PE Trainer’s Agreement and

Guidelines for PE Trainers

**Requirements for PE trainer certification:**

* Certification as a PE therapist
* Certification as a PE supervisor
* Completion of 15 PE cases
* Observation of 2 PE workshops
* Completion of PE Train the Trainer Workshop

The following guidelines were developed in order to protect the integrity of PE. All PE Trainers must follow these guidelines in order to obtain formal endorsement of the CTSA for your workshops.

**As a PE Trainer, you agree that:**

1. Each PE workshop must be approved by the CTSA prior to conducting the workshop. You agree to provide the CTSA with information in writing regarding workshops you are planning to conduct (including location and expected number of participants) and wait for CTSA approval before advertising the workshop and enrolling participants. This can be done via email to Dr. Edna Foa ([foa@pennmedicine.upenn.edu](mailto:foa@pennmedicine.upenn.edu)) and Dr. Sandy Capaldi ([sandraca@pennmedicine.upenn.edu](mailto:sandraca@pennmedicine.upenn.edu)). Workshops conducted without approval from the CTSA will not be considered CTSA-certified workshops (meaning that participants will be unable to engage in further PE certification or training).
2. All approved workshops will be conducted as intensive 4 day workshops that follow the guidelines set forth in the Trainer’s Manual. This includes using only the slides and videos you are provided with at the trainers training. If/when CTSA modifies slides you will be provided with these updated slides.
3. PE training manuals, training slides, and training videos (for the basic intensive 4-day training, supervisor training, or train the trainer workshop) will not be copied or distributed in any way, with the exception of copying training slides and supporting documents (PE session checklists, PE adherence manual and forms, PSSI-5 manual and measure, and PTCI-36 measure) for approved PE workshops.
4. You will maintain a current knowledge of the PE research literature.

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Name (please print) Signature Date