



European Association for Gestalt Therapy
Established 1985

EAGT - Office
Noorderdiep 304 F +31 (0) 84 719 3196
9521 BL Nieuw Buinen P +31 (0) 599 614 661
The Netherlands E eagtoffice@planet.nl

Name of Bank ABN / AMRO
Address of Bank P.O. Box 18
Place of Bank 9500 AA Stadskanaal
Country of Bank The Netherlands
Bank Account 60.38.68.053
BIC (Bank Identifier Code) ABNANL2A
IBAN (International Bank Account Number) NL05ABNA0603868053

THE ACCREDITATION OF GESTALT INSTITUTES, NOGT'S AND ORGANIZATIONS

1. PREAMBLE

The purpose of this document is to clarify how our Training Standards are functioning in the field and how we are dealing with this as an organization.

The starting point of this proposal is that there are questions from the field of members about the status of the EAGT-Membership. And at the same time Institutes and National Organizations are asking for accreditation rights. All these points will be covered in this document.

To make a protocol for the accreditation of Training Institutes, it is important that the training standards they have to meet are clear. The European Training standards document for Gestalt Therapy contains some previous omissions, which are addressed in this proposal, so that Institutes know what is, expected of them in order to get accreditation. This document will replace the previously adopted Training Standards. These concrete formulations can be seen as boundaries and will help us in our contact making processes. The proposals are in line with the existing rules of the European Association of Psychotherapy. So when Institutes are certified, their graduates will also be eligible for the European Certificate for Psychotherapy.

The problem with making clear-cut rules is that they tend to conflict with our anarchistic background. So we have to mediate between being too strict and too lenient. We have tried to keep the bureaucracy to a minimum as far as possible. It is hoped that these propositions can facilitate a discussion about the further professionalisation of Gestalt Therapy

Right now the EAGT has given official certificates of membership of the EAGT for individual members. These certificates will have progressive numbers. The certificate acknowledges that the person has completed his or her training in accordance with the EAGT Training Standards. So to be able to give the certificate it is necessary to have a protocol that can give more certainty as to the value of this certificate

The certificate is a political instrument demonstrating that we take ourselves more seriously, and that we guarantee a certain standard of training. To be able to do this we need to describe the training standards in a protocol that can be evaluated. Institutes have 4 years to meet these standards.

In accordance with EAP, Gestalt Training Institutes can choose if they want to be accredited by EAGT or if they want to be at the same time accredited by EAP. EAP-certification can be given only if EAGT gave its certification. To facilitate the procedure the application of an Institute, that wants to apply for both accreditations, will be processed by a Gestalt-expert of another modality, both members of the pool of experts of EAGT. If an Institute wants only certification by EAGT, two gestalt-experts will process the accreditation.

Accreditation by EAGT has to be renewed every 5 years for EAP every 7 years. It is a possibility that the EAGT will give accreditation only under conditions and asks for measures within certain time limits. When these are not met, accreditation can be withdrawn.

2. TRAINING INSTITUTIONS

- 2.1. A Training Institution (TI) is an organization that has the goal of promoting Gestalt therapy to teach and educate Gestalt Therapists.
- 2.2. An institution is an organization with functions within the legal and formal rules of the country. There has to be legal grounds for the Institution for instance a Foundation, a Society, or other legal forms of organization. The Institution as organization is legal responsible for the quality and standard of it's training program.
- 2.3. The TI has an address, a place to meet and a good working administration.
- 2.4. The TI has a form of organization that allows for internal consultation about the ongoing training program. There is an organization of trainees and graduates. There is an also regular meeting of staff members. There is written documentation about the proceedings of these meetings.
- 2.5. The TI brings out a yearly report about its functioning and financial situation.
- 2.6. The Institution works within the ethical code of the National Gestalt Therapy Organization, where there is none; the code of Ethics of the EAGT will be used as reference.
- 2.7. All the trainers and trainees of the program have to comply with this code, it is part of the program.
- 2.8. There are written documents about the history of the Institute.
- 2.9. There are documents about the connectedness to the Gestalt world on an international basis.
- 2.10. The TI has formal contracts with a group of trainers and supervisors.
- 2.11. There is a list of recommended Gestalt therapists for personal therapy.
- 2.12. There is a list of supervisors who have a relationship with the TI.
- 2.13. The TI hands out a booklet to the trainee. A written record is giving evidence of the trainee's education.
- 2.14. To get accredited the TI minimal exists 5 years and has completed at least one 4-year training program with a first group and has started -at least- another one.

