

TMF 2023 Training in Mindfulness Facilitation Details for Applicants

I. Background:

Those who have studied and practiced mindfulness often express a desire to share mindfulness practices and teachings with others. They wish to bring it to their occupational fields or in other settings, such as a volunteer position or to individuals, communities, or institutions. Some wish to develop a career path focusing on sharing mindfulness.

In order to provide support to these individuals and to foster the growth of mindfulness in the public domain, since 2011 the Mindful Awareness Research Center (MARC) has provided personal practice guidance, training, supervision, and community support to selected individuals through the year-long TMF program. Upon successful completion of the program, TMF graduates will receive a document of completion as Trained Mindfulness Facilitator from the UCLA Semel Institute for Neuroscience and Human Behavior. They will be also eligible for the credential: Certified Mindfulness Teacher- Professional Level (CMT-P) through the International Mindfulness Teachers Association.

II. What is a Mindfulness Facilitator?

Mindfulness Facilitators are committed mindfulness students who have shown passion and aptitude for sharing mindfulness with others. They have demonstrated both intuitive and rational knowledge about mindfulness and have cultivated a strong, committed mindfulness practice. Mindfulness Facilitators will bring mindfulness into a variety of disciplines and settings, as outlined below.

A. Facilitators will be trained to:

- **Lead mindfulness groups**, working with populations with which they are already experienced, in or with groups as appropriate to their interest and background.
Ex. Lead mindfulness group in psychotherapy or health care setting; bring mindfulness classes or groups into a volunteer setting such as nonprofits, social service agencies, or community groups; bring mindfulness to businesses, schools, universities, institutions, activists, artists, etc.

Note: Groups may be of a specified duration, drop-in, or ongoing

- **Work with individuals** to share mindfulness techniques
Ex. Bring mindfulness to psychotherapy clients; use mindfulness exercises to help individual students at a school or hospital patients

- **Conduct mindfulness lectures** for the general public or in their field or community

Upon completion of the program, individuals who demonstrate excellence *may* be selected to be trained as an Authorized Mindful Awareness Practices (MAPs) Teacher, teaching MARC’s signature six-week mindfulness program, Mindful Awareness Practices (MAPs).

B. Facilitators will not be authorized to:

1. Teach mindfulness meditation at either residential or multi-day retreats
2. Officially teach MAPs programs unless selected and trained upon completion of the TMF Program.

Note: This program is designed to prepare you to share mindfulness on an introductory level. It will not prepare you to lead advanced level practices that one associates with “meditation teachers.” Meditation teachers—in Buddhist and other spiritual contexts— tend to have 10-20 plus years of meditation practice, study, and personal experience. Various meditation teacher trainings can last up to five years.

III. Program Goals:

- A. To oversee, support and supervise the spread of mindfulness in the larger society by training qualified individuals as Mindfulness Facilitators
- B. To provide Mindfulness Facilitators with training and protocol to share with individuals, groups, communities, institutions, professionally and otherwise
- C. To support Mindfulness Facilitators in furthering their personal understanding and practice of mindfulness
- D. To provide a community of collegial support for Mindfulness Facilitators

IV. Components:

A. Personal Practice Guidance

It is of the utmost importance that all facilitators view their own practice as key to the success of sharing and facilitating mindfulness with others. To that end, participants will be asked to maintain a regular daily practice, continue their personal study, attend at least one residential 4-night or longer mindfulness-based retreat*, and may be guided by the program director to individually develop in some way.

** MARC staff will support you to find eligible residential, mindfulness-based retreats offered in a variety of contexts and traditions, live or online. See [Approved Retreat Centers](#)*

B. Community

The full cohort will meet quarterly for 4 or 5-day practicums during the year. Additionally, participants will be placed in smaller cohorts, called “pods”, and will participate in a monthly call or video conference call with a “pod mentor” to build community and discuss topics in mindfulness

facilitation, practice teaching, or troubleshoot. The participants will benefit from a group of like-minded colleagues, with whom they will be encouraged to share, interact, and collaborate. The TMF will also provide online community-building activities for the group.

