

Dear _____,

Congratulations on this important step to Coordinator-in-Training (CiT) with _____ as your mentoring Coordinators (CCs). You have been added to the Coordinator discussion list.

(1) Your CiT annual membership dues remain the same until you are certified as a Coordinator. Once you are certified as a Coordinator, your membership dues become \$_____ per year.

Your CiT Member benefits include: the right to train students for certification under the guidance your mentoring Coordinators. You will have a profile page on the website and the opportunity to upload classes and offerings that will appear on [Courses and Events](#). You may participate in the [Partnership Network](#) as well as recommend 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 as part of The International Focusing Institute, the hub for Focusing activity worldwide.

(2) **It is important that you require all trainees to join the Institute as they begin their training.** The annual membership for trainees in _____ is \$_____ per year. (We have a 3-tier price structure for the professional track dues. If you are training people in developing countries and South America the trainee fee is \$35, Europe and Canada is \$55 and the US is \$75.)

Please remember to instruct any new trainees that they should submit your name as Coordinator-in-Training and _____ name(s) as Coordinator. When they are ready for certification, your name along with the mentoring Coordinator(s) will appear on the student’s certificate. If a student’s economic circumstance prevents them from paying the full fee, please ask them to email me and we will arrange a reduced fee. Membership income is a significant part of our budget, but it is also very important to us that finances are not a barrier to an individual membership.

(3) If you are teaching Focusing to people who are not training for certification, please suggest they join the Institute in one of the supporting categories of membership: Friend \$25 per year, Supporter \$50 per year or Associate \$75 per year. By connecting these people with us, it engages more people in the worldwide Focusing community and directly supports our mission to spread Focusing. They also enjoy membership benefits.

(4) I am attaching the certification form used when students are ready for certification. We encourage Coordinators to make students aware of [The Advanced and Certification Weeklong](#). Our next Weeklong 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. Tuition includes the certification fee, or if a person has already paid the certification fee, then we will deduct that amount from the Weeklong tuition. This tuition reduction applies one time and can be used for one of the next two Weeklongs.

(5) Also attached is the list of certificate types awarded by the Institute. This is useful to review with students when they are ready for certification to help them choose the most appropriate certificate title.

(6) We hope to connect with you in an online zoom meeting with Catherine Torpey and myself, Elizabeth Cantor. Sherrie Lynne will contact you by email in the near future to set up a meeting.

Please be in touch with any questions.

Thank you for taking this leadership step and again CONGRATULATIONS!