

PFT 401 & 402 Mindfulness-Based Play-Family Therapy Training Program



- **The Program:** The full PFT 401/402 is a 2-year program with 12 three-hour long classes, every other week from October through April. Each year has a different focus and therapists are welcome to attend only one of the years, though we recommend taking both. The two years can be taken in either order.
- **Ratings:** Participant ratings for the PFT 401/402 program average 4.7 out of 5.
- **Video Replay Webinars:** Participation in class through our video replay webinars is available from anywhere in the world and is recognized by the APT as Play Therapy Specific non-contact hours. In the table at the end of this course description, you will find CE details, reasonable cost, and significant geographic discounts scaled to match the economies of most countries around the world.
- **Live Group Supervision:** The two-year curriculum includes 4 hours per year of face-to-face, small group supervision, for personal connection with a senior RPT-S therapist which allows to integrate the course material. Supervision can be in person on site, or live online, depending on your location.
- **Classroom Ambiance:** The webinars consist of presentations that were filmed in front of a live classroom audience. The teacher-class interaction provides a lively context and expands the range of the presentations with questions and answers that arise from broad group experience. There is also a chat room which allows dialogue among the actual online participants during the webinars. And our website has a Community Group where you can communicate with other class members; or contact Dottie Higgins-Klein with questions or comments about the training. Dottie welcomes phone contact as well, and will continue to offer therapy, supervision and occasional onsite trainings for the next eight years.
- **Demonstration Videos:** Family Center trainings are outstanding in their instructional use of videos that demonstrate application of the theory: most classes include extensive video segments of actual play therapy sessions and some parent/child meetings.
- **APT Approved Provider 96-030** -- Family & Play Therapy Center has been approved by the Association for Play Therapy (APT) as an approved provider for continuing education since 1996. Director, Dottie Higgins-Klein, was awarded the professional training and education award for 2015 by the APT.
- **Child Development:** The theory of Child Development is a crucial part of the Play-Family Therapy psychodynamic framework, connecting early attachment experiences to the issues of a child coming to play therapy at an older age.

Program Overview for Both Years (See specific years, 401 & 402, below.)

The first class to go through this program graduated in 1997, and the program has continually been approved by the APT since that time. Throughout the years, graduates have expressed immense satisfaction and appreciation for all that they learned. The course has been updated with current knowledge. An overview that combines the theory and practice is available in Dottie's book, *Mindfulness-Based Play-Family Therapy: Theory and Practice* (Norton 2013 and the first 8 pages, can be viewed on Amazon).

The Play Therapy theories in the course include: Psychodynamic, Humanistic, and Cognitive-Behavioral, child-centered and filial, object relations and developmental, and mindfulness-based, both directed and spontaneous play therapy, interpersonal neurobiology specific to play therapy, attachment and trauma-informed play therapy, and family systemic theories supporting play therapy.

The three-hour classes include Seminal Theories and Play Therapy skills and methods, demonstrated by viewing real videos of play therapy with interactive methods, with the focus of special topics to convey the theories. Each year, the classes in our courses are sequential in learning theory. The classes integrate theory and practice -- play therapy skills AND concrete methods with interactive components.

Mindfulness-Based Play-Family Therapy offers a solid and comprehensive theoretical framework. The eclectic in-depth approach integrates:

- **Developmental Approach to Attachment & Trauma Theory** – Mahler's landmark 20 years of research on the development of attachment in the first three years of life; also Bowlby, Brody, Gil, Levy & Orlans, and



Allan Schore's landmark research on affect regulation and the development of shame.

