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Professional Crisis Management Association, Inc.

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Title: Practice Limitations and Requirements

(See also policy on Instructors Training Outside of their Organization)

Policies:

1. Only individuals with a current, valid certification in PCM may practice PCM.
2. Only individuals with a current, valid certification as a PCM Instructor may teach a PCM course.
3. Currently certified PCM Instructors may only teach PCM courses that they are qualified to teach.
4. Only individuals with a current, valid certification as a BehaviorTools Instructor may teach a BehaviorTools Course.
5. Currently certified BehaviorTools Instructors may only teach BehaviorTools courses that they are qualified to teach.
6. PCM Instructors must meet certain criteria to teach outside of their organization.
7. PCM Instructors must meet certain criteria to serve as a co-trainer.

Procedures:

- A) No individual may practice PCM physical procedures when he or she is not certified to do so. Any procedure performed by a non-certified individual is not considered a PCM procedure. Any individual performing (while not certified) a procedure that he or she learned from PCMA does so at their own risk and that of the organization and the individual they serve.
- B) PCMA is not responsible for the ill-advised and unauthorized actions of others, including choosing to perform any physical procedure without a valid, current certification, improper or incomplete performance of a procedure, any modification of a procedure, use of a horizontal procedure without proper safety equipment, failure to use a procedure when necessary to keep someone safe, abusive actions, or other practices that are contrary to PCMA training, guiding principles and policies.
- C) Only those individuals specifically certified to teach a particular PCMA course (PCM or BehaviorTools) may do so and they must not teach a higher level class than authorized. For example, someone certified as Instructor V (up to vertical positions only) may not teach a Practitioner 2 class (which includes horizontal positions) and someone certified as a Basic

BehaviorTools Instructor may not teach a BehaviorTools Practitioner Course (the more advanced course).

- D) PCM Instructors may teach PCM to individuals outside of their employer organizations if they have a Master's degree in education, psychology or a related field. Alternately, if they do not have a Master's Degree, they may request permission from PCMA if:
  - a. they are full time, free-lance training professionals or independent consultants
  - b. they have successfully completed at least 5 trainings without the assistance of a second instructor, with a pass rate of at least 70% (most courses have a pass rate of about 80%).
  - c. For all of the above, the results of their outside trainings may be reviewed by PCMA to ensure that high quality training is maintained.
  - d. For those who meet any of the above requirements they may request permission to teach outside of their employing organization by emailing [pcma@pcma.com](mailto:pcma@pcma.com).
- E) PCM Instructors must receive permission from PCMA to serve as co-trainers for new Instructors. The Director of Program Development will review the instructor's teaching record and his or her resume or vita. To request permission to serve as a co-trainer, Instructors should email [pcma@pcma.com](mailto:pcma@pcma.com).
- F) PCMA reserves the right to monitor the quality of all trainings and to provide any corrective action deemed necessary and appropriate, or revoke permission for an Instructor to teach outside of his or her employer organization or to serve as a co-trainer.

Approval Signature:

Neal Fleisig, Executive Director