3. ABOUT THE TRAINING PROGRAM

- 3.1. The Institute will have a written description of the training program. This is called the training handbook.
- 3.2. In this training handbook is written what is to be done in each workshop/seminary.
- 3.3. The members of the training groups know The training handbook.
- 3.4. The training handbook gives the Gestalt therapeutic literature, which connects with the themes of the meetings. There must be room to include new developments.
- 3.5. In the training handbook it is made clear of how and when the knowledge is evaluated.
- 3.6. One of the trainers is the coordinating trainer for the training program; he or she can be called the Senior Trainer. Each group has its own senior trainer or mentor or training director. It is possible that two persons are together fulfilling this function.
- 3.7. The program has to have yearly examinations or other equivalent evaluations.
- 3.8. The program has to be ended with a presentation at the end of the program, such as a final paper or thesis.
- 3.9. Part of the program is the code of ethics included with a complaints and appeal procedure, which have to be known by all the participants.
- 3.10. There has to be at least one outside evaluator, whose name is known to the trainee. He or she must have the power to say that the candidate has to do extra work to get certified. This outsider can be a colleague from another Institute, someone from a nearby university or any other qualified to confirm that the correct procedures are followed. The purpose of this procedure is to guarantee a fair and open system of evaluation for the trainee's. The outsider makes a written report about the evaluation. This report must be accessible to the EAGT.

4. ADMISSION TO THE PROGRAM (ELIGIBILITY)

There is a lot of confusion of who is a trainee and a lot of discussion of what is the level of education of someone who can become a trainee. The Gestalt therapy-training program is defined as a program at post-graduate level. There are huge differences between the many countries of the EAGT about what is exactly post-graduate level. We adapt to the level of the first three years of the EAP regulations. This means at least a bachelors degree or equivalent (no less than 2000 hrs) in the field of the helping professions or the social sciences. Psychologists or Social Workers are good examples of the group of persons who are eligible to become a gestalt therapist. Equivalence must be evaluated through published procedures for the Accreditation of Prior Learning (APL).

It is understood that you need to have a finished education in the helping professions, but in modern society there is a wide spectrum of possibilities and programs, to become a member of the helping professions.

In each country there has to be established an admission institution/committee that is able to give clear regulations for people to start their Gestalt therapy training program. This committee establishes also regulations for admission to programs for gestalt- counsellor, -mediator and -coach. The field of professional training programs is so complex that it cannot be expected from a training institution to have a good overview. This becomes even more complicated when we start to think more European wide. The National Gestalt therapy Organization develops clear procedures so that the student knows what to expect.

5. THE TRAINING PROGRAM – IN TOTAL

The training program consists a minimum of 1450 hours.

- 5.1. 600 hours of theory and methodology done in an experiential way
- 5.2. 150 hours of supervision
- 5.3. 400 hours of clinical practice
- 5.4. 250 hours of personal therapeutic experience
- 5.5. 50 hours personal preference

These points will be explicated further on.

Training programs have to declare clearly, what parts are theory and methodology, what parts is therapeutic experience and what is supervision of work with real clients/patients.

6. THEORETICAL AND TECHNICAL TRAINING COURSES (600 HOURS)

There has to be a minimum of 600 actual contact hours with at least 4 different trainers. The training standard has also directions about content. There has to be a basic knowledge of the basic Gestalt therapy literature covering these subjects. The questionnaire from the EAGT office manager asks about the following points:

THEORY AND METHODOLOGY

CORE CURRICULUM:

