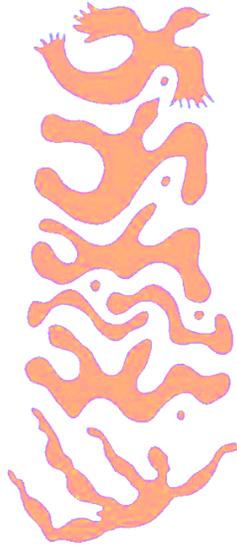


TAMALPA INSTITUTE

Movement-based Expressive Arts



PRACTITIONER CERTIFICATION HANDBOOK

Tamalpa Institute

734 A Street, Suite 2
San Rafael, CA 94901
415-457-8555 ♦ Tamalpa.org

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Certification Requirements

Requirements for becoming a Certified Tamalpa Practitioner in the Halprin Life/Art Process:

- Successful completion of Level 1 & Level 2 coursework
- 40 hours of therapy
- Post-Level 2 Certification Requirements:
 - 12 supervision hours
 - 25 fieldwork hours
 - Fieldwork Project Documentation

Detailed information about these requirements is contained in this handbook.

Therapy Hours

A total of 40 hours of individual and/or group therapy is required for certification. Therapy hours can be undertaken before, during or after Level 1 & Level 2 trainings. **The cost of therapy sessions is not included in tuition.**

Therapy hours need to be with a professional certified therapist, coach, or counselor in any of the following areas: Certified Tamalpa Practitioner in the Halprin Life/Art Process, expressive arts therapy, somatic psychology, psychotherapy (Jungian, Gestalt, Transpersonal, Psychosynthesis etc.), or movement/dance therapy.

When applying for Practitioner Certification, you are required to submit written documentation from you therapist(s) of your therapy hours. If you are unable to contact your therapist, please email office@tamalpa.org and we will send you a template for a Letter of Attestation that you can fill out, sign and submit instead.

Post-Level 2 Certification Requirements

Registration with the Tamalpa Office is required before you begin working with your supervisor. Tamalpa Institute charges a \$350 Administrative Fee when you register to begin your Post-Level 2 Certification Requirements. Email office@tamalpa.org for information about how to register and pay your fee.

Supervision & Fieldwork

Selecting and Contacting a Supervisor

You select the supervisor you would like to work with. Tamalpa provides a list of approved supervisors here: <https://www.tamalpa.org/wp-content/uploads/Tamalpa-Fieldwork-Supervisors-English.pdf>. This list provides information about the location and specialty areas of approved supervisors along with links to their websites where you can learn more about them.

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Please note that all supervisors on this list are experienced Tamalpa Practitioners in the Halprin Life/Art Process.

When you have selected the supervisor you want to work with, contact them directly using the contact information provided on the list. Keep in mind that the supervisor you select may not be immediately available to take on new supervision clients. In this case, we recommend you go with your 2nd choice from the list.

Your supervisors will work directly with you to arrange your supervision sessions. Sessions are typically one hour and may take place on Zoom, by phone, or in-person. In addition, feedback from supervisors on written materials may be done via email.

Supervision Fees

Supervision fees range from \$80 - \$100 per hour. Fees are arranged between you and your supervisor. You pay supervision fees directly to your supervisor. Each session is paid for individually at the time of service.

Cancellations, No-Shows and Late Arrivals

Your supervisor will inform you of their payment policy regarding student cancellations, no-shows and late arrivals. In general, you can expect to be charged for your supervision session if you cancel less than 24 hours before your scheduled session, or fail to show up at the appointed time. If you show up late to an appointment with your supervisor, it's likely that your session will not be extended, you will still be charged for the full session length, and you will only receive credit for the actual amount of time you spend with your supervisor.

Working with your Supervisor

Supervision Hours

Twelve (12) supervision hours are required for Practitioner Certification. You may request more hours if you want more mentorship at additional cost. Supervision begins with the review and approval of your Fieldwork Project Proposal. (*See Appendix A: Guidelines for Creating the Fieldwork Project Proposal.*) When your proposal has been approved, you will work under the guidance of your supervisor to design a minimum of 3 scores for your project. As you carry out your project, your supervision hours will be spent valuing the questions and challenges that arise during your fieldwork.

Breakdown of Supervision Hours

The following is just a general guideline for the distribution of supervision hours. The actual amount of time spent on each phase of supervision will be different for each student.

- Review and approval of the Fieldwork Project Proposal: 1 hour
- Review and feedback on the project classes/scores: 5 hours

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- Valuing the fieldwork: 5 hours
- Guidance, review and approval of the Fieldwork Project Documentation: 1 hour

Fieldwork Hours

While you are working with your supervisor, you are required to complete 25 fieldwork hours. At least 15 of these hours should be on the topic of your Fieldwork Project Proposal. Any remaining fieldwork hours can be applied to additional projects that your supervisor has approved. You can download a template to record your fieldwork hours here: <https://www.tamalpa.org/wp-content/uploads/Prac-Cert-Fieldwork-Hours-Template.xlsx>.