- **Sandtray Play Therapy:** Appreciates the value of sandtray therapy and builds on spontaneous, child-centered, mindful and somatic approaches. Sandtray theory and practice are woven into this course and expanded in our Sandtray Certificate Program.
- **IPNB:** Inter-Personal Neurobiology: Badenoch/ Siegel/van der Kolk/ Perry.
- **Talk Time & Mindful Parent Meetings include:** Cognitive Behavioral skills: Family Therapy approaches; Nagy/ Minuchin /Hughes /strong support with parent child collaterals. Ross Green's work with aggression and working with oppositional defiance and temper tantrums. The extensive training in Mindful Parenting helps parents see their side of the problems their child is presenting. Parents appreciate this experience: it keeps them more engaged, and they tend to keep the child in treatment longer to get to root level issues.
- This multi-faceted, **deeper awareness approach** offers a strong theoretical framework with interventions and practices that are evidence-supported and evidence-based.
- **PowerPoint** theory and sandtray video demonstrations are unique each year - and allow students to go more deeply into this solid, multi-layered theoretical framework. Students receive power point handouts.
- **Face to face group supervision** (4 hours each year) offers personal contact with very experienced RPT-S supervisors to help therapists to integrate the theory. The supervisors are also graduates of the PFT program.
- **Credential:** We offer our own credential and participants also earn non-contact play-therapy hours that are required for becoming a Registered Play Therapist.
- **Developing your framework:** Therapists have taken our trainings to enrich their knowledge and further develop their own framework. They comment with high satisfaction on the solid theoretical framework this course provides and particularly appreciate the extensive use of actual videos.
 - A primary goal is for each therapist to develop a personal theoretical framework that solidly integrates his or her unique interests and discipline. We offer a thorough, deeper experience, with multiple videos from actual client sessions. Our reasonable pace (and reasonable price) is not recommended for those who want to rush to get credentials. As a post graduate training, our goal is to help therapists integrate the theory within their own practice, during the two-week period between classes.
- **Discounts** for full-time graduate students, recent graduates, full time at home parents, retired professionals, and international students. (See details below)
- **Who joins this program?** This course has been attended by therapists across the disciplines, including: play therapists, family therapists, social workers, professional counselors, school counselors, creative arts therapists, occupational therapists using sensory integration, nurse practitioners, spiritual direction counselors, therapists with a somatic framework, psychologists, Master's in Education, and practitioners in other related fields.
- **APT CEs earned in PFT 401/402 courses:** PFT 401 offers a total of 30 play therapy specific, non-contact CEs and 6 Child Development CEs. All 36 CEs also apply toward the Family & Play Therapy Center certification in Play-Family Therapy, earned upon completion of the two-year program. Year two of the program, PFT 402 offers a total of 36 play therapy specific, non-contact CEs for APT, which also apply toward the Family & Play Therapy Center certification. The two years can be taken in either order, starting with A or B, and it is also an option to take only one of the years.
- **Family Systems:** An awareness of systemic family therapy is woven throughout the course. The child development component of the 401 year provides the therapist with an essential foundation for understanding the root causes of children's presenting problems. This foundation guides the therapist's understanding of the child's attachment and trauma history, as well as the mindful parenting process, which helps parents understand their side of the presenting issues.
- **Attendance Document to apply for RPT:** Following each year, the Center provides documents that detail the student's record of attendance, names of presenters, and individual class topics, with notation of play therapy specific hours. This document can be used in the application for RPT credential. Participants can select categories that match their APT credentialing needs for: A-Play Therapy Skills & Methods, B-Play therapy Special Topics, or C-Applicant's Choice.
- **A special graduation certificate** suitable for framing is provided upon completion of the two-year program. and includes the following, based on your attendance:
(Approximately 36 total hours each year -- 12 classes/3 hours each)



- Year A: 30 hours qualify as play therapy specific
 - Developmental Approach: 6 hours are postgraduate child development for the play therapist (incl. attachment and trauma theory for ages 0 to 3)
- Year B: 36 hours qualify as play therapy specific
- Small Group Supervision: 4 hours are provided by experienced RPT-S Supervisors over the two-year period. This **face-to-face videoconferencing** takes place by Zoom. There is optional onsite supervision available for students attending near Philadelphia area.
- PA CEs for LSW, LMFT, & LPCs, which may be accepted in other states.
- Our generous geographic discounts (10% to 65% in some countries) reflect our appreciation for enriching the class experience as students from around the globe share cultural similarities and differences. This has been a highlight for students. Offering exceptional trainings for everyone around the globe is a heartfelt part of our motivation.

PFT 401 (2023-2024)

401 -- Post Graduate Child Development Normal Development vs. the Roots of Psychopathology

- **Baby/Toddler Observation** — Attachment Theory becomes tangible as class observes a group of parents with their babies or toddlers (birth to 3 years) two times during Year 401 only. Parents ask questions and receive direction and feedback from Dottie, who sits in the circle with the children and parents. This is a powerful parent-child group experience rooted in Margaret Mahler and Alan Shore theory and research. **The courses have a strong emphasis on the early years of life**, so that when a child comes to therapy at a later age, the therapist can understand the significance of what happened to the child (and his family) during this formative time. E.g., How are early attachment/trauma issues connected to a child's problems at age 4 or 6? How can temper tantrums of an oppositional 7-year-old be informed by what happened to him between 18 months and three years? Understanding the details of normal development in the first three years of life by live observation of babies and their parents helps the therapist develop a treatment plan to get to the root level issues. Therapists learn how to communicate this to parents.
- **Theoretical framework for Understanding the Landmarks of Normal Development** — includes expectations for children ages 3 to 12 – essential for the play therapist. Students appreciate this essential, solid, multi-layered theoretical framework with 9-page handout that enables therapists to recognize the stages of normal development. Help parents discern between normal behavior vs. what should concern a parent for children up to age 12. What age do children understand that death is permanent? What age unexpectedly has an increase in fears and anxiety? Therapists need to know facts of normal development for each age. Valuable for Parent Dialogue Meetings.

Course Specific Information: PFT 401 (2023-2024)

Attachment theory becomes tangible through readings and two observations of parents and their babies and toddlers. In-depth understanding of the roots of trauma and attachment in play therapy and Sandplay therapy and how to convey this to parents.

See dates below. PFT 401 and PFT 402 may be taken in either order.

Course Highlights for PFT 401 — See Program Overview above.

- Develop a solid theoretical framework and skills to communicate this to parents. Includes understanding trauma; attachment; the brain; child-centered play therapy; directed play therapy; and much more...
- Theory 6 Stages of Play-Family Therapy for trauma and life challenges demonstrated with videos that depict



a case study including: Exploratory / Deeper Awareness / Closure Stages.

