Application for Training of Trainer
Trauma-Responsive and Resilience Building Institute for Authorization
(ToT-TRIA) 2027-2028

Application Deadline: May 15, 2027

Application Information

1. All three sections of the application must be completed. There is no fee to apply.
2. Completed applications should be emailed to:
   Attn: Julie Kurtz
   Email: optimalbrainintegration@gmail.com
3. Applications must be received by **May 15, 2027**. Applications may be mailed or emailed. Inquire for mailing address.
4. All applicants will be notified no later than **June 15, 2027**. Not all applicants are guaranteed acceptance.
5. Email notifications/updates will be sent throughout the summer, please provide an accessible summer email.
6. The cost of participating in the cohort is **$4,000 for 2027-2028**. **Payment due or in process by July 15, 2027**. Inquire for a scholarship.

If you have any questions, please contact Julie Kurtz at optimalbrainintegration@gmail.com

Prerequisites

- To be eligible to participate in the **Apprenticeship Training of Trainer, Trauma-Responsive Institute for Authorization (ToT-TRIA)**, you must meet the following pre-requisite requirements.
  - *Have a desire and feel comfortable training in front of people virtually and/or in person.*
  - *Willing to learn and use adult learning principles and trauma informed and responsive strategies for adult learning.*
  - *Worked in the education field a minimum of 5 years.*
  - *Have a working computer, cellular/wi-fi access and have access and be comfortable using with computer skills such as Word, PowerPoint, Zoom, Google Drive and TEACHABLE.*
  - *Pay the fees or initiate payment which is required before starting the apprenticeship (due by July 15)*
- **This apprenticeship includes heavy content that may be emotionally triggering. Having done previous work on your own trauma or not currently going through toxic stress is very important to consider before applying for this apprenticeship.**
- You must have full support if you work for an agency (Supervisor, Agency Director, etc.) to participate in all the project activities. All scheduled activities are mandatory. You may apply as an independent consultant.
- **$4,000** paid upon acceptance and due or put in process by July 15. **Scholarship applications upon request.**
- Additionally, you must purchase the below book for required reading assignments.

Required Reading for Early Childhood Cohorts: Nicholson, Perez and Kurtz: Trauma Informed Practices for Early Childhood Educators: Relationship-Based Approaches that Support Healing and Build Resilience in Young Children **EDITION 2** (Amazon/Kindle).

Required Reading for K-12 Cohorts: Reducing Stress in Schools: Restoring Connection and Community by Mathew Portell, Tyisha Noise, Ingrid Cockhren, Julie Kurtz, Julie Nicholson (Amazon or Harvard Education Press).

All activities are virtual, and participants may apply from any country. **Activities take place in US Pacific Standard Time**.

There are three possible outcomes of authorization. You may also choose in advance to not get authorized to train and attend the cohort with less rigor by picking to go through for #2 or #3:

1. **Certificate of Authorization** – You are authorized to train. You may use the Intellectual Property and training materials to train on the module in which you are authorized by the Center for Optimal Brain Integration®.
2. **Certificate of Completion** – You have completed all the requirements of the cohort (did not miss more than 3 hours total) but may not train using the COBI intellectual property and training materials. Your deeper knowledge in trauma and resilience may be applied in the work you do every day but you may not train on the content provided during the cohort. All Intellectual Property must be destroyed if you receive a Certificate of Completion. You will continue to be a part of the COBI community by receiving monthly tips on trauma and resilience. You can opt in the future to seek to become authorized by co-creating a 'plan to achieve authorization'. Additional costs may apply.
3. **Certificate of Participation** - You have completed many but not all the requirements of the cohort and you may not train using the COBI intellectual property. Your deeper knowledge in trauma and resilience may be applied in the work you do every day but you may not train on the content provided during the cohort. This pathways requires less rigor and gives you the opportunity to not complete all assignments or attendance requirements associated with authorization. All Intellectual Property must be destroyed should you not receive a certificate of authorization but participants receive a Certificate of Participation. You will continue to be a part of the COBI community by receiving monthly tips on trauma and resilience. You can opt in the future to seek to become authorized by co-creating a 'plan to achieve authorization'. Additional costs may apply.

Apprentice Trainers Activities:

- Attend 8 3.5-hour Training of Trainer (ToT) meetings.
- Observe the full day of Module 100 provided by the mentor trainer on TEACHABLE platform.
- Read assigned book reading and complete reading reflections (1 per chapter) on template provided.
- Apprentice at the end of cohort trains on the full day Module 100 called the final 'capstone' project.
- Apprentice self-records slide assignments outside of the meeting on zoom due before ach ToT meeting.
- 1-Hour phone meeting with mentor trainer for technical support (average of 30 minutes before and 30 minutes after training on Module 100).
- Apprentice trainer Self-Reflection Form on the end of the cohort final capstone presentation on Module 100.

Benefits of Authorization

- You can train/coach on Module 100 for your organization as an employee or independently as a consultant and/or independent contractor.

