-site.
2. After making a plan with your Primary Trainer, email your plan to the Executive Director.
3. Contact the ABE office via email to share your plan with the Executive Director.
 - a. Come up with a list of 3 possible examiners with whom you have no dual roles. (See section, *Avoiding Dual Relationships*, below.)
 - b. Anticipate financial responsibilities. (See section, *Financial Arrangements*, below.)
4. After the initial plan has been approved by the Executive Director, you will receive instructions for sending a formal, written request by email. Include your name, address and contact information (email, telephone numbers, and mailing address), the exact location for the on-site, possible dates and times for on-site, and a brief description of the group. A copy of your request will be given to the person assigned to conduct your onsite examination.
5. On-sites will be scheduled when the written requests are received.
 - a. It takes approximately 90 days for the on-site to be arranged after the examiner has been assigned.
 - b. The Executive director will contact the on-site examiner.
 - c. You will receive an email from the Executive Director verifying the identity of the on-site examiner.
 - d. Neither the candidate nor the candidate's trainer may contact any potential examiner. After the examiner has been assigned, the candidate must contact the examiner, and the trainer may not have any communication with the examiner.
6. Once an on-site examiner has been assigned, contact the examiner to arrange the details of the on-site.
7. When you have confirmed the date of your on-site, e-mail the Executive Director the proposed date of your on-site.

II. Helpful Information About the Selection of the Observer:

- The candidate will supply names of possible examiners. The first examiner who agrees will be assigned to conduct the on-site examination.
- The more dates offered for the on-site, the more likely an examiner can be found.
- The earlier in the process the request is made, the more likely a geographically desirable examiner can be located.
- Should a candidate request only one specific date, it is unlikely an examiner will be available. Please give a range of dates during a 90-day period.
- The candidate and any of the candidate's representatives (e.g., primary trainer, secondary trainer, or advocate) are prohibited from contacting others to serve as potential examiners.
- The on-site examiner for the Trainer, Educator and Practitioner (TEP) candidate must be a TEP.
- The on-site examiner cannot have any dual relationship with the candidate. (See section, *Avoiding Dual Relationships*, below.)
- The on-site examiner must be a person who is able to evaluate the candidate's work without bias.

III. Role of the Primary Trainer:

- The candidate's Primary and Secondary Trainers must have no part in the examination process, or in any way attempt to influence the outcome.
- Trainers must not participate in the examination, observe the process (even through a two-way mirror), or attempt to discuss the session with the examiner afterward.
- The Board will not inform the Primary Trainer or any member of the psychodrama community or public about the scheduling of the on-site examination or the examination results. It is the candidates' responsibility to discuss the on-site and its results with the Primary Trainer and any others.

IV. Instructions for TEP On-site Group:

- A minimum of three hours and a maximum of four hours is necessary to conduct a TEP on-site examination.
- A minimum of six trainees must be present for the onsite to be valid. On-site examiners are instructed to cancel the on-site if six group members are not present for the entire session.
- A maximum of fifty trainees may be present for the on-site. On-site examiners are instructed to inform the candidate that the maximum number of trainees allowed for the on-site is 50. The candidate may not begin until there are between six and 50 trainees in the room.
- No TEP or TEP candidate other than the examiner may be present for the on-site. CPs or other PATs may attend a TEP on-site examination, provided any PATs are not taking the TEP examinations in the same year.
- Whenever possible the on-site should be conducted in a group with whom the candidate has prior experience.
- Participants in the on-site group should receive a package of training materials.

V. The On-site Examination Form:

- A copy of the TEP On-site Examination Form is given to the candidate and the examiner. The TEP On-site Examination Form is also available on the ABE website.
- Candidates who are unclear about the on-site examination process or uncertain of the assessment criteria should address their concerns well in advance of the on-site examination. The candidate's Primary Trainer or Secondary Trainer can help clarify the candidate's questions in advance of the on-site examination.
- Upon completion of the on-site, the examiner must complete and sign the On-site Examination Form, along with any recommended action by the Board, and return to the Executive Director within ten (10) days of the on-site examination.
- The Board will review and accept the examiner's recommendation, so long as that recommendation is supported by the ratings and written summary of the on-site examination.
- The examiner must not discuss the on-site examination form with any person other than the Board. The examiner must not give a copy of the on-site examination form to any party other than the Board of Directors.

VI. Financial Arrangements:

A. Financial Responsibilities

- The Board reimburses the first \$100.00 of expenses for the candidate's first on-site examination.
- The candidate pays 100% of the examiner's airfare, ground transportation/car rental and hotel accommodations, minus the \$100 ABE payment.
- The examiner pays for all expenses up-front and is reimbursed when the examiner submits the On-site Examination Form and the On-site Expense Form. If the On-site Expense Form is not submitted within 30 days of the on-site, no expenses are reimbursed.
- The candidate must not provide any funds either directly or indirectly (such as the purchase of an airline ticket) to the examiner.
- To receive reimbursement, the examiner must submit receipts for expenses over \$75. Examiners should keep copies of all receipts, and document allowable expenses on the On-site Expense Form (on the ABE website).
- Incidental expenses, such as meals, dry cleaning, child care, entertainment, etc., will not be reimbursed.
- The only commitment for the examiner is for the on-site examination. Any additional time spent in the area and the resulting expenses are the responsibility of the examiner.