- TOPIC 1:** **HISTORY AND ROOTS OF GESTALT THERAPY:**
Philosophy; anthropology; psychoanalysis; existentialism; phenomenology; Gestalt theory; Eastern philosophies, Social and political influence, Paul Goodman tradition. Jewish roots of Gestalt and the tradition of anti-fascism.
- TOPIC 2:** **THEORY OF GESTALT THERAPY:**
Organism/environment field; figure/ground resolution; creative adjustment; model of change; authenticity; contact-withdrawal experience; theory of self; awareness/consciousness; polarities; resistances; therapeutic process. Social and political dimension of the field and the influence on personal development.
- TOPIC 3:** **HUMAN ORGANISM AND ENVIRONMENT:**
Theory of personality; health and sickness; child development; person in society. Interaction between diagnosis and society; threshold between health and sickness, frequency of illness in different contexts, influence of contexts making diagnosis.
- TOPIC 4:** **TECHNIQUES OF GESTALT THERAPY:**
Experiment; amplification; dream work etc.
- TOPIC 5:** **DIAGNOSIS:**
Differential diagnosis; DSM IV; psychodynamic diagnosis; Gestalt diagnosis. Field embedded diagnosis. Changing in diagnosis through the time. Prevalence in diagnosis in the particular time period.
- TOPIC 6:** **DIFFERENT CLINICAL APPROACHES:**
Neurosis; psychosis; borderline; psychosomatic; addictions.
- TOPIC 7:** **FIELDS AND STRATEGIES OF APPLICATION:**
Individual; couple; families; groups; addictions; therapeutic communities; organizations etc., communities, societies.
- TOPIC 8:** **THE GESTALT THERAPIST IN THE THERAPEUTIC RELATIONSHIP:**
Transference; counter-transference; dialogue; contacting. Supportive in crisis and trauma situation.
- TOPIC 9:** **PRINCIPLES AND APPLICATIONS OF ETHICS**
To critically reflect on the moral dilemma of co-existing alongside the worldwide military and industrial complex.

7. THE TRAINERS

- 7.1. A trainer is a Gestalt Therapist with at least 5 years of experience as a Gestalt Therapist. He or she is an Ordinary Member of EAGT and holder of an EAGT-certificate. He or she will have worked for at least two years under the supervision of a Senior Trainer. He or she, has proved his or her qualities as a Trainer by exam of by other criteria such as lectures, publications, or by following a program of training the trainer. It is recommended that a trainer continues to contribute to the development of Gestalt therapy through writing, conference presentations, research etc.
- 7.2. A training program is led by at least 4 core trainers who are Ordinary Members of EAGT. They are together responsible for the quality of their program.
- 7.3. One of the trainers functions as a coordinator for that program and functions as the Coordinating Trainer for the whole program. It is possible that two persons fulfil this function. This trainer can be called Senior Trainer. It is possible that two persons are together fulfilling this function in partnership.
- 7.4. A senior trainer has at least ten years of experience as a gestalt therapist and is extra qualified as a Trainer. The Senior Trainer has to be a member of the national Gestalt organization or the EAGT (holder of an EAGT-certificate). When not possible the oldest trainer functions as Senior Trainer. This can be acceptable for a period of maximum 3 years as of the start of the training program.
- 7.5. The group of Trainers meet regularly, and one presides over these meetings. The minutes of these meetings are on file in the office of the Institute. One of the tasks is to form a yearly assessment board to discuss the process of the trainees. It is recommended that an outside evaluator participates in this process from time to time.
- 7.6. The Senior Trainer is the one who signs of all the forms regarding the program such as:
- Declaration of success for written exams
 - Declaration of successful completion of the final paper
 - The completion of supervision (satisfactory)
 - Declaration of sufficient practice
 - The completion of personal therapy

8. THE CLINICAL PRACTICE (400 HOURS)

- 8.1. The practice experience is 400 hours. Meaning at least 400 sessions with selected clients/patients (individuals, groups, couples, families, preferable a mix of these).
- 8.2. The practical experience can normally start during the second year of the training program or after sufficient experience, this has to be decided by the Senior Trainer, who gives written permission.
- 8.3. The practical experience has to be spread over at least over two years.
- 8.4. The practical experience has to be approved by the Senior trainer of the training program, this approval has to be in writing. The Institution develops criteria for practice places.
- 8.5. There is a statement of cooperation between the practical experience and the training program, the practice has to function within the existing standards of the profession. There has to be a good working description of procedures, intake, diagnostics, work meetings and consultation.
There has to be a procedure of working with beginning therapists. The work has to be done under the supervision of a Senior Gestalt therapist who is at least self-certified as a Gestalt therapist.