- Taking an Initial Assessment -Four-Segment Evaluation— view video of taking the Developmental History and Behavior Check list; demonstration of a family Sand Play Game as the therapist first meets the family; mapping family history - including attachment and trauma history; value of the child's first play therapy session. (Forms provided for initial assessment, including adoption, foster care, and older children.)
- Play Therapy/Sandplay Therapy.
- A Case study that covers stages of play therapy in each stage.
- Video demonstrations of "Talk Time," the parent-child dialogue prior to every play session — includes role play, cognitive behavioral interventions, family therapy interventions, and mindfulness techniques.
- Spontaneous, non-directed play therapy is highlighted this year, a mindful application that builds on child-centered and experiential/mindful play therapy.
- Language and understanding metaphors of play therapy — includes videos of actual play sessions and interactive exercises for understanding metaphors & developing language skills.
- Higher functioning and lower functioning families – Realigning Hierarchy in families when children have more power than parents.
- 6 of the basic concepts of family therapy that are especially relevant for the play therapist working with stuck problems for use in Talk Time and parent-child dialogue: constructive and destructive entitlement, parentification, acknowledgment, fairness, dialogue, secrecy vs. privacy.
- Interpersonal Neurobiology: integrating Play and Sandtray Play Therapy and Talk Time with the Brain Research

PFT 401 Course Objectives

- *This course is designed to help participants be able to:*
 1. Explain applications in attachment and trauma-informed theory using play therapy and sand tray play therapy modalities.
 2. Develop a comprehensive clinical framework for their play therapy work, that includes understanding of the child's developmental history and family circumstances.
 3. Utilize the four-segment assessment process when meeting a child and family for play therapy, through witnessing real client videos demonstrating this process.
 4. Describe the aspects of normal child development in the first three years (in Mahler's 20 years of research), particularly focusing on connection of trauma/attachment and play therapy.
 5. Apply the understanding of the first three years by observing a parent group with babies and toddlers and extracting application to children coming for play therapy.
 6. Explain to parents coming for play therapy how earlier trauma/attachment issues may be connected to the child's present behavioral issues.
 7. Describe the stages of play therapy as the child progresses from exploring to closure.
 8. Identify and extract metaphors of the child's play therapy; this objective will be facilitated through exercises and recorded class discussions engaging many videos of real-life play therapy sessions.
 9. Explain to parents how interpersonal neurobiology interfaces with Play Therapy theory.
 10. Analyze and recognize the significance to play therapy of the major stages of normal development for children: preschool, latency age and pre-teen.
 11. Describe the theory of attachment and the play therapy approach to addressing attachment disorder.
 12. Identify skills in working with Talk Time /parent child collaterals in Play Therapy.
 13. Critique the theory- through video- of the value of helping parents understand their side of the problems presented in play therapy. (Mindful Parenting Meetings)
 14. Utilize valuable family systems concepts that help to get to the roots of child's presenting problems in play therapy.
 15. Describe a clinical framework for working with the theory and application of aggression using sandtray play therapy.
 16. Predict how the play can optimally develop to allow the Deeper Awareness stage of Play Therapy to unfold.
 17. Describe theory of the Deeper Awareness Stage in the Play Therapy, where the greatest healing of trauma and attachment issues can occur.
 18. Recognize when the deeper awareness stage manifests and be able to engage it with applications of child-



centered, mindful play therapy.

19. Describe and recognize how the Integration stage differs from the Deeper Awareness stage and can begin to indicate that the Closure stage is nearer.

Required & Recommended Reading

- *Mindfulness-Based Play-Family Therapy: Theory & Practice*, by Dottie Higgins-Klein (Norton, 2013)
(Preview book – Ebooks, Amazon and book reviews at www.fptcenter.com)

Over the two-year program, the course follows the progression of the 9 chapters of this book, covering different aspects of it each year. The umbrella of mindfulness, as noted above, includes an eclectic approach of spontaneous & directed play therapy and extensive skills for addressing parents. Students receive a list of required and recommended books, and professional resources are provided to students to supplement the theory.

Prerequisites

Participants in the United States must hold a graduate degree or be currently enrolled in graduate school in a related field. Participants outside the United States must have or be in the process of acquiring the appropriate credentials for practicing mental health services in their country, and they are eligible for significant Geographic Discounts. *Years A and B may be taken in either order.*

Instructor

Dottie Higgins-Klein, LMFT, RPT-S, the main instructor, has been a therapist for over 35 years and initiated this training over 27 years ago. Dottie was awarded the Professional Training and Education Award for 2015 by the Association for Play Therapy. Dottie welcomes phone calls from prospective students (+1 215 844 4321 ext. 3).

PFT 402 (2024-2025)

402 Attachment/ Trauma in Theory and Practice:

- Extensive Power Point on the Theory of Play Therapy regarding Attachment/IPNB
- Attachment Toolbox – Also Extensive Power Point with handout – 90 slides
- Videos and Sandtrays depicting how to Work with Attachment, including Disorganized Attachment
- Bowlby's Secure Base / Mahler's Landmark 20 Year Research on Attachment
- Theory includes: Attachment, Trauma and Healing: Understanding and Treating Attachment Disorder in Children and Families by Terry Levy and Michael Orlans // Daniel Hughes

402 Children with Developmental Delays including Autism Spectrum:

- A cluster of classes address adapting Directed methods of play therapy to children who have a variety of developmental delays including children on lower end of Autism Spectrum *ADD / ADHD * OCD *Severe Anxiety
- Theory presentations and Video sessions of play therapy and sandtray photos
- Use of Language during directed play therapy
- Recognizing What Stage of Play Therapy a Child is in – special focus on Deeper Awareness Stage



Course Specific Information: PFT 402 (2024-2025)

Attachment and Trauma-informed Theory through the Practice of Play Therapy & Sandtray Therapy. Includes child-centered/mindful approach, but this year emphasizes when and how to use directed play therapy.

