



**Oxford
Mindfulness
Centre**



**APPLYING FOR A TRAINED
TEACHER CERTIFICATE**

PREAMBLE

This application process is based on best practice in a range of teaching and research settings and builds on work collaboratively developed with colleagues at the Centre for Mindfulness Research and Practice, Bangor University, and the Mindfulness Network. It may be reviewed and updated as necessary. When submitting your application, please use the version of the handbook on the website at that time.

Please note that throughout this handbook, the terms “supervisor” and “supervision” refer to supervision or mentoring of your teaching by a trained supervisor or mentor.

Please read the following information thoroughly before proceeding with your application. If you have any queries, please contact admin@oxfordmindfulness.org

The application form for the Trained Teacher Certificate can be found [here](#).

ELIGIBILITY TO APPLY

You can apply for an OMC Trained Teacher Certificate if you have done your teacher training with the OMC and you have fulfilled **all** of the following requirements:

- (1) Completed the requirements of the OMC Foundational Teacher Training as detailed below
- (2) Taught or co-taught at least two MBCT¹ courses (typically delivered in an 8-week format)
- (3) Received at least 20 sessions of supervision (individual or group), of at least 30 minutes each, from a supervisor with training and experience in MBCT

You do not need to apply for this Certificate if you have already been assessed as Competent to Teach MBCT.

NB. You will be asked to provide a statement from your supervisor to support your application. The OMC may contact them to discuss your application. Please note that your supervisor may choose to charge you for providing a statement supporting your application.

APPLICATION PROCESS

All templates and guidance documents to support the application can be found on the OMC website [here](#).

The application form will ask you for the following:

- To upload a portfolio of your training, teaching and supervision as detailed below, using the template provided.
- To upload a supporting statement from your supervisor using the template provided. Please note that your supervisor may choose to charge you for providing a statement supporting your application.
- To confirm that you are committed to adhering to a Code of Conduct relevant to your professional context, and one that includes ethics when teaching mindfulness.
- Payment of the application fee.

¹Throughout this Handbook, the term MBCT includes MBCT-D, MBCT-L and Finding Peace in a Frantic World

PORTFOLIO REQUIREMENTS IN DETAIL

Your portfolio must include the following details of your training, teaching and supervision:

1. Evidence that you have completed the Foundational Teacher Training in person or online:

- Module 1: MBCT as a participant
- Module 2: teaching individual practices and exercises in pairs and small groups
- Module 3: a personal practice retreat of at least 4 nights which deepens your experiential understanding of mindfulness
- Module 4: teaching a curriculum in groups²
- The following workshops³ or provide evidence of equivalent training or experience:
 - o The C in MBCT (Cognitive and Behavioural Foundations of MBCT)
 - o An Introduction to Buddhist Psychology
 - o Inquiry in MBCT
 - o Working with Groups in Mindfulness-based Interventions
 - o Orientation and Assessment, and Ethics
 - o Research and Evaluation

2. Evidence that you have taught or co-taught at least two MBCT courses in person or online

3. Personal supervision learning statement and evidence that you have received at least 20 sessions of supervision (individual or group), of at least 30 minutes each, from a supervisor with training and experience in MBCT

Your personal supervision learning statement is your opportunity to reflect on the role that supervision has played in the development of your teaching skills, your personal practice and your understanding of the theoretical underpinnings of MBCT during this time. It should not exceed 500 words.

You will also be asked for the following information in the portfolio:

- Your supervisor's name and contact email (please make sure you have your supervisor's permission to give us these details). If you have had more than one supervisor during this period, please give details.
- The number and length of supervision sessions you have received, and the date of the last supervision.
- Confirmation that your supervisor has seen, either live or by video, evidence of your guiding practices, inquiry and didactic teaching. If you were not able to provide your supervisor with recordings, please explain why.

4. A reflective commentary of up to 2500 words

This piece of writing is your opportunity to reflect on your teaching and tell us what you have learned, and how your teaching skills and your personal practice have developed.

Please include the following:

- What have you learned from teaching these courses? Have any key issues or questions emerged for you?

² If you completed the Residential Intensive Teacher Training (often referred to as 'Ammerdown') before 2019 and have not completed Module 4, please provide evidence of equivalent experience.

³ Please note that OMC is now offering these workshops online.

- Have there been any particular obstacles or difficulties?
- What do you consider to be your main teaching strengths? (please base your reflection on the domains of the [MBI:TAC](#))
- What do you consider to be your main learning needs? (please base your reflection on the domains of the [MBI:TAC](#))
- Has your understanding of the theoretical underpinnings of MBCT developed as a result of your teaching and supervision and if so, how?
- The relationship between your teaching and your personal practice – has your practice developed over this period and if so how? How does your practice affect your teaching and vice versa?
- How will you take this learning forward?
- Anything else you would like us to be aware of?

Please present your commentary in a clear and concise form. You can include lists or bullet points. Please note that you must maintain your participants' confidentiality at all times.

5. Details of the teaching context for the courses you have taught

This should include some details of the context in which you were teaching (healthcare, educational, workplace/corporate, criminal justice, general public, etc.); a description of your participant group and any associated vulnerabilities or challenges; and any adaptations you have made to the MBCT curriculum with an explanation of the rationale behind your changes. This should not exceed 500 words.

PORTFOLIO REVIEW

Your portfolio will be reviewed by a member of the OMC training team, who will assess whether your application meets all the criteria for being awarded this Certificate. If your portfolio meets the required standard, OMC will award you the Trained Teacher Certificate and post it to you. If your portfolio does not yet meet the required standard, you will be given specific information on what is still needed (e.g. further workshops; further evidence or reflection) and you will be able to re-submit your portfolio when you have completed what was required. If your portfolio requires a further review, you may be charged an additional fee of £30.

COMPLAINT/APPEALS

If you have a complaint about your portfolio review you should follow the OMC's policy for handling complaints which is on our website at the bottom of [this page](#).