C. Service

Each participant, during the course of our program, will start or continue sharing mindfulness with groups or individuals in the spirit of service and generosity. Participants can use their current job or existing volunteer work as a placement if it meets requirements. Psychotherapists who wish to incorporate mindfulness in work with clients are welcome, as are any field in which you are currently sharing mindfulness. We hope that participants will consider underserved populations who would not ordinarily have access to mindfulness.

We ask participants to be self-motivated to find a placement, but we will offer guidance.

D. Supervision

Students will be supported in the implementation of mindfulness, through personal supervision, group troubleshooting, and feedback on recordings or observation of facilitation. Students will meet monthly with an approved mentor.

Supervision will be available in Spanish and Mandarin as well as in English. Please check with us.

E. Learning Areas and Outcomes

Participants will meet Live Online for four 4-day practicums and will be exposed to the following areas:

1. Personal Process

Including exploration of motivations, personal practice, and group norms.

2. Mindfulness Studies— Theory and Practice

- a. Thorough investigation of mindfulness through reading, personal experience, current theories, and advanced topics.
- b. Investigation of practices that complement mindfulness— kindness, working with difficult emotions, as well as relational mindfulness practices— through reading, personal experience, and current theories.

3. Facilitating Mindfulness – Theory and Practice

- a. Role of the Facilitator: Personal presence and embodiment, self-awareness, how to effectively communicate mindfulness teachings, giving instructions, understanding context (adapting to specific client groups), role identification, and self-esteem.
- b. Group Facilitation skills: Understanding the group, creating group norms, leadership, comfort, working with challenging people, effective communication, developing sensitivity, and organizational issues.
- c. Life Issues: Bringing mindfulness into institutions and financial issues in mindfulness facilitation as a career path.

4. **Science of Mindfulness**

Participants will gain a working knowledge of the science behind mindfulness so that they will have comfort sharing and referring to the science while facilitating mindfulness.

5. **Cultural Competency, Diversity, and Ethics**

- a. Working with diverse populations, sensitivity to cross cultural issues, language, and exploring conditioned biases.
- b. Fostering personal integrity, being aware of one's ambitions and limitations, and teaching from an ethical basis.

6. **Mindfulness Applications**

Through guest lecturers and readings, students will gain an understanding of the larger field of mindfulness and its contemporary applications such as mindfulness in the workplace, in education, with children, in academia, in corporate settings, in medicine, and in psychology.

7. **Mindfulness Protocol**

Students will be assisted to develop protocols for bringing mindfulness into various settings, tailored to specific needs, including:

- a. Public lectures
- b. Group formats, topics, and structures for single or ongoing classes
- c. Guided meditations
- d. Guidance for working with individuals

V. Format

The program consists of four Live Online practicums with a potential In-Person at UCLA option.

Depending on the pandemic, we may offer a simultaneous In-Person at UCLA option. This hybrid program would allow you to participate either live online or in-person at UCLA. We will clarify if the hybrid is being offered when you receive your acceptance letter.

Participants will choose how they wish to participate with each practicum, depending on what MARC will make available. The program will be responsive to the Covid-19 pandemic. For further information, please see our [Practicum Format](#).

VI. Structure:

The following chart lays out the program including coursework provided by MARC and outside requirements.

Components	Time	Info
Weekend Practicums	Four total Practicums. First three practicums are 4 days, last practicum is 5 days.	These sessions are where the bulk of the didactic material will be taught
Pod: Monthly online meetings	1.5 hours monthly (non-practicum months)	Support for ongoing issues in students' mindfulness facilitation
Mentor supervision	1 hour, 6 times per year	Face-to-face, video, or phone meetings with approved mentor
Reading	Ongoing	Course includes recommended reading list with required texts
Written Assignments	Twice monthly with mid-year curriculum assignment and final papers	Papers are short, reflective, 1-2 page essays.
Continuing Education	Every three years following completion of program	Trained Mindfulness Facilitators will be required to maintain their current status through one MARC-sponsored training weekend every 3 years. Yearly they must (1) submit a summary of current mindfulness work and personal practice and (2) attend one four- five-day or longer silent mindfulness retreat.
Additional Components		
Personal practice	Daily	Required of all participants
Mindfulness sharing "placement"	Minimum 2 hours monthly or equivalent	Each participant will be supported to find a local placement, although TMF will not provide leads or offer job opportunities. Where appropriate, participants can use current work.
Retreat	One 4-night or longer silent retreat per year	Must be approved by Program Director. Online retreats are acceptable.