In general, fieldwork hours include only the time that you are face-to-face with your students, clients, audience; this can be in-person or on Zoom. For fieldwork that includes performance, only the time that you spend performing, whether it's in front of a live audience or on camera, counts toward your fieldwork hours.

Activities that count toward fieldwork hours:

- Teaching /facilitating workshops or classes (In-person or on Zoom)
- One-on-one coaching/therapy sessions (In-person or on Zoom)
- Performance hours (In front of a live audience either in-person or on Zoom, or while filming).
- Performance Project: Rehearsal hours where you are coaching / directing a group of performers may be applied to fieldwork hours.
- A workshop followed by a performance could be a fieldwork project. (For example: Planetary Dance workshop and event.)
- Consulting groups/organizations

The following activities do NOT count toward fieldwork hours:

- Scoring and other work done to prepare for workshops, classes, one-on-one sessions or performances.
- Rehearsal time for performances
- Valuing

Project Documentation

Upon completing the fieldwork for your project, your supervisor will provide feedback on the final documentation of your Fieldwork Project. (See *Appendix B: Fieldwork Project Documentation Score*.)

When to Begin Supervision

We recommend that you begin your supervision as soon as possible after you complete the Level 2 training; ideally within 6 months of your Level 2 graduation date.

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Time Commitment to Complete Supervision & Fieldwork

Create a timeline with the intention of completing all of your requirements within 18 months of starting your supervision.

Submitting your Practitioner Certification Documentation

Upon completing your practitioner certification requirements, submit the following to the Tamalpa office at office@tamalpa.org:

- Written documentation from your therapist(s) of 40 therapy hours. This may be emailed directly from your therapist(s). Note: If you have no way to contact your therapist, you may provide an attestation of therapy hours. Please email office@tamalpa.org for more information about this.
- Written verification of 12 supervision hours. Ask your supervisor to provide you with this.
- Written verification of 25 fieldwork hours; please use the template available here: <https://www.tamalpa.org/wp-content/uploads/Prac-Cert-Fieldwork-Hours-Template.xlsx>.
- The final approved copy of your Fieldwork Project Documentation

When your documentation has been reviewed and approved, you will receive a printed copy of your Tamalpa Practitioner Certificate via mail, and an electronic copy via email.

Membership with ISMETA - The International Somatic Movement Education and Therapy Association

ISMETA Student Membership

You can join ISMETA as a student member anytime during your Tamalpa training. As a student member you can begin to enjoy the benefits of being a part of the worldwide professional somatic community. Student membership is \$25 annually. Join as a student member at: <https://ismeta.org/join/student-member>.

Professional Registration with ISMETA

Certified Tamalpa Practitioners can join ISMETA as Registered Professional members. If you are a student member of ISMETA, your application fee is waived and you will not need to apply online - just send an email to info@ismeta.org and include your Tamalpa Practitioner Certificate and they can guide you through the process. It is as simple as switching over your membership type, paying the difference, and receiving your professional credentials. If you were NOT a student member of ISMETA apply online at: <https://ismeta.org/join/registered-professional-member#join>. Use the discount code "atp" when you apply for a \$55 discount on application fees, and email a copy of your Tamalpa Practitioner Certificate to info@ismeta.org.

You can register as either an RSME (Registered Somatic Movement Educator) or RSMT (Registered Somatic Movement Therapist) or RSDE (Registered Somatic Dance Educator).

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Membership is \$120 annually for a single member registration. You can also be dual registered with ISMETA as an RSME and a RSMT and the fee is \$65 extra, or \$185 total annually; or a triple registration fee of \$100 extra for \$220 total annually.

There is a discount for choosing a 2-year registration membership with ISMETA which saves \$30 off the single, dual or triple registration annual fee(s).

Liability Insurance through ISMETA

ISMETA also offers a PLUS membership level which includes liability insurance – information is on their website at <https://ismeta.org/liability-insurance>. The Plus membership is \$120/year in addition to registration fees. Please note the PLUS membership is only available as a one year membership.

Practice Hours Requirement for Professional Registration with ISMETA

There is a form to complete to record your 150 Professional practice hours that you need for ISMETA. This does not need to be completed before applying, but DOES need to be completed within two years of joining to maintain your registration. 75 of those hours must be sessions with individuals and 75 hours must occur after 500 hours of completed professional training.

Breakdown of Tamalpa professional training hours:

Level 1 - 210 professional training hours

Level 2 - 260 professional training hours

Practitioner Certification Fieldwork - 37 professional training hours (includes 25 hours of fieldwork plus 12 hours of supervision)

Your 25 Practitioner Certification Fieldwork hours count towards the 150 Professional practice hours required by ISMETA.

ISMETA will provide the Professional Practice Hours form to you in your professional registration acceptance packet. If you wish to record practice hours beforehand you can download the form here: <https://ismeta.org/wp-content/uploads/2018/11/Professional-Practice-Hours-R3.xlsx>.