B. Negotiating Financial Arrangements

- All travel (transportation and accommodation) must be agreed upon by both the candidate and the examiner prior to travel.
- The candidate and the examiner should work together directly to negotiate travel details. It is helpful if the candidate can suggest possible accommodations and the most efficient transportation. Safety, cleanliness, basic comfort and proximity to the exam site are more important than luxury. This is a work trip. Both the examiner and candidate need to be honest about their personal needs and expectations.
- Planning travel and potential accommodation far ahead of the on-site examination may result in lower air fares and/or discounts.
- When making travel arrangements, the examiner should arrange to arrive early for the on-site examination, stay for the entire exam, and leave adequate time for processing.
- The examiner is reimbursed for one (1) night of lodging. Weather, distance and other circumstances may make this impossible. Any additional lodging must be pre-arranged with the candidate prior to travel.

- If estimated expenses will exceed \$100.00, examiners are required to obtain prior clearance for all expenses from the candidate prior to purchase or commitment to purchase either travel or accommodations.
- If expenses exceed \$100.00, the Board will directly bill the candidate for the difference between the \$100.00 credit and the expenses submitted by the examiner.
- Exchange of money, gifts or gratuities between the candidate and the examiner is strictly prohibited.

VII. Notification of Results:

- The Board requests that the on-site examiner email or mail the TEP On-site Examination form to the Board within 10 days after the on-site examination has occurred. The candidate will be notified as soon as the Board receives the completed On-site Examination Form and will receive a copy of the examination form.
- In the event of failure of an on-site examination, the candidate may have up to two (2) additional on-site examinations, after a 60-day cooling-off period.
- After the 60-day period, the candidate may request another on-site at any time after the candidate's Primary Trainer has written to the Board stating the Primary Trainer has reviewed the results of the on-site examination with the candidate and believes the candidate is ready to take and pass another on-site examination.
- All expenses for a second, and if necessary, a third on-site examination must be paid by the candidate.

QUALIFICATIONS FOR ON-SITE EXAMINERS

On-site examiners are volunteers who generously give their time, talent and expertise without expectation of financial gain from either the Board or the candidate.

On-site examiners must be certified TEPs with **current experience** in psychodrama, sociometry and group psychotherapy.

Current experience is demonstrated when the potential onsite examiner has met any of the following criteria:

- Has participated in at least one local, regional, national or international psychodrama conference (e.g., ASGPP, IAGP) within the previous five years.
- Has served on either the ABE or the ASGPP Executive Council within the previous five years.
- Has been a Primary or Secondary Trainer within the previous five years.
- Has authored a book, chapter or article or edited a journal article or book about psychodrama, sociometry, and/or group psychotherapy published within the previous five years.
- Participated in supervision (peer or paid) with other psychodramatists at least four times in the previous five years.

Any ABE-certified TEP with current experience is eligible to conduct a TEP on-site examination.

On-site examiners must not have a past or current relationship, or plan to have a future relationship, with the candidate. (Examiners do not have to be unknown to the candidate, but examiners must not have shared significant time or roles with the candidate.)

On-site examiners must be willing to pass the candidate if adequate in performance or fail the candidate if inadequate in performance.

INSTRUCTIONS FOR THE ON-SITE EXAMINER

- Arrive at the on-site location on time.
- Remain at the on-site until the session has been completed, to give the candidate ample time to conduct the session, demonstrate his/her expertise, process the session with the examiner and achieve closure.
- Have the on-site criteria clearly in mind.
- Take detailed notes during or immediately after the session.
- Maintain the examiner role. Do not participate in the session as an auxiliary.
- Do not give advice or coach the candidate during the session.
- At the end of the psychodrama session, thank the group for their participation and remind them that the examiner was assessing the director and not the group members. Thank group members for their vulnerability and honesty, and remind them that any information they revealed is confidential, and that no group participant will be identified in the evaluation report.
- Meet with the candidate after the session for processing. Do not give feedback to the candidate at this time. Remain in the role of evaluator. Ask for the candidate's reflection on the session.
- Remember to ask only open-ended questions about the process (e.g., "What do you want me to know about your process or decision making as a trainer?" "What did you see happening sociometrically?" Or "How were your expectations for this training session similar to and/or different from a typical training session?")
- Do not ask leading questions about the process (e.g., "Why did you choose to select this topic and teach it this way?" or "What was your reason for not processing the session?")
- **DO NOT PROVIDE ORAL FEEDBACK TO THE CANDIDATE**
- Refrain from making predictions about how soon or when the candidate will be notified.

CONSIDERATIONS FOR THE ON-SITE EXAMINER

- Comments, interventions, and knowledge of the individuals in the group may have an effect on the outcome of a session.
- Some groups will have a minimum of resources for the candidate to mobilize.
- Some groups will have in them individuals who are more skilled, more experienced, or more perceptive and, therefore, more useful to the candidate in accomplishing a successful session.
- The candidate has the responsibility for utilizing the resources of the group, whatever those resources may be.
- The training, experience and skill of the group the candidate is directing in the on-site examination session should be taken into account in the evaluation.
- The candidate is obliged to clearly demonstrate the knowledge, skills and competencies associated with a certified Trainer, Educator & Practitioner, as delineated on the On-site Examination Form.
- When a crisis occurs during the session and the session must be cancelled, you may not evaluate the session. Reschedule the session due to the emergency, and inform the Executive Director of the rescheduled date.
- Should the examiner fail a candidate, the examiner has the right to decline to speak with the candidate, should the candidate request to do so.

AVOIDING DUAL RELATIONSHIPS

- Dual relationships may include, but are not limited to: romantic, financial, sexual, familial, friendship or working relationships.
- A person conducting an on-site examination should not have a dual relationship with the candidate, the appearance of a dual relationship with the candidate, or any prior knowledge or information that would compromise their ability to be a fair and impartial examiner.
- The on-site examiner is on official ABE business when conducting an on-site examination. To ensure appropriate boundaries, an impartial evaluation, and to avoid the appearance of unethical conduct, the examiner must not accept lodging from or socialize with the candidate or the candidate's Primary or Secondary Trainer or the candidate's group members.