**Application for the HANDLE® Screener Course**

**Sponsored by Thoughtful Therapies**

Name:

Date:

Address (include post code):

Profession/Occupation:

Employer:

Phone - Home: Work:

Cell: Email:

Skype name:

Special needs or considerations while participating in this course (nutritional, environmental, medical, scheduling, other):

**To apply to join this course:**

1. A letter of intent including:

Why you are interested in this course

The plan you have for using the information gained in this course

Life experiences you have that relate to HANDLE

How the HANDLE Introductory Course has changed your thinking about human functioning

1. Three letters of recommendation from colleagues, employers, and/or clients.
2. Curriculum Vitae (Resume)
3. A brief summary (in your own words) of any two of the systems covered at your HANDLE Level II Basics Course and one activity that will enhance each of the systems summarized. For this assignment, please review the materials from your Level I and II courses.
4. Non Refundable $50 application fee made payable to Thoughtful Therapies (if after October 1).
5. Arrange for an interview with the Instructor, Cathy Stingley

**Note:** A copy of a background check, so you may work with children and other vulnerable people, will be required prior to the second module of the course in June. This is a simple police check, available through your local police dept.

* There are limited places available on this course so do not delay sending your application.
* Acceptance into the course is by approval and successful completion of the application process.
* Application form, support documents and assignment are due by October 1.
* Late applications will be considered if space permits ($50 late application fee applies).
* Applicant decisions will be made by October 10 (sooner for early registration) and notice will go out via e-mail shortly thereafter.
* If you need notification prior to this date to make travel and work arrangements, submit your application earlier, and *make note of your need in the cover email.*
* If you have registered and been accepted into the course, there will be a $50 fee in the event of cancellation.
* **Payment Information:**
* **Full Course fee: $3815; First five applicants by Sept. 1, 2015, $3500**
* **Application Fee: $0 if received before October 1, 2015;** **$50** for applications received after October 1, 2015
* **Course deposit: $500** ($50 non-refundable in the event of cancellation)
* ***Accommodation and food are not included in the course fee***
* *Payment plans available. Please email jessiehandle@yahoo.com to discuss your financial questions. Or phone 907-235-6226*

**Due Dates:**

* **Deadline for applications: October 1, 2015** (late application fee applies after that date)
* **Course Deposit: Due upon acceptance**
* **Course Fee Balance: November 1, 2015,** or as arranged in payment plan
* **Please send page 1 of your completed application form and all items requested to:**

[handleofhomer@yahoo.com](mailto:handleofhomer@yahoo.com) (preferred method)

Or post copies to: **Thoughtful Therapies, P.O. Box 1968, Homer, AK 99603**

*Applications will be considered on a first come first served basis, with a maximum of 12 places*