

## **Instructions for Certified Focusing Professionals Recommending an Applicant for the Proficiency in Focusing Partnership Award**

### **What is the Proficiency in Focusing Partnership Award (“PFP Award”) and what are its benefits?**

The PFP Award is a recognition that the recipient has reached a level of proficiency in Focusing, listening and partnership skills such that they can serve in a satisfactory manner as a Focusing partner. PFP Award recipients are eligible to become members of the TIFI Partnership Network, provided they are currently members of The International Focusing Institute (“TIFI”).

### **What is the Partnership Network?**

The Partnership Network is a free benefit for TIFI members. It provides a way to search online for Focusing partners from among a worldwide network. A member must either be a Certified Focusing Professional (“CFP”) or have a PFP Award in order to join the Network.

### **Who is eligible for a PFP Award?**

To be eligible, the applicant must be recommended by a CFP and be a member of TIFI.

### **Who can recommend an applicant for a PFP Award?**

Any CFP, including Coordinators (CC), Coordinators in Training (CiT), or Trainers, can recommend an applicant for the Award. Usually the applicant will request a recommendation from a CFP with whom they have studied Focusing, but they may also ask a CFP with whom they have not studied to assess their readiness for the Award. (See the steps below.)

### **As a CFP, why might I want to recommend my students or others for PFP Awards?**

The PFP Award was originally created as a midway marker of a student’s progress towards certification. It is often still used for this acknowledgement. Not all students desire to undertake a full certification course, yet would like to be acknowledged as having attained a sufficient level of proficiency in basic Focusing/partnership/listening skills. This enables the applicant to become a member of the Partnership Network.

CFPs are encouraged to offer PFP courses which culminate in the CFP recommending the student to TIFI for a PFP Award.

## QUALIFICATIONS FOR PFP AWARDS

### **How is readiness to receive a PFP Award determined?**

Readiness for the Award is at the discretion of the recommending CFP. As a guideline, the required proficiency skills and competencies include.

- Ability to identify and utilize the felt sense in their process
- Ability to listen in the Focusing way
- Prior experience with a number of other Focusing partners

### **Must an applicant have taken a formal PFP course or equivalent formal Focusing training in order to qualify for the Award?**

No. Individuals who have acquired Focusing and partnership skills in other ways also are welcome to request a recommendation for a PFP Award.

### **How will the CFP determine that the applicant has met the requirements?**

As a qualified CFP, you should use your own best judgment as to whether the applicant has the requisite skills to merit the PFP Award and to be a satisfactory partner in the Partnership Network. Here are some suggestions for how you might assess the applicant:

- You can draw upon your own experience and observations of the applicant's Focusing and listening skills, as well as your personal knowledge of whether the applicant has focused with multiple partners.
- If you do not feel you have had sufficient experience with the applicant to assess their skills, you may ask the applicant to provide additional information in whatever way you feel is most helpful. Some options include:
  - Hold one or more Focusing partnership sessions with the applicant. (Any fees for such sessions are at your discretion.)
  - Ask the applicant to provide a list of the people with whom they have shared Focusing partnership turns.
  - Ask the applicant to obtain recommendations from their former Focusing partners.
  - Any other steps that will help you to assess the applicant's readiness.

## **What are the steps that an applicant must follow to apply for a PFP Award?**

### **For your students:**

In most cases, you will be considering making a PFP Award recommendation for your student. Once you deem your student has met the requirements for the Award, all that is needed is to complete the attached “PFP Award Recommendation” form and email it to [Elizabeth@focusing.org](mailto:Elizabeth@focusing.org). Elizabeth will process your recommendation, confirm membership status, arrange for the applicant’s payment of the \$25 fee payable to TIFI, and issue the Award to the student.

### **For applicants other than your students:**

On occasion you may be approached by someone who is seeking a PFP Award but for whom you have not had an opportunity to observe their Focusing or listening skills. Your participation in assessing someone for the PFP Award is at your discretion and you may use your best judgement as a CFP to determine if the applicant is ready for the Award.

If you decide to assess the applicant, please give them a copy of the “Instructions for Applicants for a Proficiency in Focusing Partnership Award” (attached), which explains the process to them. Discuss with the applicant their qualifications and what further steps, if any, you would like them to take so that you have the information you need to determine their readiness for the PFP Award.

If you find the applicant is qualified, complete the attached “PFP Award Recommendation” form and email it to [Elizabeth@focusing.org](mailto:Elizabeth@focusing.org). TIFI then will process the application as described above.

If you do not find that the applicant is ready to be recommended for the PFP Award, you might refer the applicant to helpful classes or make other recommendations.

**PFP Award Recommendation**  
**(Send by Email to Elizabeth@Focusing.org)**

I recommend that \_\_\_\_\_ (name of applicant)

be awarded a Proficiency in Focusing Partnership Award.

Based on my review of the applicant's readiness, I have determined that the applicant has the skills, competencies, and partnership experience necessary to be granted a PFP Award.

\_\_\_\_\_  
CFP Name & Title

\_\_\_\_\_  
Date