9. SUPERVISION (150 HOURS)

- 9.1. Supervision is a very important part of the training program. Supervision is the process where the trainee discusses and reflects on his or her work with the clients/patients, and which helps the trainee in their professional development as a Gestalt Therapist. Supervision is the central process in the training of Gestalt therapists. Supervision is seen as a process in time.
- 9.2. The trainee needs to have supervision at least every 4 sessions with the client and for continuity needs to include with the same supervisor for at least one year.
- 9.3. It is an educational process led by an experienced Gestalt Therapist who is normally certified by their National Gestalt therapy Organization or by the Training Institute to do so. When there is no certification, then there must be at least 8 years of experience as a Gestalt Therapist. Supervisors normally are holders of an EAGT-certificate as Gestalt therapists.
It is recommended that there are training programs for supervisors. A training program for supervisors has to be at least 50 hours of teaching and 25 sessions of hypervision (=supervision over supervision (sos)).

Supervisors keep on proving that they are able to combine theory and practice. They show this in public writings (articles in journals and/or books), giving lectures, demonstrations or workshops on congresses.

Training Institutes have a list of recognized supervisors and a list of their public activities in writing and participating in congresses,

- 9.4. Supervision can be done in individual and/or group setting. The choice and the division of these two settings will be left to the Training Institute, according to its own training philosophy.
- 9.5. The supervisor is a member of the training staff and has at least once a year contact with the trainers of the program.
- 9.6. The supervisor has to work out with the trainee which clients will be followed in supervision.
- 9.7. The supervisor brings out a report about the supervisee every 25 sessions or at least once a year, to the Senior Trainer.
- 9.8. Supervision counts with a maximum of 50 sessions with one supervisor.
- 9.9. The supervisor cannot be the same person as a trainer (valid after a period of 5 years), the personal therapist or the one who is the one who takes responsibility for the trainee in the clinical practice at the same time. It is possible that a trainer later on becomes a supervisor.

10. PERSONAL THERAPY - INDIVIDUAL THERAPEUTIC EXPERIENCE 250 HOURS

- 10.1. Personal therapeutic experience is absolutely indispensable for work as a Gestalt therapist. Personal therapy implies that the trainee Gestalt therapist has exposed him/herself to the method of treatment and frequency of client contact that he/she intends to practice. Part of the personal therapy is integrated in the experiential part of the training program. At least 50 hours have to be done in individual setting.
- 10.2. Personal therapeutic experience has to be given by registered Gestalt Therapists (certified members of the EAGT or the National Gestalt Organization). They have at least 5 years of experience as a Gestalt Therapist. In the event that they are not available then by the more experienced Gestalt therapists in the country (At least 5 years of experience as Gestalt therapists).
- 10.3. When not available then by the most senior members in the region. If there are not enough experienced Gestalt therapists as personal therapists available it is possible that an individual therapy in another approach can count as personal therapy, if it's not back more than two years before beginning a training program. In that case there have to be at least 50 sessions with a Gestalt therapist.
- 10.4. The therapist gives a declaration to the senior trainer about the amount of sessions and their duration.
- 10.5. It is possible to do the individual work with two different therapists (not at the same time). Personal therapeutic experience has to spread over several years and is partly included in the form of Gestalt group therapy in the training program, partly it has to be done as individual therapy.

11. FREE CHOICE OF 50 HOURS

These hours are to be done in the field of Gestalt therapy and should foster the experience of different styles of work in Gestalt therapy. Therefore, exchanges of students with other accredited European institutes are welcome.

These are contact hours. They can be done at the same time as the training program or afterwards. The Senior Trainer or the National Organization has to approve of these hours.

Where possible the National Organization can acknowledge the program and give beforehand certification hours to the program (congress, workshop, courses etc). There has to be a written declaration of these hours.

12. NATIONAL ORGANIZATIONS FOR GESTALT THERAPY ORGANIZATIONS (NOGT) AND THE ACCREDITATION OF TRAINING INSTITUTIONS (TI)

12.1. A National Gestalt Organization is an organization, which is representative for the organization of Gestalt Therapy in that country. The majority of Training Institutions and individual Gestalt therapists in that country support the National Organization. The NOGT acts as the Professional Organization for its individual members and promotes and supports Gestalt therapy in the country. The NOGT has to be an accredited member of the EAGT.

The NOGT has an official structure, and is officially registered.

Members of the Organization can appoint a board, there are regular meetings, there is an office and there are official documents about the organization.

12.2. The way is that the National Gestalt Therapy Organization in a country can do the accrediting of individuals on behalf of the EAGT and participate on the accreditation of Training Institutes. This NOGT can establish a committee for certification/accreditation of Institutes and training programs.

