



The Arica School®

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THE ARICA SCHOOL TRAINING GUIDELINES

Sponsor • Profactor • Participant

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GUIDELINES INTRODUCTION

- All schools have guidelines that clearly describe the standards of interaction between students and instructors which in our School are referred to as participants and Profactors respectively.
- For Arica® Profactors, Sponsors and team members, it is important to be in agreement with the ethical, behavioral and training guidelines for participants, Profactors and Sponsors, particularly in residential training settings. Guidelines have been in place since the beginning of the School and have been validated by the experience of Profactors, Sponsors and participants for more than 50 years. It is with this input and in-depth recommendations and material from The Oscar Ichazo Foundation (OIF) that these comprehensive guidelines for Sponsors and Profactors of Arica trainings have been produced.
- These guidelines ensure that the Work remains the focus and priority for everyone in the training, providing a safe and training-oriented environment for both Profactors and participants. It is necessary to cover these guidelines at pre-training meetings so all team members are in agreement with them during the training and, therefore, team unity can be established across Self-responsibility.

POLICY GUIDELINES

- Sponsors, Profactors and team members need to become familiar with guidelines, policies and further resources provided by OIF, Arica Institute, and teams of the School. Go to www.aricaschool.org where you will find 'Forms and Policies' under which is listed Policies, Application Forms, and Scholarship Application Forms. It is essential to refer all training applicants, participants and team members to the [Arica Code of Conduct](#).

SPONSOR COMPLIANCE GUIDELINES

- Sponsors and Training Teams are strongly advised to take online trainings in sexual harassment and discrimination as available in the state in which the training is taking place. If unavailable, the [State of Connecticut Harassment Prevention Training](#) is recommended.
- Arica residential training, in person or online and must align with the *Arica Code of Conduct*.

- If anyone in a Training feels they are subjected to discrimination, sexual harassment or misconduct, they should be encouraged to submit a *Complaint Form* that is provided by the Sponsor. A model *Complaint Form* for Participants, Training Team Members, Staff, and Volunteers prepared for Sponsor's use is available through TASC. If a complaint is made, the Sponsor is responsible for investigating and resolving that complaint, following a thorough and balanced procedure. A model *Investigations Checklist* prepared for Sponsors is available through TASC. Sponsors can adapt and adopt these forms for their use or develop similar forms to meet the requirements.
- Sponsors should inform participants of their non-discrimination sexual harassment and conduct policies and procedures when they apply for admission, during the registration session, and at the opening of the training when introducing the Sponsor or designated point-person to contact about these matters during the training.
- Sponsors must verify that all Profactors, Apprentices, Support Staff, and Volunteers have read and agreed to comply with the policies and procedures to work in a manner that prevents discrimination and sexual harassment in the training space and surroundings and to report any alleged policy violation without concern for retaliation.
- Please contact TASC at tascc@arica.org if you have any questions.

PROFACTOR GUIDELINES

OSCAR'S TRANSMISSION

- Before profacting a training, it is necessary to experience Oscar's transmission as generating a new tradition in the Line of Supreme Enlightenment and Total Actualization of the Eternal Forms. The transmission is not from Oscar as an individual, but from Oscar as the root of a new tradition of the Eternal Presence of Light upon Silence (see *Transmission From Oscar Meditation*, page 10).
- It is essential to realize that in order for the transmission from Oscar to occur, you need to remember Oscar in your heart while passing the Work, and the presentation of the Work needs to be objective, uniform and clear. The Work comes alive through his transmission when you are 'In Function,' the State in which his transmission can be received. This is real transmission by true function.

THE ROLE OF A PROFACTOR

- A Profactor is a Proficient who is motivated and authorized to present Arica programs as part of the School's embodiment of the Work for the benefit of all and the realization of Humanity–One.
- A Profactor's function is to transmit Oscar's Teachings without subjective interpretations, omissions or additions. A Profactor is ethically responsible for presenting the trainings as written, without embellishment, for the protection and integrity of the Work.