- You receive monthly Trainer Video TIPS (Trauma Informed Practices) from the Center for Optimal Brain Integration®.
- You have access to technical support from COBI after authorization.
- You are eligible to become authorized in other modules by COBI in the future. Module 100 is a pre-requisite to the other modules in the series.
- You will become a part of a national cohort authorized to train in trauma-responsive and resilience building practices.
- Most importantly, you will have the knowledge and foundation required to support others AND to help so many in your community by spreading the light of healing and hope to those who have lost their voice and that have been adversely impacted by toxic stress and/or trauma.
- Receiving a Certificate of Authorization and Social Media Badges in in Module 100.
- You receive the Intellectual Property upon authorization with permission to train/coach in your community. Intellectual Property must be renewed every 3 years for a standard $500 fee per person.
- You are eligible to become authorized in additional modules.

Attendance: Mandatory attendance is required at all the events to become authorized. Dates/times subject to change. You may only formally miss one ToT meeting which requires make-up assignments in order to get authorized. Missing more than one ToT meeting may jeopardize authorization.

If accepted in, please be available the summer months to complete virtual orientation, make payments and to coordinate and respond to emails.

Virtual Events	Times	Dates Infant and Toddler Cohort	Dates for Early Childhood PreK-3 Cohort	Dates for PreK-12 Cohort
Summer Orientation Videos Watched Self-Paced	1.5 hours	Virtually Accessible and Self-Paced	Virtually Accessible and Self-Paced	Virtually Accessible and Self-Paced
August Office Hour	1.5 hours	All attend virtually	All attend virtually	All attend virtually
Module 100 (Julie Kurtz presents and apprentices observe)	Approx. 8 hours	Watch on virtual platform by designated date	Watch on virtual platform by designated date	Watch on virtual platform by designated date
ToT Meeting #1	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
ToT Meeting #2	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)

ToT Meeting #3	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
ToT Meeting #4	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)

Virtual Events	Times	Dates for Infant and Toddler Cohort	Dates Early Childhood PreK-3 Cohort	Dates for PreK-12 Cohort
Module 100 Capstone Final End of Year Project *(apprentices present on module virtually in front of participants)*	Approx. 8 hours	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
ToT Meeting #5	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
ToT Meeting #6	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
ToT Meeting #7	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
ToT Meeting #8	3.5 hours PST	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)
Initial Planning Meetings for Apprentices to Prepare for Module 100	4 Hours	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)

Virtual Events	Times	Dates for Infant and Toddler Cohort	Dates Early Childhood PreK-3 Cohort	Dates for PreK-12 Cohort
Final Module 100 Capstone Project	8 Hours	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)	(Dates TBD by the Accepted Cohort of Apprentices at the Summer Orientation)

Apprentices may not miss more than 3 hours of the events listed and cannot miss any of the Module 100 sessions to become authorized. Missing an hour requires make-up homework but also may adversely impact authorization. Make-up from missed time must be completed within 1 week of missing the event.

Section 1: APPLICANT INFORMATION

How did you hear about the ToT-TRIA Cohort?			If you received a referral , enter that person/agency name here: _____	
First Name	Last Name			
Position/Title	Agency (if applicable)			
Are you an independent consultant (not employed with an agency)? (enter Yes or No)			Application for the Infant and Toddler ToT Cohort ☐ Application for the Early Childhood ToT Cohort (PreK-3) ☐ Application for the K-12 ToT Cohort ☐	
Home or Work Address				
Street No.	Street Name	Unit No.	City	ZIP
State	Work Phone		Best Time to Reach You	
Email Address Work:			Cell Phone	

Email Address Personal:	

Experience

1. How many years have you worked in the Education field? (enter number of years)	
a. Please briefly explain your education experience.	
2. Are you currently, or have you in the past, provided training? (enter Yes or No)	
3. If you answered Yes to #2 above:	
a. How many years of experience do you have training? (enter number of years)	
b. What topics/areas did you cover? (list below)	
4. Indirect or direct experience working with adults and/or children who have experienced trauma:	
5. List all your educational degrees/certificates:	

Section 2: APPLICATION QUESTIONS

Please be as thorough as possible in answering the following questions. Your responses will help us select a group of trainees with diverse experience and skills.

1. Please describe your interest in this training of trainer cohort: What do you hope to gain through your participation?	
2. Do you currently provide coaching, training or supports? (enter Yes or No)	
a. If Yes, please describe your approach and/or strategies?	

b. In what languages do you speak fluently?
c. What populations are served by the sites you support?
3. What training/s have you attended on the topic of resilience or trauma?
a. What topics were covered?
b. What did you find valuable about that training?
4. Please describe the steps you have taken (or will take) to make sure you will be able to participate in all the activities associated in the Training of Trainer Apprenticeship Program.

Section 3: COMMITMENT OF AGENCY SUPPORT

If you are employed by an agency, please have your supervisor or other appropriate representative with authority to authorize release time complete the following section:

I, _____ representing _____

Name of Agency Representative *Name of Agency*

affirm that our agency fully supports the participation of _____

Name of Applicant

in the Trauma Training of Trainer Apprenticeship Program.