12.3. The NOGT can function as a National Awarding Organization (NAO) for Gestalt therapy in that country (this is a condition coming from the EAP). It is possible that here are different regulations in different countries.

12.4. In countries where there is not yet an National Gestalt Therapy Organization, or where there are competing organizations, the EAGT is prepared to accept a temporary solution for 4 years. This solution can change per country. The EAGT will help to establish in these countries a committee to prepare a national organization, which is representative for the country. This committee can function as temporary accreditation organization for the TI in that country.

It is also possible that the EAGT-board asks one of the Training Institutes to temporarily do the work.

It is possible that when the trainers are not able to form such a committee that the trainees can do so with help from the EAGT.

12.5. Each country can devise a procedure, which fits the above named criteria.

This procedure has to be approved by the Chair of NOGT's and the Executive Committee of the EAGT.

12.6. For the actual accrediting of the TI they will apply by the EAGT who will send it to the National Gestalt Therapy Organization.

12.7. Accreditation is defined as that which an Institution can guarantee to the trainee that he/she has followed a complete program, which is approved beforehand by the EAGT.

13. INTERIM PROCEDURES

13.1. Trainees who have followed old programs from Institutes who are EAGT members can become Individual EAGT members till 2008. Later they have to fulfil the new standards.

13.2. In four years time all Training Institutions who are members of the EAGT will have to be certified, otherwise they lose the membership of the EAGT (as of November 2007)

14. CONTINUOUS EDUCATION AND EUROPEAN GESTALT CERTIFICATE

14.1. It is understood that the training is never ended with the ending of the training program. There has to be some further development in the profession. So Gestalt therapists need to continue their development.

14.2. Certification of programs needs to be renewed each 5 years.

14.3. Certification of Gestalt therapist also needs to be renewed each 5 years.

14.4. In these 5 years members have to participate in 100 hours of continuous education. Divided as follows:

- 20 hours of supervision
- 30 hours of congresses, seminars, courses, workshops
- 50 hours of intervision, participation in an group of colleagues around the own work as a therapist or teaching about Gestalt Therapy, writing about Gestalt Therapy, scientific work. From these activities written declarations are needed.

APPENDIX I

The factual accreditation process for Training Institutions

1. EAGT-accreditation of educational programs in Gestalt therapy can only happen under the responsibility of the EAGT¹
2. The final accreditation is a decision of the EAGT Training Standards Committee (ETSC)
3. The ETSC decides on the written advise of the National Training Standard Committee of the NOGT, if there is one.
4. In case of conflict the Board of the EAGT decides.
5. The Training Standard Committee is appointed by the meeting of Members of the EAGT.
6. The National Training Standard Committee (NTSC) is chosen by the members of the National Organization for Gestalt Therapy (NOGT) in that country. In a country can only be one NOGT certified by the EAGT²
7. The NOGT can form a committee that can evaluate the status of the Training Institution (TI) and the Training Program. When there is not yet a NOGT the ETSC will execute the process of evaluation.
8. The TI asks for accreditation by sending the documentation and answers to the questionnaire (see appendix 2) to the EAGT-office in 4 copies. From there they will be forwarded to the Chair of the Extended Board and to the 2 members of the Visiting Committee (VC). All written information must be in English³.
9. If an Institute at the same times wants to be accredited by EAP it sends 2 copies to EAGT and 3 copies of the documents to the secretary of EAP. They will forward one to each visitor named by the TAC (Training Accreditation Committee of EAP)
10. There has to be a formal face to face visitation of the Institution. This visitation has to be done by two experts. One appointed by the NOGT, one appointed by the ETSC. This visitation committee (VC) discusses the material, asks for explanation and clarification. This committee speaks with the director of the Institution, the trainers and the trainees. If also the accreditation of EAP is wanted, the visitors will be appointed by the TAC of EAP. One will be from the same country, the other one from abroad. One will represent Gestalt therapy, the other one another modality.
11. The VC makes a formal report. This report contains the evaluation of the materials and the face-to-face explanation by the Trainees, Training staff and Director of the Institute. The VC can make recommendations and do suggestions. The report is to be sent to the NOGT if there is one, and only EAGT-certification is requested. They send it to the ETSC, which will decide on the accreditation. If also EAP-accreditation is requested, the report will be sent first to the ETSC, which will decide on behalf of EAGT, and then to the TAC, which will decide on behalf of EAP.
12. Accreditation when given is for 5 years, after 5 years the accreditation has to be renewed.
13. The final document of accreditation will be sent by the office manager of the EAGT. The one of EAP from the EAP secretary.