ONGOING ROUTINE

Oscar, in his instructions to Sponsors and Profactors, states that Profactors must be active in the Work as specified in the *Arica Profactor Policies and Guidelines* pages 1 and 5. This establishes the stability of The State and therefore the necessary level to present the Work in order to be able to transmit the Knowledge and Spirit of the School and to be in function.

CHARISMA AND GROOMING

The charisma and personal grooming of Profactors are a reflection of their maturity in the training function. A reasonable, simple and clean presentation is necessary, as is being appropriately dressed for the particular training environment.

PREPARATION

Profactors need to read and carefully review the indications before presenting the Work, even if they have presented a training many times before. The exercises and the introductory material may have been revised with new material and indications added, making it necessary to review manuals beforehand. A careful review prepares the Profactor to embody the Work anew, providing the highest level of presentation and profacting.

PRESENTATION

When presenting the Work, it is necessary to NOT just read the indications, introduction material, etc., but to present the material naturally and distinctly from the manual, making eye contact with the participants. Proper preparation will ensure an embodiment of the Work and ease of presentation. Pace the presentation so it is not too fast or too slow. Practicing your delivery beforehand in front of a mirror will provide direct feedback which is self-correcting.

PROFACTOR TEAM

Though a specific number of Profactors is not required to present a training or group practice, it is recommended to have a team of two or three Profactors to ensure a vital and unstressed presentation. If more than one training is being presented over the course of a few days, a larger team of Profactors is necessary.

CLARIFICATION PROCESSING GROUPS

- In clarification processing groups, please do not use examples directly referring to Oscar, Sarah or the School, since that may produce an effect in the participants. Please refrain from examples in which you may have unprocessed charge which, as a Profactor, could be a disruptive and subjective presentation. Also, it is necessary to have clear examples prepared prior to the training. If there are participants below the age of 18, when processing areas of sexual karma, it is necessary to have them in their own age group and not with older, more sexually experienced participants. If no other young participants are in the training, then team members need to form a group and follow the age-appropriate questions provided in the manual.
- The clarification processing in a group setting can trigger personal issues of identity. These issues may include sobriety, harassment and any class of non-discrimination protections, such as gender and race. Any participant who needs another group or setting for processing a specific experience is encouraged to speak to any of the training's Profactors.

SECURITY

Training manuals or other sensitive training materials must be removed from the training room during lunch breaks and kept in a safe place.

BREAKS DURING TRAININGS

It is important to consider the rationale about breaks during group trainings or practices. They are necessary for restroom breaks, to have a glass of water, stretch, chat with others, and most importantly, for the Work that has just been embodied to “settle” in one's mind or Eternal Continuum. If we rush from one meditation to another to reduce the time of the training or practice, this essential step is lessened, and the depth of the Work being embodied could be rendered marginal.

PARTICIPANT GUIDELINES AND REQUIRED COMMUNICATIONS

Communicate to the participants points 1–6 at the beginning of a group training.

1. It is necessary for participants to refrain from alcohol or drugs (other than prescription medicines) during the course of a training, as drugs reduce the vitality (chi) and mental alertness necessary for the fullest embodiment of the Work.
2. No electronic or digital recording, texting, photographing, or videoing of a training or presentation is permitted. This includes camera phones, which must be turned off during training sessions. Any equipment used will be temporarily confiscated and the material deleted.
3. There is no note-taking in trainings. However, if a training has worksheets, encourage participants to keep note-taking to a minimum on the worksheets provided. Explain clearly that note-taking is a distraction and keeps them in their mental process, rather than participating in the training and embodying the Work directly. (*Profactor: Excessive note-taking may also be indicative of those people who come just to appropriate the Arica material for ulterior motives.*)
4. It is important that participants understand that the Work is a process of clarification, and that memorizing the training material is not necessary—it's the experience of the Work that is important. The Work establishes a basis of clarification and understanding upon which to embody the Higher States presented through meditations and rituals into the State of Pristine Enlightenment (*Theosis*). It is important that participants understand this point.
5. *Integral Protoanalysis of The Scarab Trainings*: Applicants accepted for participation in the training must be informed at the time of acceptance that they are required to attend every training session. If they miss any day of the training for any reason, such as illness or need to quarantine, their return to the training will be determined by the Sponsor. First-time participants will not be invited to join or rejoin the training.
6. Applicants must be informed of the Sponsor's non-discrimination, sexual harassment and conduct policies and procedures when they apply for admission, during the registration session and at the opening of the training when introducing the Sponsor or designated point-person to contact about these matters during the training.