See dates below. PFT 401 and PFT 402 may be taken in either order.

Course Highlights for PFT 402 — See Program Overview above.

- Theory includes: Attachment, Trauma and Healing: Understanding and Treating Attachment Disorder in Children and Families by Terry Levy and Michael Orlans
- Four-Segment Evaluation Special Considerations in the initial assessment: Separation/Divorce/Step Families/ Physical and Sexual Abuse/ ADD & ADHD/ Autism Spectrum and Developmental Delays;
- Videos to extract metaphors in the Play therapy: including adoption and attachment challenges, such as trauma from foster care or disorganized early history.
- Sandtray Play-Family Therapy: Theory and the use of sandtray or videos for
 - Divorce/ step families
 - Affect Regulation/ Oppositional defiant children
 - Sexual abuse
 - Dissociation: abuse, neglect, and medical trauma
- Talk Time– “talking about the hard to talk about things” – 1 parent/ child – includes: Behavior/ Cognitive Therapy skills; Role playing; Sibling Sessions; Parent support; advocating for the child; Reframing Neg. behaviors, Mindsight, mindfulness exercises.
- Mindful Parenting Meetings (Parents’ side of the problem with their children – Video of actual meetings with parents.)
- Six essential concepts of Contextual Family Therapy for the play therapist, for use in Talk Time Eg. Acknowledgment, parent-child dialogue: Parentification, loyalty and split loyalty, scapegoated family members, exoneration & forgiveness, being multi-partial.
- Basic Genogram skills and philosophy including Sandtray Genogram
- Interpersonal Neurobiology: integrating Play and Sandplay Therapy specific to Attachment and the Brain.

PFT 402 Course Objectives

This course is designed to help participants be able to:

1. Utilize the child’s developmental history in an initial meeting with parents to inform parents how any past issues may be relevant to the current play therapy process.
2. List the aspects of normal child development, particularly understanding Reactive Attachment Disorder in children attending play therapy.
3. Adapt the developmental assessment of a child in play therapy to address specific issues present within the family of the child who is in Play Therapy, such as issues of stepfamilies, families with divorce, and sexual abuse.
4. Record and use a genogram to shed light on the multi-cultural background of the child in play therapy.
5. Explain to parents how the parents’ issues, as noted in the family history, may be related to issues that the child is bringing to the play therapy.
6. Describe the importance of the four-segment evaluation as the first part of the play therapy.
7. Demonstrate the therapist’s use of language and silence in directed and spontaneous play therapy.
8. Evaluate the meaning of children’s language and metaphors as they develop in the play, through having viewed many course videos of real-life play therapy sessions that demonstrate language metaphors in the play.
9. Identify essential family systems concepts of Contextual Family Therapy, particularly loyalty and split loyalty, parentification, multi-partiality, destructive entitlement, and exoneration as these concepts impact a child in play therapy.
10. Apply Contextual family systems concepts to the child’s play therapy process and to the therapist’s dialogue with parents about the roots of presenting problems and ways to address them.



11. Apply techniques for Talk Time (parent-child collaterals), including Cognitive Behavioral Play Therapy techniques to be used in the therapy office, at home using video conferencing, in hospice or hospital setting, and in schools.
12. Explain how interpersonal neurobiology and the theory of affect regulation interface with Play Therapy theory.
13. Apply a multi-cultural mindset to the real needs of families from a variety of cultural backgrounds of children in play therapy.
14. Describe the theory of attachment and the play therapy approach to addressing attachment disorder, including disorganized or insecure attachment, with the child and their family.
15. Apply Play and Sandtray modalities with trauma-informed theory, in a child-centered, mindful approach to both spontaneous and directed play therapy.
16. Recognize symptoms of ADHD, ADD, OCD, and Severe anxiety in children coming for play therapy.
17. Plan applications for working with children on autism spectrum and specific techniques that benefit these children through play therapy.
18. List concrete ways to address the issues of children with Developmental Delays and describe how these children may benefit from a directed approach to play therapy.
19. Discuss how play therapy can address sexual abuse, using an understanding of play metaphors in the play of the sexual abuse victim.
20. Create practical applications in play therapy to work with Temper Tantrums and Affect Dysregulation.
21. Educate Parents to work constructively at home with temper tantrums of children coming to play therapy.
22. Describe theory of the Deeper Awareness Stage in the Play Therapy, where the greatest healing of trauma and attachment issues can occur.
23. Recognize when the deeper awareness stage manifests and be able to engage it with applications of child centered, mindful play therapy.
24. Describe and recognize how the Integration stage differs from the Deeper Awareness stage and can begin to indicate that the Closure stage is nearer.
25. Explain the meaning and value of the closure stage of play therapy and demonstrate this with a video.

PFT 402 CEs for APT

PFT 402 offers a total of 36 play therapy specific, non-contact CEs. These 36 CEs also apply toward the Family & Play Therapy Center certification in Play-Family Therapy, earned upon completion of the two-year program.

Required & Recommended Reading

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(Preview book – Ebooks, Amazon and book reviews at www.fptcenter.com)

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Instructor

Dottie Higgins-Klein, LMFT, RPT-S, the main instructor, has been a therapist for over 35 years and initiated this training over 27 years ago. Dottie was awarded the Professional Training and Education Award for 2015 by the Association for Play Therapy. Dottie welcomes phone calls from prospective students (+1 215 844 4321 ext. 3).