¹ It cannot be that there is first an accreditation by another organization. In some countries there exists already a system of accreditation; this can be integrated in this proposal.

² There are several countries with more than one national organization for Gestalt therapy. These organizations have to work out a procedure how to work together. The EAGT can only deal with one organization in each country. When there is no agreement in a country one of the organizations will be appointed by the board of the EAGT. In principle it will be the oldest, the best organized or the biggest Institute (or a combination of those).

³ The EAGT is using English as a meta-language. So all written material must be in English. It is impossible to handle other languages. (We have to deal with 28 countries).

14. All the documents of the accreditation process will be stored in the Archive of Training Institutions at the EAGT Office (and EAP).
15. A TI that asks for accreditation and is not yet member of the EAGT and that is only accredited under certain conditions will be an associated member until it fulfils the requested level for ordinary membership.
16. A TI that is already an ordinary member of the EAGT and that will be only accredited under certain conditions will get a certain time limit to fulfil these conditions otherwise the accreditation will be withdrawn and they will lose their membership in EAGT.

APPENDIX II**The QUESTIONNAIRE for Training Institutions**

Each questionnaire needs to have an EAGT Number plus: year, month, country, plus following number. This number is the reference number for all material relevant to the accreditation process. The Office Manager of the EAGT gives this number.

1. The information about each institute will be gathered through:

- 1.1. A written questionnaire
- 1.2. A set of documentation
- 1.3. A visit to the institute

2. Guidelines for the questionnaire

- 2.1. This questionnaire will be sent on request by the office manager of the EAGT. Questionnaires will be numbered. This number can be used in correspondence. This number is needed for the Archive of the EAGT.

3. Name of the Institute:

- 3.1. Full name and abbreviated name (acronym)
- 3.2. Address; phone numbers; fax; e-mail; website
- 3.3. Contact person

4. Printed documents

- 4.1. Advertising
- 4.2. Program/Curriculum
- 4.3. Fees for students (per year, in Euro)
- 4.4. Other

5. Some figures about the Institute

- 5.1. Date of foundation
- 5.2. How many trainees are registered at the moment in your institute (Including different levels)?
- 5.3. How many trainees have obtained a certification as psychotherapists, since the opening of your institute?

6. Faculty (staff)

- 6.1. How many trainers are involved in your Institute (full time and/or part time)? (A minimum of 5 is required). Add list and CV.
- 6.2. Whom of the trainers are ECP holders? (A minimum of 2 is required for EAP accreditation)
- 6.3. Describe the training and experience of the trainers of the Institute
How did they become trainers?
- 6.4. Did they follow a program of training the trainers?
- 6.5. What educational programs followed the trainers in the last 4 years?
- 6.6. Send some samples of articles or publications by trainers and supervisors from the last 5 years.
- 6.7. Add list of individual therapists and supervisors including CV and description of their professional and ongoing education.

7. Training program

Minimum of 4 years of training = 1.450 hours

- 7.1. 250 hours of personal psychotherapeutic experience
At least 50 hours have to be done in individual setting.
- 7.2. 600 hours of theory or methodology - including psychopathology – In accordance with the usual standards of the modality
- 7.3. 400 hours of clinical practice with patients - either within a mental or social health setting, or equivalent - either with individual clients/patients, families or groups, under regular supervision
- 7.4. 150 hours of supervision of real patients
- 7.5. 50 hours personal preference

Add Documents.

8. Assessment

- 8.1. Describe your regular assessment procedure.
- 8.2. Describe the final certification procedure.
- 8.3. The Board of certification must not include a therapist of the trainee.
- 8.4. The Board of certification must include at least one expert who is not a trainer of your institute.
- 8.5. Send some samples of final written work of your trainees.

9. Ethical Guideline

The Institute and its trainers must adhere to the EAGT Ethical Guideline and the National Ethics Code.

There must also be a clear complaints and appeals procedure. Add documents. Add an example of a contract between staff members, supervisors and personal therapists figuring on the list of the Institute and the Institute that shows that all staff members are obliged to these guidelines and procedures.