PROFACTOR–PARTICIPANT INTERACTION GUIDELINES

1. Profactors and Training Teams must be aware and comply with the [Arica Code of Conduct](#) and all the Sponsor’s Compliance Guidelines, as above. Training Teams are strongly advised to take an online training in sexual harassment and discrimination, be aware of any possible infringements during the training and to follow the Sponsor’s complaints procedures.
2. It is natural and necessary to have friendly social interaction with participants; however, Profactors, Sponsors and other team members need to maintain a professional, mature relationship with everyone, not engage in flirtations or sexual liaisons, and to maintain the highest standards of anti-harassment and anti-discrimination. These behaviors, besides being potentially illegal, are a major distraction for participants and can keep them from fully engaging in the Work, which requires their full attention, and can adversely impact the integrity of the training itself. It must be an environment where everyone can feel safe and respected.
3. During the course of a training, Profactors must not misuse their position for any personal reasons, including business, or for promotion of any political or social issues.
4. As a Profactor, it is important to maintain impartiality throughout a training. Treat all participants equally, regardless of cultural background, race, religion, ethnicity, gender, sexual orientation, disabilities, religious or political beliefs, or socio-economic status.
5. It is important that Profactors and Sponsors refrain from smoking, drinking or taking drugs in front of participants during a training or at training parties. It is recommended not to take drugs at all during the course of a training. If you smoke, clean your mouth, teeth and hands thoroughly before entering the training room.
6. Various questions may arise in a training or further explanations may be requested. It is best to answer succinctly as they relate to the training being given, and not attempt to provide a history or theory of the School. It is important to deduce when a participant is asking a question to clarify their process of understanding, or when they are just intellectualizing.
7. Profactors need to be aware of participants who are having a difficult time

understanding or integrating the material, and if possible, process with them at a break or during question time. Clarity and objectivity of answers are a very important part of being in service to those new to the Work. Occasionally participants may have difficulty assimilating a new way of viewing their ego process. Because a training day may involve an intensive process of identifying the basis of automatic Feelings, Emotions and Thoughts—the territory of the lower ego—a participant may find the process hard to integrate into their perspective. Arica trainings are not therapy; they are trainings to develop one's Witness and clarify one's ego process.

8. Clarification processing for the participants is a process of understanding the mechanisms of the ego. While emotional release may occur at times, it is not the main purpose of the Work which is the process of awakening the Witness to enter the State of 'Mind-only.'
9. Another aspect that is even more crucial to the Profactor/participant relationship is when someone is mentally imbalanced, not identified during the interview process and reacts with problematic behavior during the training. This situation needs professional or medical attention and cannot be treated lightly. It is not a matter for processing. Having the name and number of a local hospital that can handle psychiatric problems needs to be part of the training preparation, in the unlikely event such a problem may occur. This is why it is important to discover in the application/interview process if someone has a history of mental problems/illness. In this case, the person should not be permitted in the training, unless their current situation indicates a stable recovery, and they would not be at risk to themselves or others by doing the training.

SPONSOR-PROFACTOR TEAMWORK

1. Teamwork and team feedback are important for Profactors before, during and after a training as a matter of process and clarity. It is a requirement that the Team Unity Meditation be practiced in the team meeting before a training as part of your preparation to establish team unity (Team Unity Meditation, page 11).
2. Sponsors and Profactors are required to present Arica trainings according to specific indications as established by OIF and provided in the layout of the manuals to maintain the integrity of the trainings and their presentation. It is essential not to take portions of trainings out of their pre-established format, not

to combine trainings, nor use segments in other venues without prior permission from OIF, through communication with Trainings and Sponsors Coordinating Committee (TASCC).