DATES & TIMES

Dates: **401** — Every other Friday, Oct. 2023–Apr. 2024—**2023:** 10/20, 11/3, 11/17, 12/1, 12/15 // **2024:** 1/12, 1/26, 2/9, 3/8, 3/22, 4/5, 4/19
402 — Fall 2024–Spring 2025: dates to be announced

Time: **CLASS:** 9:15 AM–12:15 PM ET; 6:15–9:15 AM in California; early afternoon in UK & Ireland; early evening in India & Russia; late night/early morning in Australia & Japan

SUPERVISION: In small groups, live online, for face-to-face, interactive experience integrating course theory. There are two 2-hour supervision groups during the year. All supervisors are RPT-S approved and highly experienced. Supervision is included in the course tuition.

- **Friday Groups (ONLINE):** Dates to be announced
12:50–2:40 PM ET (*After class*)
- **Wednesday Group (ONLINE):** Dates to be announced
10:00–11:50 PM ET

PFT 401: Mindfulness-Based Play-Family Therapy, Year A

PFT 401 and PFT 402 may be taken in either order.

TUITION	ANNUAL TUITION \$1,250.00 Deposit Due w/ Reg. \$250.00		CREDIT HOURS AVAILABLE	
	<i>Tuition balance (\$1,000) can be paid in 8 monthly installments of \$125.</i> <i>Tuition includes 12 classes plus four hours of supervision.</i>		Play-Family Therapy Certificate Program	36 hr.
			PA Social Work Board for LSW, LMFT, & LPC*	36 hr.
			Association for Play Therapy** -- <i>Play Therapy Specific</i>	30 hr.
			Child Development Hours	6 hr.
DISCOUNTS	Early Registration by August 15: \$100 Disc. Early Registration by September 15: \$50 Disc.		<p>* The Family & Play Therapy Center is approved by the Pennsylvania State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors to offer continuing education for social workers, marriage and family therapists, and professional counselors. The Family & Play Therapy Center maintains responsibility for the program. PA Social Work Board CEs transfer to many other states. Check with your state social work board. No fee for PA SW CEs.</p> <p>** The Family & Play Therapy Center is approved by the Association for Play Therapy to offer continuing education specific to play therapy. Our provider number is 96-030. The Family & Play Therapy Center maintains responsibility for the program. Those joining our exceptional Webinar Video Replays receive APT non-contact hours.</p>	
	10% Discounts for Full-Time Students, Recent Graduates, Full-Time At-Home Parents, and Retired Persons Geographical Discounts: See registration details online!			
Course Withdrawal Policy:				
(a) If participant withdraws prior to four weeks before the first day of a course, then participant will receive a refund of the paid deposit and installments, minus a \$25 withdrawal fee. (b) If participant withdraws within four weeks of the first day of a course, but earlier than one week before the first day, then participant will receive a refund of paid deposit and installments, minus a \$50 withdrawal fee. (c) If participant withdraws within one week before the first day of a course or on the first day of a course, then participant will receive a refund of paid deposit and installments, minus a \$100 withdrawal fee. (d) Once the course has begun, participant is committed to completing the course, and is responsible for payment of tuition. (e) Absences: Tuition is not reduced on account of absences; however, participant may attend missed classes with no charge the next time that the class is offered. We also offer a replay of a missed class for a fee of \$35. Replays are shown on the first available Monday evening following the class.				



Professional Community Online

The Family & Play Therapy Center hosts a *Professional Community Online* that offers free membership to all mental health professionals from anywhere in the world.

Membership in this community of mental health professionals will allow you to

- Connect with fellow participants and expand your professional network.
- Discuss clinical questions with other mental health professionals.
- Pick up your schedules and readings, and receive course announcements for our trainings.
- Access our Interactive Live Online Classrom (iLOC), if you are joining us for class online.

Please follow these instructions to create a profile. If you are having any difficulty, we are always happy to answer any questions and to help guide you through the process. Please feel free to call us in the office at 215-844-4321 ext. 1. Thank you!

How to Create Your Profile in the Professional Community Online

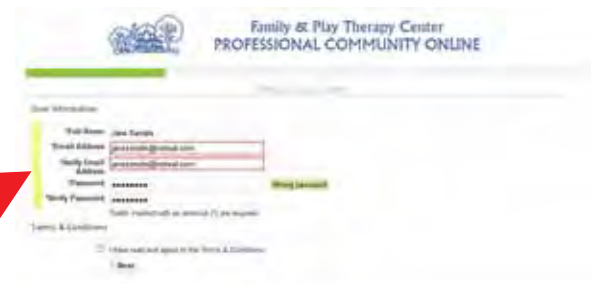
1. Go to our website: www.fptcenter.com
2. On the navigation bar across the top, click on the "Community" tab.



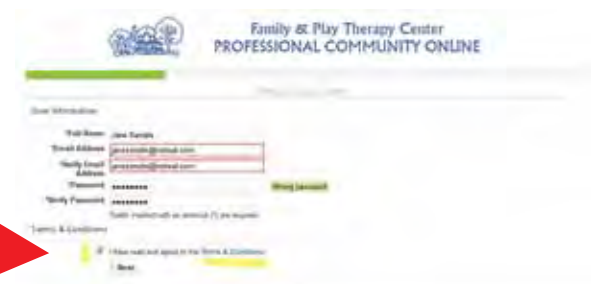
3. Click on the "Join Us Now! It's Free!" button.