Personal study	Ongoing	Reading or attending teachings from MARC or other related teachers/organizations. **Note: Most MARC events and classes are free for TMF students.
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VII. Training in Racial Awareness Requirement

TMF is working to build safety within our community, making it inclusive for people of all racial backgrounds and cultivating an anti-racist lens within our facilitation. In this spirit, we have instituted a requirement that all participants agree to participate in minimum 10-hours of racial awareness training before our second practicum in April 2023 at the latest. For more information about this requirement and how to fulfil it, please see [Training in Racial Awareness Requirement](#) document.

VIII. Faculty

Diana Winston, MARC’s Director of Mindfulness Education, and Marvin G. Belzer, PhD, Associate Director of MARC, will be the primary faculty members. Components of the 2023 program will be taught by various guest teachers, and may include Susan Smalley, PhD, Dan Siegel, MD, David Treleaven, Michael Irwin, MD, Matthew Brensilver, PhD, Leslie Booker, Tom Heah, Susan Kaiser Greenland, JD, among others. Alem Makonnen is Director of Equity, Diversity, and Inclusion

2022 Adjunct Faculty and Mentors:

Gael Belden
Leslie Booker
Nico Carey
Tina Carlson
Mike Coughlin
JD Doyle
Veronica Fernandez

Susan Kaiser Greenland
Bhanu Harrison
Tom Heah
Giselle Jones
Stacy Kesten
Renda Dionne Madrigal
Alem Makonnen

Neesha Patel
Ali Rahmani
Sheri Watson
Melanie Yetter
Jing-Jing Zhu

Past Additional Adjunct Faculty and Mentors Included:

Stephen Bachelor
Nicola Bentley
Heidi Bourne
Rebecca Bradshaw
Stella Chow
Linda Collins
Antonia Galindo
Jozen Gibson
Shahara Godfrey

Susan Kaiser
Greenland
Diane Hetrick
Jeremy Hunter
Gloria Kamler
Eileen Leuders
Rhonda Magee
Mitra Manesh
Eric Lopez Maya

Robert McClure
Tanya Odom
Rebecca Peters
Allyson Pimentel
Adrienne Ross
Donald Rothberg
Jill Satterfield
Sara Schedler
Amita Schmidt

Sebene Selassie
Gina Sharpe
Brian Shiers

Tempel Smith
Deborah Eden Tull
Pamela Weiss

Larry Yang

IX. Completion:

Upon successful completion of all TMF program requirements, with program director approval, TMF graduates will receive a document of completion as a Trained Mindfulness Facilitator from the UCLA Semel Institute for Neuroscience and Human Behavior. *Successful completion requires the following:*

1. Attendance and participation in all program components
2. Reflection papers twice per month and one 4-week mindfulness curriculum
3. Six-month review
 - a. reflection paper on areas of success and development challenges
 - b. mentor evaluation
 - c. on site or recorded observation of mindfulness facilitating in student's placement with specific feedback for improvement
4. End of year review
 - a. reflection paper on areas of success and development challenges
 - b. mentor evaluation
 - c. on-site or recorded observation of mindfulness facilitation
5. Approval of Program Director

Notes:

1. *Participants will be required to get Continuing Mindfulness Education through a Graduate Training Weekend every three years, and yearly written update on current mindfulness work and practice. They are also required to attend a four-night or longer silent retreat yearly. Participants will not receive "current" status if they do not follow this process.*
2. *If the participant does not satisfactorily complete the program, or in some way violates the commitments, ethics, or spirit of this program, they are subject to immediate termination with no refund of fees.*

External Credentialing through the International Mindfulness Teachers Association (IMTA):

The TMF is an accredited program through the independent credentialing association, the IMTA. Upon completion of the TMF, and with the verification of 35 hours of teaching experience, graduates will then be eligible for a Certified Mindfulness Teacher-Professional level credential (CMT-P).