3. If you are making a presentation, need to alter a schedule, or are involved in another type of event—although it is recognized that sometimes event opportunities happen suddenly—please send your proposal, as far in advance as possible, preferably at least a minimum of six months lead time, to TASCC at: tascc@arica.org. Your request will be sent to OIF for consideration and approval.
4. It is the responsibility of all of us to be especially diligent and respectful in our use of the Work, protecting it both legally, morally and ethically.
5. The intellectual property contained in training documents and materials belongs to Oscar Ichazo and Ichazo, LLC and not the Profactors, Sponsors or participants.
6. At the training's completion, all printed and digital copies of training manuals and materials will be destroyed, deleted and expunged. Only the Sponsor may keep a manual for the duration of the annual license.
7. Suggestions are welcomed from Profactors and Sponsors in any area that may support us all in maintaining the highest standard of presentation of Arica trainings. Please send your feedback to: tascc@arica.org.

TRANSMISSION FROM OSCAR MEDITATION™

It is important to find a quiet place (even if it means sitting in your car) before a training and sit quietly with your eyes closed, as you practice Kath-channel Breathing™ (1 minute), and then repeat the following indications to awaken the transmission experience with Oscar.

TOHAM KUM RAH

- 1 Act of Self-recollection (*internally*).
- 2 Repeat the Declaration of Unity internally with your eyes closed:
GOD IS ETERNAL
IS IN ALL OF US
IS IN EVERYTHING
IS ONE WITHOUT SECOND
TOHAM KUM RAH
- 3 Repeat the Offering internally with your eyes closed:
I OFFER THIS WORK FOR THE BENEFIT OF ALL AND THE REALIZATION OF
HUMANITY-ONE.
- 4 With your eyes closed, imagine Oscar in your third eye (1 minute).
- 5 With your eyes closed, imagine Oscar in your heart (1 minute).
- 6 With your eyes closed, feel Oscar in your heart, and feel the transmission from him as The One, The Good, and The Truth of the Eternal Light of the Supreme State of Complete Realization (3 minutes).
- 7 Recognize that the direct transmission from Oscar across your heart will be received by the training participants from his Spirit, to your Spirit, to their Spirit (1 minute).
- 8 Thank Oscar for his transmission and feel him in your heart (1 minute).
- 9 Act of Self-recollection (*internally*).

When you are passing the Work, continue to feel Oscar in your heart.

TEAM UNITY MEDITATION™

Materials required:

Universal Logos yantra (*at the front of the training room or individual yantras for each team member*)

Candle-lit

INTRODUCTION

The Arica Team unity is evoked and universalized by the experience of transcendence of the individual into the Arica Team; the Arica Team into the Arica School; the Arica School into Humanity; Humanity into Humanity–One; and Humanity–One into Pristine Enlightenment (Theosis). This is attained by the repetition, GOD IS ONE, WE ARE ONE, which is repeated twelve times for each level of transcendence.

The Team Unity Meditation can be practiced at the conception of a team or at any point when the experience of transcendence can strengthen the unity of the Arica Team.

- 1 Act of Self–recollection.
- 2 Open your eyes and focus on the gold center of the Universal Logos, as you repeat the Declaration of Unity aloud mantramically once:

GOD IS ETERNAL

IS IN ALL OF US

IS IN EVERYTHING

IS ONE WITHOUT SECOND

TOHAM KUM RAH

- 3 Continue to focus on the gold center, as you repeat aloud mantramically once:

I OFFER THE ENERGY OF TRANSCENDENCE OF MY INDIVIDUALITY INTO THE ARICA TEAM.

- 4 Focus on the gold center, as you repeat aloud mantramically 12 times:

GOD IS ONE, WE ARE ONE.

- 5 Focus on the gold center, as you repeat aloud mantramically once:

I OFFER THE ENERGY OF TRANSCENDENCE OF THE ARICA TEAM INTO THE ARICA SCHOOL.