4. Fill in your full name, e-mail address (2 times), and password (2 times). The email address that you enter here is the one where you will receive notices regarding the community site. This email address will not be displayed, and you may choose a different email below for display in the community.



5. Click box to indicate agreement to terms. Click "Terms & Conditions" link to read terms.

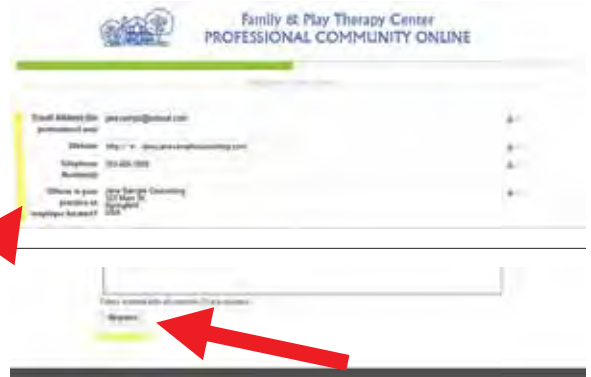


6. Click "Next" button.



7. Provide information requested. Fields marked with an asterisk are required. The others are optional. We encourage you to provide enough information to give other community members a sense of your background and practice. Please note that the email address that you enter here will be displayed to other members of the community, and it does not need to match the email address that you entered above.

8. When you have completed this information, click the "Register" button at the bottom of the page.

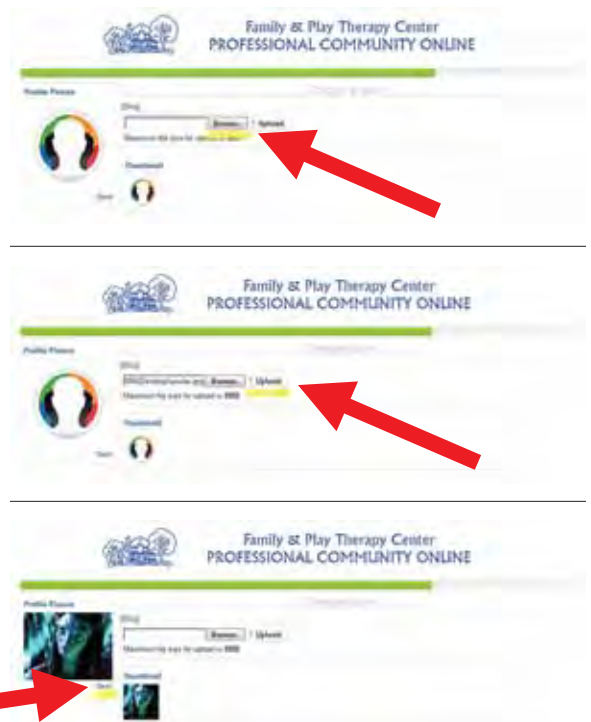


9. Here's where you upload your photo. You may click on "Skip" at the top and upload your photo later, if you don't have one handy. Please keep in mind that a photo on your profile will really allow others in the community to see you as a human being, rather than just a name on a list. In addition, you will only be eligible for certain perks, such as our free seminar attendance drawings, if you have a photo of yourself in your profile. If you are having any difficulty uploading a photo, please let us know, as we are always happy to help!

10. Click 'Browse'.

11. Find and select your photo on your computer. Click 'Upload'. You will see the photo and a preview of the thumbnail that will show up with your posts on the community site.

12. Click 'Next' to complete your registration.



13. Within the next couple of minutes, you will receive an email at the email address that you provided with your password in step 4. The email will contain an activation link. Just click on this link, and your profile will be activated. (If you are having trouble clicking on the link, please copy and paste it into the address bar on your browser.) You are now able to log in to the community site with your email address and password!

NOTE: If you have any difficulty in any of these steps, please give us a call in the office at 215-844-4321 ext. 1, and we'll be happy to guide you through the process!

REGISTRATION, DISCOUNTS, & POLICIES

How to Register Online for Courses and Seminars

NOTE: The entire registration process takes place over a secure, encrypted connection in order to ensure the privacy of your information, and we will never share your registration information with anyone else.

1. Create a Profile

In order to register for courses and seminars through our website (www.fptcenter.com), **you must have a profile in our community site** (Professional Community Online). If you already have a profile, go on to step 2. If you do not yet have a profile, please click the help button on our website (www.fptcenter.com) and follow the instructions for creating a profile. It's free and takes only a few minutes!

2. Log in to the Professional Community Online

Go to www.fptcenter.com. On the navigation bar across the top, click on the "Community" tab.

3. Click on the 'REGISTER' Tab

Once you are logged into the community site with your profile, just click directly on the 'REGISTER' tab at the top of the screen (NOT the 'View Registration & Make Payments' drop-down menu item below it) in order to start the registration process.

4. Select a Course

Review the listing of courses and select the course you wish to register for by clicking on the title or the 'Register' button.

5. Provide Contact Information

On the first page of the registration process, you will provide your current contact information. This contact information will be used only by us in order to communicate with you, and we will not share it with anyone else. If you are using a discount code (see more information below), then enter it on this page. When you have completed this page, click the 'Next Step' button.

6. Review Your Registration Information

On the next page, please review the contact information and the listing of amount due with registration. If you wish to make any corrections, use the 'Back' button. Otherwise, click the 'Next Step' button to continue.