10. Professional Involvement

Membership (institute and/or staff) in different organisations

List of associations, scientific committees, boards of journals, etc.

Describe the form of involvement.

11. Facilities

Give a short description of meeting rooms, offices, reception, cantina etc.

12. Visit of the site

12.1. The site will be visited by two independent experts.

12.2. Questions will be asked concerning:

- brochures and flyers
- individual files of trainees
- regular coordination meetings of the training staff
- library
- budget

12.3. All other points mentioned above.

12.4. There will be separate meetings with:

- The director of the Institute
- The Training Staff
- The Trainees

13. Fees

13.1. The fee to be paid is: € 900,- as following divided:

- € 300,- for each visiting expert
- € 200,- for EAGT
- € 100 for National Organization

TI's from Eastern Europe countries and small Institutes from Western European countries pay a fee of € 500,- as following divided:

- € 150,- for each visiting expert
- € 150,- for EAGT
- € 50,- for National Organization.

Note:

This amount does not include the travel expenses and lodging of the visiting committee

Less than 50 persons is a small organisation (€ 500,-), more than 50 persons is a large organisation (€ 900,-) excluded is first annual fee € 125,-. We count the size of an organisation like this: The amount of the board and staff members, trainers, teachers, supervisors and the actual numbers of students (when postgraduates are members they count too), excluded are staff members like honorary members, administrators and secretaries.

14. Procedure

- 14.1. After the visit the visitors make a report that first has to be acknowledged by the Institution, then it goes to the National Organization who sends it to the ETCS, which will decide. If also EAP accreditation is requested, the report will be sent to the ETSC, which will decide on behalf of the EAGT, and then to the TAC, which will decide on behalf of the EAP.

APPENDIX III

Procedure of Visitation of Training Institutions (TI)⁴

Preamble:

The purpose of accreditation is to make certain that the quality of Gestalt Training in Europe is about the same in all the participating countries. It is not to bring conformity, but to bring creativity within certain boundaries. By having accreditation on the European level it is made clear that we take ourselves seriously and that we want to belong to a group of therapists who have the same standard of training. In the visitation of Institutes we establish a system of peer evaluation.

This process is under continuous change. The EAGT Training Standards Committee has an obligation to overview procedures and renews them when needed. It is the first time we are really looking at each others programs, this has to be done with integrity and respect.

Responsibility

All accreditation of Institutes is done under the responsibility of the EAGT board, which has appointed a Training Standards Committee. The meeting of members chooses the chair of the Training Standard Committee. This Committee will give the final accreditation. In cases of conflict the Board decides.

The information and workflow

Institutions/Training programs that want to adapt to the European Training Standards for Gestalt Therapy have to give a lot of written information beforehand. All this information is written documentation.

All information must be computerized on the text program : Microsoft Word, so it can be send around by e-mail.

The working language of the EAGT is English, so it is important to give the relevant information in English. It is not possible to handle 28 different languages.

The handling of the information is a complex process.

1. The Institution gathers all necessary information.
2. This information with a request of accreditation has to be sent in four copies, to the EAGT office. If also accreditation of EAP is wanted, send 2 copies to EAGT and 3 copies to the secretary of EAP.
3. The NOGT takes responsibility to appoint one evaluator.
The ETSC appoints the second evaluator. The National Organization can give advise about the second evaluator. Usually one is from the same country, the other one from another country. The two evaluators are the visiting committee (VC).
4. The VC makes an appointment with the TI as soon as possible.
In principle within two months.
5. The report about the visit goes back to the NOGT.
6. The NOGT sends it to the Chair of the ETSC with a request for accreditation or accreditation under described conditions.
7. The ETSC will decide and send all the documents to the EAGT Bureau to keep it in the Archive of Training Institutions.
8. The Accreditation-Document will be sent by the office manager of EAGT.
9. If also EAP accreditation is requested, the Chair of EAGT will send the report of the visitors to the TAC of EAP.

It is seen as important to have a serious dialogue over all this information. This dialogue is with the involved parties of the Institute. These parties are: director of the program –senior trainers, trainers/teachers- and trainees of the program. The visiting committee will have talks with these persons or with their representatives.

The purpose of the visit is to evaluate the Institute and the belonging gestalt therapy-training program, including all the elements belonging to the training program.

The evaluators (Visiting Committee – VC)

The visit will be done by two evaluators.