- 6 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 7 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF THE ARICA SCHOOL INTO
HUMANITY.
- 8 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 9 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF HUMANITY INTO
HUMANITY–ONE.
- 10 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 11 Focus on the gold center, as you repeat aloud mantratically once:
I OFFER THE ENERGY OF TRANSCENDENCE OF HUMANITY–ONE INTO
PRISTINE ENLIGHTENMENT (THEOSIS).
- 12 Focus on the gold center, as you repeat aloud mantratically 12 times:
GOD IS ONE, WE ARE ONE.
- 13 Focus on the gold center, as you repeat the Declaration of Unity aloud
mantratically once:
GOD IS ETERNAL
IS IN ALL OF US
IS IN EVERYTHING
IS ONE WITHOUT SECOND
TOHAM KUM RAH
- 14 Act of Self–recollection.

THE ARICA SCHOOL CONFIDENTIAL TRAINING APPLICATION

INTRODUCTION

The legal basis for the application process is outlined in the *Arica Institute Group Trainings Admissions Policy*, available online at www.aricaschool.org> Policies.

The *Arica School Confidential Training Application* is a guideline for interviewing any newcomer – that is, a person who has not recently participated in any Arica trainings, including Arica members and those recommended by Aricans – before the newcomer is accepted into the training. Using this form as a guide, an experienced member of your team should interview the applicant in the manner of a friendly conversation, either by phone or in person, keeping notes on the application form, including other information that may be relevant to their entrance to the training. If there is more information that will not fit on the application form, use a separate sheet of paper.

The application process will not only familiarize you with the applicant, but will also give a basis upon which to evaluate the following risks:

1. Medical: Does the applicant have any medical condition that needs to be known by the staff, and is it advisable for the participant to speak with their physician before participating in some of the practices, especially those with physical exercises?
2. Psychological: Does the applicant have any psychiatric condition, even those controlled by medicine, which could be aggravated by a particular process, putting them or the other participants or the training in danger? Are they able to sign the Release of Liability Agreement that details the risks as such: *“The Program may involve physical and nonphysical exertion and may involve remembering past events and psychological self-examination. I warrant that I have no physical or mental condition, disability, impairment, or ailment which would be adversely affected by participation in the Program. I understand that the Program is not ‘therapeutic’ and that none of the Released Parties has made any medical claims or representations of cures. I understand the Program and freely assume all risks associated with the Program.”*
3. Intellectual Property Theft: The risk of plagiarism and intellectual property theft must be assessed. Is the applicant genuinely interested in the Arica Work, although they may have some knowledge of enneagram work? Is the applicant wholly dedicated to the “enneagram” movement, or is the applicant an “enneagram author” or teacher?

4. The information on the application form, combined with the interview, will help you to assess these risks, and will also allow you to be welcoming to the newcomer and learn more about them. The length of the interview will vary.
5. Based upon your assessment, you (the Sponsor) may have some doubts or be inclined against admission of an applicant to the training. In such cases, depending on the area of concern, the protocol is to consult with one of the two specialized committees below:
 - 5.1. The Application Review Committee (ARC), a subteam of TASCC, for medical concerns. Contact ARC at arc@arica.org, or:
 - 5.2. The Membership Application Review Committee (MARC), a subteam of the Arica Membership Team, for membership/intellectual property concerns. Contact MARC at marc@arica.org.
6. Depending on the area of concern, the application and interview notes pertaining to anyone whom you consider to be questionable should be sent to one of the above review committees. Only applications and interview notes for applicants considered to be questionable to admit to the training should be sent to ARC or MARC, and the Arica Membership Team (AMT) at membership@arica.org.
7. The aim of the consultation process between the Sponsor and either ARC or MARC is to reach a unified decision between Sponsor and Committee regarding admission of the applicant. The Sponsor should not hesitate to reach out to ARC or MARC whenever there is concern about an applicant. If there is any remaining doubt or disagreement, it is strongly recommended that the Sponsor not admit the applicant into the training.