7. Select Your Payment Method

On this page, please select which payment method you would like to use. If you would like to pay with a credit card (Visa, MasterCard, Discover, or American Express) right away in order to secure your spot in the course or seminar, then select 'Quickbooks Merchant Services'. Your credit card information will be handled with state-of-the-art security and encryption and will not be saved after being processed. If you prefer to pay later, there are several options: Mail in Payment, Call in Payment, and Payment from Agency. Please select the appropriate option. Once you have made your selection, click the 'Next Step' button.

8. Enter Your Credit Card Information (if applicable)

If you selected payment by Quickbooks Merchant Services, then you will enter your credit card information on this next page. Once you have completed this page, click the 'Submit' button.

9. Registration Complete!

You will receive a message on the screen that your registration has been submitted. You will also receive an email confirmation of your registration and credit card payment (if you made one). If you indicated that you will pay later, please be sure to follow up on that right away in order to be sure that your slot is held.

IMPORTANT: The confirmation email will include an attachment of our Ethical and Privacy Agreement. If you have not previously submitted a signed agreement, please print, sign, and return this agreement to us as soon as possible, as it will be required before you attend any course. You may return it by fax (+1 215 844 8877) or by email (administration@fptcenter.com).

DISCOUNTS

In addition to our Early Registration Discount, which will be automatically calculated in your online registration if it is currently available, we also have several other discounts available. We seek to make our courses as accessible as possible to therapists in a range of circumstances. Please note that Early Registration Discounts expressed as a dollar amount refer to the discount from full tuition rate; the discount is applied as a percentage and therefore adjusted based on other discounts applied. Please see specific information and requirements for discounts below.

Full-Time Student Discount — 10% discount — Automatically Calculated with Online

Registration — You qualify for the Full-Time Student Discount if you are currently enrolled in a full-time accredited graduate program in a field of psychology, taking at least 3 courses per semester, during the full term of a course at the Family & Play Therapy Center, and if you are paying for the course personally.

Recent Graduate Discount — 10% discount — Automatically Calculated with Online

Registration — You qualify for the Recent Graduate Discount if you have graduated from an accredited graduate program in a field of psychology during the year preceding your enrollment in a course at the Family & Play Therapy Center, and if you are paying for the course personally.

Full-Time At-Home Parent Discount — 10% discount — Automatically Calculated with Online

Registration — You qualify for the Full-Time At-Home Parent Discount if you are at home for child care and do not have employment beyond seeing up to three clients per week, during the full term of a course at the Family & Play Therapy Center, and if you are paying for the course personally.

Retirement Discount — 10% discount — Automatically Calculated with Online Registration —

You qualify for the Retirement Discount if you are a retired professional from a field of psychology and do not have employment beyond seeing up to three clients per week during the full term of a course at the Family & Play Therapy Center, and if you are paying for the course personally.

Geographical Discounts — 10%–65% discount — Automatically Calculated with Online

Registration — If (1) you are a *full-time resident* of a country that is listed in our Geographical Discount Tables (see below) and (2) you hold a **university degree** in a field of psychology, then you are eligible for a Geographical Discount for attending a course or seminar online through our Interactive Live Online Classroom as an *iLOC @ Home participant*. Please see the tables for percentage of discount and discount codes for use in online registration. If your country falls into Group 6 in our Geographical Discount Tables and you are unable to pay the discounted rate, we welcome you to call for information about applying for a need-based scholarship.

Geographical Discount Tables --- *iLOC @ Home ONLY*

To be eligible for these discounts for attending a course or seminar online through our Interactive Live Online Classroom *as an iLOC @ Home participant*, you must (1) **be a full-time resident** of a country that is listed in our Geographical Discount Tables and (2) **hold a university degree** in a field of psychology. If your country falls into Group 6 in the tables below and you are unable to pay the discounted rate, we welcome you to call for information about applying for a need-based scholarship.

GROUP 1 – 10% Discount

Andorra	Gibraltar	Macau
Australia	Greenland	Monaco
Austria	Guernsey	Netherlands
Bahamas	Hong Kong	Norway
Belgium	Hawaii (US State)	Qatar
Bermuda	Iceland	San Marino
British Virgin Islands	Ireland	Singapore
Brunei	Isle of Man	South Korea
Canada	Israel	Spain
Cayman Islands	Italy	Sweden
Denmark	Japan	Switzerland
Falkland Islands	Jersey	Taiwan
Finland	Kuwait	United Arab Emirates
France	Liechtenstein	United Kingdom
Germany	Luxembourg	

GROUP 2 – 20% Discount

Aruba	Faroe Islands	Poland
Bahrain	Greece	Portugal
Barbados	Hungary	Saudi Arabia
Cyprus	Lithuania	Seychelles
Czech Republic	Malta	Slovakia
Equatorial Guinea	New Zealand	Slovenia
Estonia	Oman	Trinidad and Tobago

GROUP 3 – 30% Discount

Antigua and Barbuda	French Polynesia	Mexico
Argentina	Gabon	New Caledonia
Belarus	Guam	Puerto Rico
Botswana	Latvia	Russia
Chile	Lebanon	Saint Kitts and Nevis
Croatia	Malaysia	Saint Maarten
Curaçao	Mauritius	Uruguay