Students who enter the TMF program can join the IMTA Membership Organization. For more information: www.imta.org

X. Application:

A. Who should apply for this program?

1. Passionate and committed mindfulness practitioners who would like training and support to share mindfulness within their profession, with the public, their community, or in a service position working with populations in need. Also suitable for people who will be teaching mindfulness to general populations and not necessarily within a specific field.
2. Licensed professionals in the mental, medical, education, or other fields who are looking for training and support to successfully bring mindfulness into their current professional practice.
3. Individuals looking for a university-based program that offers training and support for career plans to share mindfulness with others.
 - Ex. Mindfulness school counselor; corporate mindfulness instructor; mindfulness hospital specialist; mindfulness addictions specialist, etc.

B. Entry Requirements:

1. At least four years of personal daily mindfulness practice or with permission of the Program Director. Comparable meditation experience will be considered. *We recommend that if you have many years of experience with another kind of meditation that you also have at least one year of experience with explicit mindfulness practices as taught at MARC or through comparable programs.*
2. Must have attended at least one **Mindful Awareness Practices (MAPs)** class through MARC, live or online. We recommend attending MAPs 1 so that you can observe our methodology.
3. Strong commitment and passion for mindfulness.
4. Minimum **two** silent 4-night or longer mindfulness meditation retreats are required, and more than two retreats is highly recommended. We now authorize online retreats as a substitute prerequisite for the in-person retreat format. Although online retreats done from your home are different than traditional site-based retreats and may not be fully silent, they are excellent substitutes and we heartily endorse this accessible format.

C. Application will require:

1. Completion of items <https://www.uclahealth.org/marc/tmf#Application-Steps>
2. Interview for some candidates.

Deadline: Sunday, October 23, 2022 (11:59 PM PST)

Admission Notification: Tuesday, November 29, 2022

- Applicants will be notified via email.

Seat Acceptance Deadline: Tuesday, December 6, 2022

D. Considerations:

We ask all applicants to consider how the TMF can fit into their lives. It is a rigorous program that demands a significant amount of time and attention, and we do not recommend trying to fit it in on top of already full and busy lives. Please thoroughly reflect on whether you can make the time commitment in order to get the most out of this program. It is our experience that people who are currently in another intensive program such as graduate school, should wait until after graduation before applying for the TMF.

XI. Financial Information:

Program Cost

The full cost of the program is \$7,000. The cost includes tuition for the full-year training, which includes four practicums, mentorship fee, conference calls, administrative fee, and evaluation. The cost does not cover travel, food, lodging, books, the multi-day silent retreat, and any online or phone costs incurred.

Application Fee Policy

All applications include a \$50 application fee. This fee is non-refundable.

Payment

For those accepted into the program: Of the \$7,000 tuition fee, half must be paid upon acceptance to secure your place in the program. The second half must be paid by the start of the first practicum, January 26, 2023.

Refund Policy

The TMF fee is non-refundable

If you have any questions about these policies, please contact Rani Breslow rbreslow@mednet.ucla.edu

XII. Discounted program fees:

MARC has established a standard process of granting discounts for individuals who apply for the TMF. Discounted program fees are based on Family Adjusted Gross Income (AGI) for the preceding tax year (or, for applicants not living in the U.S., equivalent measures of annual income). All individuals considered for the TMF program may apply for a discounted program fee (the application form is included in the TMF application packet). Selection into the TMF program is made independent of an individual's application for a discount; that is, whether or not an individual has applied for a discount is not considered in evaluating applications for the TMF program itself.

XIII. Dates: Four practicum dates are scheduled as follows for **2023:**

January 26-29

April 27-30

August 10-13

November 8-12 (5 days)

All Practicums will be held Thursday - Sunday, 9am-5pm Pacific Time, with a 1.5-hour lunch break. **Note:** The November Practicum will include Wednesday, 9am-5pm PT.

Smaller pod Zoom meetings, and individual mentor meetings will be set up once participants have begun the program.

The program is open and welcoming to people of all ethnic and economic backgrounds, ages, sexual orientations, abilities, and gender identities.

*UCLA's TMF is an Accredited Mindfulness Teacher Training Program
through the International Mindfulness Teachers Association*

www.imta.org