INTERVIEW PROTOCOL

1. Sponsors are required to conduct a standard interview for all new people to the Arica Work, using the *Arica School Confidential Training Application and Interview Form* (pages 18–20 of this document).
2. Before interviewing a new applicant, who is not a current member or is not known to you, please contact TASC to ensure that the applicant has not previously been declined membership and/or entrance into a group training due to not satisfying the requirements for admission.

3. If, in the interview with the applicant, it appears that they have mental health issues, then the Sponsor may ask for a second interview, as detailed in *The Arica School® Confidential Training Application and Interview Form* regarding an applicant's mental health (pages 21–25 of this document).
4. It is of the utmost importance that we protect Oscar's copyrights/trademarks by ensuring that all those who come to the Work are sincere about their interest in the Arica School, and are not interested only in advancing their own agendas. Sponsors must be diligent in knowing how new people found out about Arica and their purpose in attending the training. An important problem that impacts the trainings, and can compromise the integrity of the Teachings, is when members of other groups such as the "enneagram" people come into the Work specifically to plagiarize and/or utilize the Arica material for their own purposes. Bodyworkers, personal coaches, personal trainers, therapists, etc., also may want to utilize the Arica material in their practices. Sponsors must clarify this situation before these individuals are admitted into trainings.
5. The interview needs to be conducted over Zoom, by telephone, or in person to create a friendly, welcoming, and safe atmosphere, with the form filled out during the interview process. Let them know you are simply taking notes to help you remember; you are not writing opinions about them.
6. Conduct the "interview" like a conversation, using the form as the basis of the conversation. Be aware that the applicant may find themselves in a psychologically vulnerable position and could be triggered by the interview itself. It may be helpful to have an interviewer of the same sex as the applicant.
7. Ensure that all questions are answered and write the responses neatly and clearly on the form.
8. A decision to accept or decline should not be given at the time of the interview. It is also inappropriate to share details about the decision process with the applicant. What can be re-emphasized (if they ask) is that a principal goal of the interview is to evaluate whether participating in the training at this time would be in the applicant's own best interest.
9. Give applicants an indication of the timescale for the admissions process and final decision.

10. Please include the name of the interviewer in case there are further questions. All notes should be legible and in black ink. When possible, typed notes will be easier to read.
11. Information on the *Arica School Confidential Training Application and Interview Form* and verbal information from the interview must remain confidential. Please keep all information secure in the Google Drive, and when the process is complete, forward the form and interview notes to TASC (tascc@arica.org) for filing.

APPLICANTS DECLINED ADMISSION

1. If a person is not admitted to a training, the Sponsor needs to tell them verbally that their application to attend the training has been turned down and that the training is not open to them at this time, without providing details. If they ask why, let them know it was a decision made after consulting the training application review committee.
2. In the case of an applicant denied for mental or physical health reasons, it is sufficient to explain that the training was inadvisable for them at this time, since they may not benefit, and it could even be counterproductive for them to participate (an analogy can be made with an athletic training camp). A more suitable training can be recommended, so as to end the conversation on a positive note and avoid creating the impression that the person is being turned away from the School.

Sample denial language for an applicant denied for mental or physical health reasons: *After reviewing your background and experience, and considering the particular demands of this training, the committee and training Sponsor have come to the conclusion that participating in this training may not be in your best interest at this time. We want you to have a totally positive experience with your [first/next] Arica training and come away from it feeling enriched and having tools that you can use in your everyday life. This particular training might be a little too challenging, in which case it could actually be counterproductive for you. It's like if you were going to a sports training camp, and you want to have just the right amount of physical and mental challenge to make the most progress, instead of pulling a muscle or being asked to do something that doesn't feel right, and then it sets you back. We think*

that it would be great for you to do [XYZ training/group Practice] instead. Can we steer you towards that the next time it is offered?

3. In the case of an applicant denied due to risk of Intellectual Property theft, a succinct explanation is indicated.

Sample denial language for an applicant denied for IP reasons:

After a review of your public profile as a (teacher/intellectual/philosopher/influencer, etc.), we are concerned that you may be tempted to use the Arica School's Intellectual Property in your professional life. We are committed to the concept that these tools are to be passed only by certified Arica trainers in the context of an Arica training. For this reason, we are sorry to inform you that we have decided to deny you entrance to this training.