GROUP 4 – 40% Discount

Anguilla	Iran	Saint Lucia
Brazil	Kazakhstan	Saint Vincent
Bulgaria	Libya	South Africa
Costa Rica	Montenegro	Turkey
Dominica	Northern Mariana Islands	Turks and Caicos Islands
Grenada	Panama	US Virgin Islands
Grenadines	Romania	Venezuela

GROUP 5 – 50% Discount

American Samoa	Cuba	Montserrat
Azerbaijan	Dominican Republic	Palau
Belize	East Timor	Peru
Bosnia and Herzegovina	Ecuador	Serbia
China	Jamaica	Suriname
Colombia	Republic of Macedonia	Thailand
Cook Islands	Maldives	Tunisia

GROUP 6

Option 1: Online Registration Now – 65% Discount

Option 2: If your country falls into Group 6 and you are unable to pay the discounted rate, please call us at +1 215 844 4321 to apply for a need-based scholarship.

Afghanistan	Haiti	Republic of the Congo
Albania	Honduras	Rwanda
Algeria	India	Saint Helena, Ascension and Tristan da Cunha
Angola	Indonesia	Saint Pierre and Miquelon
Armenia	Iraq	Samoa
Bangladesh	Jordan	São Tomé and Príncipe
Benin	Kenya	Senegal
Bhutan	Kiribati	Sierra Leone
Bolivia	Korea, North	Solomon Islands
Burkina Faso	Kosovo	Somalia
Burma	Kyrgyzstan	Sri Lanka
Burundi	Laos	Sudan & South Sudan
Cambodia	Lesotho	Swaziland
Cameroon	Liberia	Syria
Cape Verde	Madagascar	Tajikistan
Central African Republic	Malawi	Tanzania
Chad	Mali	Togo
Comoros	Marshall Islands	Tokelau
Côte d'Ivoire	Mauritania	Tonga
Democratic Rep. of the Congo	Moldova	Turkmenistan
Djibouti	Mongolia	Tuvalu
Egypt	Morocco	Uganda
El Salvador	Mozambique	Ukraine
Eritrea	Namibia	Uzbekistan
Ethiopia	Nauru	Vanuatu
Federated States of Micronesia	Nepal	Vietnam
Fiji	Nicaragua	Wallis and Futuna
Gambia	Niger	West Bank and Gaza
Georgia	Nigeria	Western Sahara
Ghana	Niue	Yemen
Guatemala	Pakistan	Zambia
Guinea	Papua New Guinea	Zimbabwe
Guinea-Bissau	Paraguay	
Guyana	Philippines	

COURSE WITHDRAWAL & PAYMENT POLICIES

Course Withdrawal Policy for Academic Term Courses:

Academic Term Courses are courses that meet over the span of several months on a biweekly or monthly basis. Tuition is composed of (i) a deposit, which must be paid at the time of registration, and (ii) installments, which may be paid according to the schedule described in the course brochure.

- (a) If participant withdraws prior to four weeks before the first day of a course, then participant will receive a refund of the paid deposit and installments, minus a \$50 withdrawal fee.
- (b) If participant withdraws within four weeks of the first day of a course, but earlier than one week before the first day, then participant will receive a refund of paid installments and a credit in the amount of the paid deposit to be applied to future training or supervision at the center, minus a \$50 withdrawal fee.
- (c) If participant withdraws within one week before the first day of a course or on the first day of a course, then participant will receive a refund of paid installments and a credit in the amount of the paid deposit to be applied to future training or supervision at the center, minus a \$100 withdrawal fee.
- (d) Following the first day of a course, participant is committed from completing the course, and participant is responsible for payment of full yearly course tuition. Full course tuition is not reduced on account of absences; however, participant may attend missed classes with no charge during the next time that the class is offered in the recurring cycle of the curriculum.
- (e) A late fee will be assessed for past-due balances and late payments. See our payment plan brochure for details.

Course Withdrawal Policy for Short Term Courses:

Short Term Courses are courses and seminars that meet over the span of one to five contiguous days. Tuition is composed of (i) a deposit, which must be paid at the time of registration, and (ii) installments, which may be paid according to the schedule described in the course brochure.

- (a) If participant withdraws prior to four weeks before the first day of a course, then participant will receive a refund of the paid deposit and tuition, minus a \$50 withdrawal fee.
- (b) If participant withdraws within four weeks of the first day of a course, but earlier than one week before the first day, then participant will receive a refund of paid installments and a credit in the amount of the paid deposit to be applied to future training or supervision at the center, minus a \$50 withdrawal fee.
- (c) If participant withdraws within one week before the first day of a course or on the first day of a course, then participant forfeits either (i) \$150 or (ii) half of the paid deposit and installments, whichever is greater, and will receive a credit in the amount the remaining paid deposit and installments.
- (d) Following the first day of a course, participant is committed to completing the course, and participant is responsible for payment of full course tuition. Full course tuition is not reduced on account of absences.
- (e) A 1% late fee for past-due balances will be assessed at the end of each month, based on the amount past due on the last day of the month.

Payment Plan for Academic Term Courses

The Family Center offers a payment plan for Academic Term Courses. Upon registration for the course, registrant pays the deposit. The tuition balance can be paid either in 8 monthly installments starting on September 1, or in a one-time payment on September 1 (or upon registration, whichever date is later). The installment plan is charged by the Center in our administrative office and there is no extra fee for this plan.

QUESTIONS?

If you have any questions, please call us in the office at +1 215 844 4321 ext 1.
Thank you!

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