



European Association for Gestalt Therapy
Established 1985

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THE ACCREDITATION OF GESTALT INSTITUTES, NOGT'S AND ORGANIZATIONS

1. PREAMBLE

This document is to clarify how EAGT Training Standards are applied by EAGT Training Institutes (TI), National Organizations for Gestalt Therapy (NOGT) and other Professional Organizations that join EAGT.

The first version of this document in 2003 (revised in 2005) for the first time offered TI's the possibility for a qualified membership. Until the end of 2007 all institutes in ordinary membership had to pass this accreditation procedure. Most of them did, a few of them did prefer to change the category of membership and became a Cooperative Member.

It is now time to revise the document as a consequence of the experience derived from all the accreditation-processes

This document will replace all previously adopted Training Standards. The standards cover all the standards required by EAP the European Association of Psychotherapy. So when Institutes are certified, their graduates will also be eligible for the European Certificate for Psychotherapy.

There are two methods for the accreditation of TI's:

Institutes can choose,

- 1) if they want to become accredited only by EAGT or
- 2) if they want to become accredited in the same procedure by EAGT and EAP. EAP-certification can be given only if EAGT gives its certification first.

To facilitate the procedure, the application of a TI, that wants to apply for both accreditations, will be processed by a Gestalt-expert and one of another modality, both members of the pool of experts of EAP. If an Institute wants "only" accreditation by EAGT, two gestalt-experts will process the accreditation.

Details are described later on. The accreditation is processed by the Training Standards Committee (TSC) of EAGT.

The accreditation of NOGT's (National Organization for Gestalt therapy) and professional organizations describes, what must be fulfilled to obtain accreditation as NOGT or an ordinary membership as professional organization. There will be only 1 NOGT accredited per country, which will represent the qualified gestalt practitioners of a country and be supported by the majority of Gestalt-Training Institutes in the country. The accreditation of NOGT's is processed by the Chair of NOGT's in the Executive Committee.

Graduates of accredited TI's will be facilitated to obtain the certificate of EAGT, if they want to become an individual member. They can fill in the short version of the EAGT application form for individual members. If TI's are also accredited by EAP, this facilitates also the issuing of an ECP.

Graduates from non accredited institutes will have to document all the elements of their Gestalt education to become an individual member of EAGT or to obtain the ECP.

Accreditation by EAGT has to be renewed every 5 years and EAP every 7 years. EAGT can give an accreditation with some conditions and required time limits. If these measures are not met, accreditation can be withdrawn.

2. TRAINING INSTITUTES

- 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 institute is an organization with functions within the legal and formal rules of the country. There has to be legal grounds for the Institute for instance a Foundation, a Society, or other legal forms of organization. The Institute as organization is legally responsible for the quality and standard of its 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 concerning the ongoing training program. There is a procedure describing how trainees can organize themselves to represent their interests. There are regular meetings of the staff members. There is written documentation about the proceedings of these meetings.
- 2.5. A group of at least 4 core trainers is equally responsible for the quality, content and all other belongings of the training program. If owners and core trainers are different groups, the TI will have in its structure a regulation that provides the core trainers equal rights to decide on all educational questions. The group of core trainers can be i.e. called 'Educational Board'.
- 2.6. The TI brings out a yearly report about its activity, functioning and financial situation.
- 2.7. The Institution works within the ethical code of the National Organization Gestalt Therapy, if there is none; the code of Ethics of the EAGT will be used as reference.
- 2.8. All the trainers and trainees of the program have to comply with this code, it is part of the program.
- 2.9. There are written documents about the history of the Institute.
- 2.10. There are documents about connections to the Gestalt world on an international basis.
- 2.11. The TI has formal contracts with its trainers and supervisors.
- 2.12. There is a list of recommended Gestalt therapists for personal therapy.
- 2.13. There is a list of recommended supervisors.
- 2.14. The TI hands out a booklet to the trainee. A written record is given as evidence of the trainee's education.
- 2.15. To become accredited, the TI must have existed for a minimum of 5 years and have completed at least one 4-year training program with a first group and has started at least one other training group.

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 required in each workshop/seminary.
- 3.3. The members of the training groups are familiar with 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. The training handbook is clear about 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 finish 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. The Code, complaints and appeals procedure will be checked by the Ethical Committee of EAGT, if they are at the level of the EAGT code and regulations.
- 3.10. There has to be at least one external assessor, whose name is normally known to the trainee. S/He must have the power to say that the candidate has to do extra work to get certified. This external assessor can be a colleague from another institute, someone from a nearby university or any other qualified person to confirm that the correct procedures are followed. The purpose of this procedure is to guarantee a fair and transparent system of evaluation for the trainee's. The external assessor makes a written report about the evaluation. This report must be accessible to the TSC of EAGT.