4. After declining an applicant for a training, the Sponsor will notify TASCC and provide explanatory details such as any process with ARC or MARC that led to the decision.
5. Contact TASCC (tascc@arica.org and arc@arica.org) in writing if the declined applicant challenges the Sponsor's decision.

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v1.55

The Arica School® Confidential Training Application and Interview Form

Please print legibly in black ink and fill in the application completely. Attach an additional sheet of paper if you wish to expand upon a particular entry.

Applicant name: _____

(Last name, First name)

Training title: _____

Date of training: _____

Location of training: _____

Arica Training Sponsor: _____

Name of interviewer: _____

Date of interview: _____

Applicant

Name: _____

Address: _____

City State: _____

ZIP/Postcode Country: _____

Email: _____

Home phone / Cell phone: _____ / _____

Emergency Contact Number: _____

Website Occupation: _____

Education and Degrees: _____

Organizations, groups, societies, or schools in which you are a member: _____

Applicant name: _____
(Last name, First name)

Discuss with the applicant if any of the following is a consideration:

(Read this statement from the *Arica Institute Trainings Admissions Policy*.)

Arica Trainings require a degree of physical, emotional, and mental exertion and stamina. Participants must have sufficient health and capacity in each of these areas to participate in all elements of the program without interfering unduly in the learning process and training environment for other participants.

Participants must be able to participate in meditation, work well in a group, and demonstrate sufficient intellectual and emotional maturity to participate fully in the training. Arica Trainings do not confer any professional qualification in Arica material, nor do they confer permission to teach or use the copyrighted material or other intellectual property in any way.

The Arica School

How did you learn about Arica/Oscar Ichazo? _____

Which publications of Oscar Ichazo's have you read? _____

Have any of your family members participated in Arica? _____

Their names? _____

Are you a member of the Arica Institute? _____

What do you want to learn from doing this training? _____

Enneagram

Have you heard about the enneagram? Have you studied the enneagram? Have you attended any enneagram workshops? _____

Which ones (include dates and trainers)? _____

What enneagram books have you read? _____

Applicant name: _____
(Last name, First name)

Do you write about the enneagram? Do you teach the enneagram? If so, please describe:

Admin Only

Interviewer, check all that apply:

Decision: Accepted for Admission
 Referred to ARC
 Declined for Admission

Status: Sponsor has forwarded interview form to AMT (*applicable to all forms, including declined applicants*)
 Sponsor copies declined applicants to TASCC

The Arica School® Confidential Training Application and Interview Form regarding an Applicant's Mental Health

Please print legibly in black ink and fill in the application completely. Attach an additional sheet of paper if you wish to expand upon a particular entry.

Applicant name: _____
(Last name, First name)

If in the interview with the applicant there appears that the applicant has mental health issues, then the Sponsor may ask for a second interview with the following:

We suggest that the interview process be and feel as natural as possible, allowing the conversation to go where it will. That said, you can tell the applicant that there are certain questions to cover, and that you may occasionally be reading from guidelines or pause here and there to insure you're not missing anything important.

For Arica programs that involve karma cleaning, we suggest using the following guidelines:

Questions:

1. What do you hope for by taking this training?
2. To obtain more clarity and understanding about one's life, Arica programs sometimes include group sessions in which participants are encouraged to voluntarily share lived experiences that may have been or still are difficult or painful for them. This may include but not be limited to distressing childhood memories, emotional and/or physical abuse, neglect, experiences of violence or sexual trauma. Participants who are sharing may have been responsible for causing suffering in others, or may be injured parties, or both, sometimes in the same person.

Group facilitators are instructed to promote an environment that feels safe and supportive for everyone, and to discourage disagreement, opinions, or confrontation. Participants are not coerced to share anything they don't want to. Some participants may be triggered by what they hear, say, or remember, and they may or may not have tools to help relieve stress. If a participant feels triggered or overwhelmed, and wants help, we encourage talking with their group facilitator.

