

Dear {contact.first_name},

We have received a recommendation from COORDINATOR NAME for your _____ certification. Congratulations!

- 1) Please visit focusing.org and log in with the account you have previously created.
- (2) The one-time certification fee is _____. To pay the certification fee please log in and click Membership in the left menu and then Pay My Certification Fee.
- (3) Attached is our certification form. Please write your name exactly how you would like it to appear on the certificate and return it to Rita at Rita@focusing.org. After preparing the certificate we will mail it to _____ for signature.
- (4) 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.

As a member, please note that you have access to the "Members Only" section. You must be logged in, then look at the dropdown menu "Membership" near the top right of the screen. Members Only is the second last choice from the bottom. (You will have access to this only when you are logged in and when your membership is current.)

(5) We hope you will be able to join us for our longest running program [The Advanced and Certification Weeklong](#). The [2024 Weeklong](#) will be held October 6 - 11, 2024. It is an Online retreat with an additional option for in-person components in Madison, Connecticut at a lovely retreat center about 2 hours north of New York City. One of the highlights of the Weeklong is the Certification Ceremony where we have the opportunity to officially welcome recently Certified Focusing Professionals into the Focusing community and to celebrate and honor one another on our journeys.

(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 the "members only" section of the website, "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) The certification fee includes your membership for a year from your certification payment. Starting next year, you will receive an email reminder when the membership renewal is due. To maintain your membership benefits, your annual membership is \$_____.

(8) Lastly we welcome you to consider offering a Focusing Highlight. Focusing Highlights is a series of 2-hour webinars that we offer monthly for people to learn or expand their knowledge about Focusing, its philosophy, and its many crossings. They may be in any language. Presenters

volunteer their time to present a Focusing topic close to their heart. Participants donate any amount to register, and all proceeds go to supporting the Institute's mission. If you would like to learn more, click: <https://focusing.org/more/focusing-highlights-series> or write to Melanie@focusing.org.

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

Best wishes,

Elizabeth Cantor