

We have received a recommendation for your certification from \_\_\_\_\_.  
Congratulations!

(1) Please visit [focusing.org](http://focusing.org). If you have not yet set up an account on the website, on the top right click Register. Use the same email address you use for membership with us, so that your existing membership will be linked correctly to the website account you create.

(2) The one-time certification fee of \$\_\_\_\_\_ you are now paying will be deducted from the tuition if you are able to attend the Weeklong. When you are logged in, go to Membership and choose Pay My Certification Fee.

(3) I would like to take the opportunity to make you aware of our next [Advanced and Certification Program](#) which will take place at the Garrison Institute – a beautiful retreat center about 45 minutes by train from New York City. The dates are August 16 - 21, 2020.

(4) Attached is our certification form, please complete it and return it to me so we can prepare the correct type of certificate and write your name exactly how you would like it to appear on the certificate. After preparing the certificate we will forward it to \_\_\_\_\_ for her/his/their signature(s), he/she/they will then forward it to you.

(5) Once we have processed your certification and your membership status is updated to a Certified Professional, you will have access through your personal Login to create a profile. Please do so as soon as you are able.

(6) Your Certified Professional Member benefits include: Your profile page on the website, the opportunity to upload classes and offerings, your own participation in the [Partnership Network](#) as well as recommending your students for the [Proficiency as Focusing Partner \(PFP\)](#) award. Additionally, you have access to “members only” offerings, discounts to certain workshops and books, and perhaps most importantly contributing to the spread of Focusing as part of The International Focusing Institute, the hub for Focusing activity worldwide.

(7) To maintain your membership benefits, your annual membership fee is \$\_\_\_\_\_. You will receive an email reminder when the membership is due.

Please let me know if you have any further questions and again CONGRATULATIONS!