The Evaluator must be an expert on training of Gestalt therapists. He has at least 10 years of practical experience as Gestalt therapist, is a holder of an EAGT and EAP certificate and has at least 5 years experience as a trainer and supervisor

⁴ An Institute can have several training programs and very different forms of organization, Central in all this is the Training Program in Gestalt therapy and the way it is embedded in the organisation.

In case of EAP-certification one of the evaluators will have a professional education in another modality than Gestalt therapy.

The evaluators take responsibility for the process of evaluation, they lead the meetings.

One of the evaluators is appointed by the NOGT or by the Training Standards Committee of that Organization, the other one by the ETSC. Measures will be taken to secure the independency of the Visitation Committee. If also EAP-accreditation is requested the two evaluators will be appointed by the TAC of EAP.

The Visitation Committee is appointed after the relevant written information has reached the chair of the ETSC and has been checked by him, if any documents have to be added.

Depending on local circumstances the evaluators can be otherwise appointed.

This has to have the written support of the EAGT Training Standards Committee (ETSC).

In countries where is not yet a national organization or where there is just one Institute the ETSC will execute the visit and the evaluation.

The Visitation must be so organized that the process can be done within one workday.

The evaluators make a written report to their National Organization.

The National Organization gives all the information with it's advise to the ETSC.

When there is not yet a national organization all the information goes directly to the ETSC (by sending it to the EAGT Office with attention to the chair of the ETSC.)

The ETSC gives the factual accreditation. These accreditations are given each time for 5 years. The EAGT Office holds a register of accredited Institutes. The factual accreditation will be on a written report, It is signed by the president of the EAGT and the Chair of the ETSC.

This diploma will be sent as soon as it is possible to collect the signatures of these two persons. In general it can be done within three months after the visitation.

New accredited institutes will be announced in the Newsletter and on the homepage of the EAGT.

The visit of the Institute

The following is a possibility:

1. The visit will be prepared by a letter of the evaluators. They will formulate questions and topics that they want to. Discuss with the institutes leader.
2. The Institute welcomes the visitors/evaluators The Institute proposes a working schedule for the day. The Institute gives an overview over the program, the particular philosophy, the strong points and the points where work is needed.
The visitation committee has read beforehand all the information the Institute has provided.
The visitation committee will lead the meetings.
Of course there are questions and discussions about local situation and solutions.

The Institute takes care of the notes of the meetings. They will be added to the final report. (2 ½ hours)

3. The evaluators talk with representatives of the trainers. At least three of them. (1 hour)
4. The evaluators talk with the students, at least one of each training group. It is important that the directors of the Institute or the Trainers are not present in this meeting. (1 ½ hour)
5. A concluding meeting where the visitors give feedback to the institute with all involved closes the visit. (1 hour)

Including lunch and breaks this is a working day.

APPENDIX IV**The QUESTIONNAIRE for National Organizations for Gestalt Therapy (NOGT)**

A NOGT that want to be accredited by the EAGT sends a request for accreditation to the EAGT Office with attention to the chair of the NOGT's with the following documents:

1. Statutes and regulations (in the language of the country and in English)
2. Formal information as addresses (incl. Phone, Fax and e-mail) of the board members; address of the EAGT-representative; criteria for membership (different categories, required basic education and Gestalt education); number of members; number of members according to EAGT-level, list of members qualified on the level of EAGT.
3. Overview of the organizational structure with explanations (in English)
4. Ethical code, complaints- and appeal procedure in the language of the country, and in English. The ethical code and complaints- and appeal procedure must be compatible with those of EAGT.
5. List of Training Institutes that are connected with the NOGT, list of other professional Institutions and Organizations (national and international) with whom there is a cooperation.
6. Contacts with other organizations of the mental health field.
7. Money: Actual financial report, membership fee, recommended tariff for therapy or counselling hour.

There is no extra fee to be paid for accreditation of NOGT, just the annual membership fee. The Chair of NOGT's and the Executive Committee of the EAGT will decide on the accreditation.

Approved by vote of the EAGT Meeting of Members
Prague, November 8th , 2003

Changes approved by vote of the EAGT Meeting of Members
London, September 15th, 2005

Changes approved by vote of the EAGT Meeting of Members
Krakow, September 19th, 2013

Changes approved by vote of the EAGT Meeting of Members
London, September 20th, 2014