Appendix A: Guidelines for Creating the Fieldwork Project Proposal

PREPARING THE GROUND FOR FIELDWORK

TIME: Students may expect to invest at least 15 hours developing their fieldwork project. These 15 hours include resource gathering and development of the Fieldwork Project Proposal. (Note: these preparatory 15 hours are not part of the 25 practicum hours needed for certification)

ACTIVITIES:

1. **Identify your fieldwork project calling.** Create a score to explore in movement, drawing and writing the following questions:
 - **What** is the **socially relevant** work that I am called to do, work that will be of service to an underserved community?
 - **Who** am I called to offer the TLAP work to?
 - **Where** do I feel called to offer the TLAP work?

2. **Gathering resources for the setting of the fieldwork project:**
 - a) Create a list of the places, communities, studios, and organizations that are potential places for your fieldwork project.
 - b) The following are recommended to learn more about each of your resources:
 - Get in touch with an organization and ask for an interview to learn more about possibilities in presenting your fieldwork project.
 - Conduct research on the theme/population that you are interested in focusing your fieldwork project on.
 - Interview people who are working in the field that you are interested in.

3. **Creating the Fieldwork Project Proposal**

The Fieldwork Project Proposal is a 2-3 page proposal that includes:

 - a) **What** is the work you feel called to offer, to/for **who** and **where**. The proposal must specify the population you intend to work with and the setting where the project will take place.
 - b) **Brief description:** what do you know about the setting, population and theme of your fieldwork project.
 - c) **List** and briefly describe at least 3 supporting literary references that will inform and support your fieldwork project (books, articles, websites, etc.).
 - d) One **sample score** for an intended session.

Create a draft of your Fieldwork Project's meta-score: Main Theme(s), Intentions, Resources, People, Place, Timeframe, and Activity(ies). For the timeframe, include how many sessions/hours you are intending to do, as well as a starting date.

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POSSIBLE FIELDWORK PROJECT SETTINGS AND POPULATIONS

I. HEALTH:

- Rehabilitation Clinics
- Eating Disorder Clinics
- Psychiatric Hospitals
- Hospitals: working with terminally ill, patients, children, mothers, nurses, relatives.
- Geriatric clinics and assisted living facilities
- Hospices

II. EDUCATION AND GENERAL PUBLIC:

- School program curriculum
- After school programs
- Programs for disabled adults
- Classes and workshop series for specific vulnerable populations (women, teenagers, children, families, elderly, etc.).
- Presentations in conferences, organized around themes such as social justice, activism, community engagement, environmental concerns, etc.

III. SOCIAL JUSTICE:

- Jails/Prisons
- Homeless Shelters
- Planetary Dance for Social Justice
- Performance as social activism
- Domestic Violence Shelters
- Advocacy for Human Rights

IV. ORGANIZATIONAL LIFE:

- Developing program/course on Leadership Skills
- Developing program/course on Team Development
- Consultancy

V. ART AND PERFORMANCE

- Work with dance and theatre companies
- Community Art and Performance
- Art Galleries & Museums
- Community Centers

VI. ENVIRONMENT:

- Developing environmental curriculum

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On the TAAS Library students can find various examples of how Tamalpa graduates have taken the TLAP work into different communities: [Tamalpa Library](#).

Appendix B: Guidelines for Fieldwork Project Documentation

The final documentation of your Fieldwork Project can take the shape of an article, a slideshow, a video/film, or other medium that your supervisor agrees is appropriate. **Documentation should include a narrative, visuals, scores , valuation and participant responses.**

General guidelines:

- On average, an article or paper ranges from 10–15 pages, including scores, photographs, poetry and literary references (a bibliography).
- Regarding the use of photographs & videos: written permission must be obtained from the participants before being used in your documentation. Copies of the written permission must be submitted along with your final documentation.
- Participants' real names should not be used in your documentation unless written permission has been obtained. Copies of the written permission must be submitted along with your final documentation.
- PowerPoint presentations designed to present at conferences are usually 20 minutes.
- The length of a video typically ranges from 10–15 minutes.

Activities:

- **Gather** resources
 - Overview score, fieldwork project scores, and valuations
 - Literary references
 - Your leadership voice, embodied understanding of the TLAP, and creativity
 - Photos, images, videos, testimonials, interviews, etc.
- **Reflect** on your learnings: Consider what you gained from each session *and from the project as a whole*. Was there a primary theme or two that spanned your learning across all sessions? If so, this can become your “thesis” or main point around which you organize your documentation.
- **Identify** main ideas and organize them into an outline or storyboard. Consider the following as you organize your ideas:
 - Who is your audience? (Administrators at the project site? Future clients? Professionals in complementary fields who are interested in learning more about your work at a conference? Your peers?)
 - What background information do you want to provide in an introduction?
 - What sequence makes sense to convey the story of your work?
- **Create** your documentation: written narrative, scores, photos, poetry, videos, valuation, testimonials, and **Submit** your finished piece to your supervisor for feedback and approval.
- **Get Certified!** With your supervisor's approval, submit your Practitioner Certification Document to the Tamalpa office. See p. 5 for details.

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