



**Oxford
Mindfulness
Centre**



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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 Teacher Training as detailed below
- (2) Taught or co-taught **at least** two MBCT courses (typically delivered in an 8-week format)
- (3) Trainees teaching their first two 8-week courses require 10 sessions of supervision per course – individual, pair or group – from a Mindfulness supervisor with experience of the MBCT curriculum they are teaching. Each supervision meeting is to be ideally 1 hour but a minimum of 30 minutes. The ten supervision meetings should include one supervision for pre-course preparation, one supervision for each session of the 8-week course (or equivalent) and one post-course reflection. The exact scheduling of the supervisions is to be agreed between supervisor and supervisee. Please allow plenty of time prior to your course commencing to find a supervisor and arrange the dates for all the required supervision meetings.

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

All templates and guidance documents to support the application can be found on the OMC website here. Your portfolio must include the following details of your training, teaching and supervision:

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

1a. In a 12-month cohort, including attendance at all the required workshops

1b. As modules, including:

- 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 workshops or provide evidence of equivalent training or experience³

- o The C in MBCT (Cognitive and Behavioral Foundations of MBCT)⁴
- o Inquiry in MBCT
- o Orientation and Assessment, and Ethics
- o Origins of Mindfulness⁵
- o Inclusion and Communication
- o Implementation
- o Theory of MBCT
- o Safeguarding
- o Group skills
- o Research and Evaluation

²If 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

³The above workshops provide knowledge and understanding which we believe are fundamental to teaching MBCT. However, prior to autumn 2021 they were not all available via the OMC. Therefore, if you trained before the workshops were available, please provide your level of understanding and knowledge on each area of workshops you have not attended. Where possible, we strongly encourage you to join any missing workshops as continuing development for your teaching, this may be possible via the OMC website under our workshops section, otherwise please talk with your supervisor on how to ensure you are sufficiently skilled in these areas to teach.

⁴Please note that this is only required if you completed the Residential Intensive Teacher Training (often referred to as 'Ammerdown') before 2019. After that date it was included in Module 2

⁵Origins of Mindfulness is equivalent to Introduction to Buddhist Psychology

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

3. 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.

4. Personal supervision learning statement and evidence that you have received at least 10 supervision meetings per course – individual, pair or group – from a Mindfulness supervisor with experience of the MBCT curriculum you are teaching. Each supervision meeting ideally 1 hour but a minimum of 30 minutes. The ten supervision meetings should include one supervision for pre-course preparation, one supervision for each session of the 8-week course (or equivalent) and one post-course reflection. The exact scheduling of the supervision meetings was as agreed between supervisor and supervisee.

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.

5. 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?

- 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.

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](#).