Signature of Supervisor (if applicable): _____ Date: _____

Section 4: APPLICANT SIGNATURE

Trauma-Responsive Institute for Authorization (ToT-TRIA) Apprenticeship Program

Applicant Acknowledgment and Commitment

By submitting this application, I confirm that I have carefully read and understand the requirements, expectations, and commitments associated with the Training of Trainers Trauma-Responsive Apprenticeship Program.

If accepted into the program, I agree to participate fully and understand the following:

1. **Time Commitment and Participation:** I understand that this apprenticeship requires a significant time commitment both during and outside of scheduled cohort sessions. I confirm that I have the time and availability to participate in all required training sessions, activities, and assignments. I understand that missed sessions, incomplete activities, or failure to meet deadlines may affect my eligibility for authorization.
2. **Emotional Readiness and Personal Support:** I understand that the program addresses sensitive and potentially emotionally triggering topics related to trauma. I confirm that I feel emotionally prepared to engage in these discussions and presentations and that I have appropriate support systems in place should I need additional support during the program. Where applicable, I have engaged in prior personal healing work related to my own trauma to help me remain grounded while participating in sensitive discussions and facilitating training.
3. **Training and Presentation Requirements:** I understand that participation may require me to present and facilitate training in front of small and large groups. I confirm that I feel comfortable with this responsibility and am willing to engage in the learning, practice, and presentation activities required throughout the apprenticeship.
4. **Technology Requirements:** I confirm that I have access to a working laptop or computer, a reliable Wi-Fi or cellular internet connection, and the basic computer skills necessary to participate successfully. I also have, or am willing and able to develop, a working knowledge of Zoom, Google Drive, and other technology platforms required for the program.
5. **Program Fees and Financial Commitment:** I understand that the apprenticeship fee is $4,000 and that all fees are non-refundable, not transferable and non-creditable. I confirm that I am able to pay the required fee by the established deadline.
6. **Authorization Requirements:** I understand that acceptance into the apprenticeship does not guarantee authorization. To be considered for authorization, I must fulfill all program requirements and participate in all required activities. I understand that my participation, performance, attendance, and completion of required activities may affect the authorization decision.
7. **Program Participation and Termination:** I understand that failure to meet program expectations, requirements, or deadlines may affect my continued participation and authorization eligibility. I further understand that my apprenticeship may be terminated, with or without cause, in accordance with the program's policies.

By acknowledging these statements, I confirm that I have reviewed the application and understand the expectations, responsibilities, financial obligations, and potential outcomes associated with participating in the ToT-TRIA Apprenticeship Program. I affirm that I am prepared to make the necessary time, emotional, technological, and financial commitments to participate fully in the program.

Signature: _____ Date: _____

Print Name: _____ Title If Applicable: _____

Contact Cell Phone Number for Text Messages:	**Best Contact Email/s for the Cohort:**
I would like to join the cohort particpating in ***(choose one of the following and type it in the box to the right).*** See descriptions below.	1. Certificate of Authorization ☐ 2. Certificate of Completion ☐ 3. Certificate of Participation ☐

Other Questions/Comments contact Julie Kurtz at ***optimalbrainintegration@gmail.com***

****Applications DUE May 15th, 2027. Payments in full due July 15, 2027***

Description of the (6-8 hour)Module 100 you would be getting Authorization:

Trauma-Responsive and Resilience-Building Practices for Educators/Reducing Stress in Schools provides a foundational overview on the neurobiology of trauma, the impact of toxic stress on a child and adult and introduces the science of resilience and neuroplasticity. Participants will walk away understanding the difference between a challenging behavior and trauma trigger. The training will guide educators working with children to understand trauma as well as its impact on young children's brains, behavior, learning, and development. The training introduces a range of trauma-responsive and resilience building practices they can use in their education programs to create strength-based environments that support children's health, healing, and resiliency.

*** Descriptions of Participation. You may also choose in advance to not get authorized to train and attend the cohort with less rigor by picking to go through for #2 or #3:**

1. **Certificate of Authorization** – You are authorized to train. You may use the Intellectual Property and training materials to train on the module in which you are authorized by the Center for Optimal Brain Integration®.
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requirements associated with authorization. All Intellectual Property must be destroyed should you not receive a certificate of authorization but participants receive a Certificate of Participation. You will continue to be a part of the COBI community by receiving monthly tips on trauma and resilience. You can opt in the future to seek to become authorized by co-creating a 'plan to achieve authorization'. Additional costs may apply.

Note: *No refunds will be provided once payment is made, even if the participants leave the cohort for any reason and/or changes their course of certification. No transfers of payment for future years if the apprentice is unable to complete the cohort. Again, authorization is not guaranteed and apprentice may be provided a certificate of completion or participation if they were unable to meet the full requirements to become authorized to train.*