Applicant name: _____
(Last name, First name)

3. Do you have any questions about this aspect of the work, or any mental, emotional, or behavioral concerns that might interfere with your participation in the program, or be worrisome to others?
4. Would you talk more about this? (Referring to whatever issue the applicant raises.)

If the applicant answers “No,” skip the rest of these guidelines. If the applicant answers “Yes,” proceed with the questions on pages 24 and 25:

Note: The answers to the questions on pages 24 and 25 are to be construed as strictly confidential and *The Arica School® Confidentiality Agreement* on page 23 should be provided to whomever is answering the questions. They should sign that statement as having received it and acknowledged it.

The Arica School® Confidentiality Agreement

This Confidentiality Agreement is made effective as of _____
MM/DD/YYYY

Between _____
Print Full Name of Sponsor's Representative

Of _____
Print Name of Sponsor

And _____
Print Full Name of Applicant

Who is applying for _____
Print Name of Group Training

Start Date of Training _____
(MM/DD/YYYY)

The Applicant has requested, and the Sponsor's representative agrees that the Sponsor will protect the confidential material and information which may be disclosed between the Applicant and the Sponsor. In protection of the confidential information disclosed, the Applicant understands and acknowledges that the confidential information is protected from being disclosed to anyone other than the Sponsor and the Sponsor's authorized representatives without the Applicant's consent.

Signature of Applicant _____

Signature of Sponsor _____

Applicant name: _____
(Last name, First name)

1. What tends to trigger you? _____
2. How does this typically feel to you? _____
3. If you are triggered, how might you act? _____
4. How have you learned to best manage your feelings and behaviors? _____

5. If you are triggered, how would you like us to respond to you? _____

6. Have you been, or are you under the care of a psychotherapist or psychiatrist? _____
7. Have you ever been in a hospital to get emotional support? If so, for what reasons?

8. Are you taking any medications to address your symptoms? If so, which ones?

9. Do you understand that there will be no mental health professionals at the program, and that Arica teachers are not mental health professionals? _____
10. Do you feel like you are in a good mental health state to take an intensive program like this? _____

Examples of healthy states may include the ability to: feel, express and manage a range of positive and negative emotions, form and maintain good relationships, cope with change and uncertainty, have respect for self and others even if there are differences, laugh at ourselves.

11. Do you have anyone to whom you go for support? _____
 - Would you provide contact information in case we need to find support for you? _____
 - Would you provide contact information for your doctor and psychotherapist?

12. Do you have any questions for us?

Applicant name: _____

(Last name, First name)

Based on answers to the above questions, if an applicant has mental/emotional/behavioral problems that are concerning to you, you may:

1. Request written permission from the applicant that you speak with his/her/their current psychotherapist directly to explain the content and process of Arica programs and obtain psychotherapist's written clinical opinion as to applicant's suitability.
 - If the applicant consents for you to speak directly with the therapist, the applicant will need to sign a release, issued by the therapist. The applicant may or may not be aware that the therapist needs the applicant's written consent on a release form to speak with you.
 - You may ask the applicant for the therapist's contact information, and then contact the therapist, requesting the conversation. To protect the applicant's confidentiality, the therapist will likely not respond to you, unless and until the applicant has signed the therapist's release form.
 - If/when the therapist does respond to your request, and you have the conversation, take notes that document the date, what you say to the therapist, and what the therapist says to you. Request that the therapist send you a copy of the signed release and the written clinical opinion about the applicant's suitability for Arica work.
2. Ask the applicant if he/she/they is willing to follow certain guidelines in the event of being triggered or feeling overwhelmed at the program:
 - Possible removal from group sessions and/or the program itself, temporarily or permanently as determined by Sponsor.
 - Written permission to contact the applicant's psychotherapist to seek support for the applicant.
 - Possible referral to a local therapist and/or local psychiatric hospital.
 - Encourage the applicant to bring prescribed medications to the program.

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