4. ADMISSION TO THE PROGRAM (ELIGIBILITY)

The Gestalt therapy-training program is defined as a program at post-graduate level. The entrance level of prior education is (according to EAP regulations) at least a Bachelor 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 a finished education in the helping professions is required, but in modern society there is a wide spectrum of possibilities and programs, to become a member of the helping professions.

It is recommended that in each country the NOGT has a committee that is able to give clear regulations for people to start a Gestalt therapy training program. This committee also establishes 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. Internationally acting TI's can consult the NOGT's.

5. THE TRAINING PROGRAM – IN TOTAL

The training program consists of 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) AN HOUR IS CONSIDERED 60 MINUTES.

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 historical and contemporary basic Gestalt therapy literature, for example the foundational book: Gestalt therapy by Perls, Hefferline and Goodman, covering these subjects. The following content has to be covered:

THEORY AND METHODOLOGY

CORE CURRICULUM:

- TOPIC 1:** **HISTORY AND ROOTS OF GESTALT THERAPY:**
Philosophy; anthropology; psychoanalysis; existentialism; phenomenology; Gestalt theory; Eastern philosophies
- 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/contact interruptions; therapeutic process.
- TOPIC 3:** **HUMAN ORGANISM AND ENVIRONMENT:**
Theory of personality; health and sickness; child development and contemporary infant research; person in society.
- TOPIC 4:** **TECHNIQUES OF GESTALT THERAPY:**
Experiment; amplification; dream work etc.
- TOPIC 5:** **DIAGNOSIS:**
Differential diagnosis; DSM IV; psychodynamic diagnosis; Gestalt diagnosis.
- TOPIC 6:** **DIFFERENT CLINICAL TOPICS:**
Gestalt perspective of psychopathology; neurosis, psychosis, personality disorders (borderline, narcissism, dependent, histrionic, etc), anxiety-, mood-, eating- and psychosomatic disorders, addictions comparative approaches.
- TOPIC 7:** **FIELDS AND STRATEGIES OF APPLICATION:**
Individual; couple; families; groups; addictions; therapeutic communities; organizations etc.
- TOPIC 8:** **THE GESTALT THERAPIST IN THE THERAPEUTIC RELATIONSHIP:**
Gestalt perspective of transferring, counter transferring; dialogue, contacting, I-thou relationship, co-creation and inter-subjectivity
- TOPIC 9:** **PRINCIPLES AND APPLICATIONS OF ETHICS**

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 holder of the 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. The course has to be given by at least 4 core trainers. 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 Organization Gestalt 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) AN HOUR IS CONSIDERED 60 MINUTES IN GROUP SETTING AND 45 TO 50 MINUTES IN INDIVIDUAL SETTING

- 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 qualified gestalt supervisor.

9. SUPERVISION (150 HOURS) AN HOUR IS CONSIDERED 60 MINUTES IN GROUP SETTING AND 45 TO 50 MINUTES IN INDIVIDUAL SETTING

- 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. Supervision is an educational process facilitated by an experienced Gestalt Therapist who is normally certified by their National Organization Gestalt Therapy 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 shall be holders of an EAGT-certificate or an ECP and are members of their NOGT.
It is recommended that there are training programs for supervisors. A training program for supervisors has to cover at least 50 hours of teaching and 25 sessions of hypervision (=supervision of supervision (sos)).
Supervisors continue 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 in group setting. The choice and 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 decide 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. A Trainee should have experience with a minimum of 2 supervisors.
- 9.9. The supervisor cannot be the same person as a trainer, the personal therapist or the person that takes responsibility for the trainee in the clinical practice at the same time. It is possible that a former trainer later on becomes a supervisor.

10. PERSONAL THERAPY - INDIVIDUAL THERAPEUTIC EXPERIENCE 250 HOURS AN HOUR IS CONSIDERED 60 MINUTES IN GROUP SETTING AND 45 TO 50 MINUTES IN INDIVIDUAL SETTING

- 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 and/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 2 years of experience as Gestalt therapist after his or her own graduation).
- 10.3. 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 is no more than two years previous to the start of a training program. It's up to the group of core trainers to decide on this. In that case there have to be at least 25 individual 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 (NOGT) AND THE ACCREDITATION OF TRAINING INSTITUTES (TI)

- 12.1. The National Organization Gestalt is the body, that is authorized by EAGT to represent Gestalt Therapy in that country. It is understood as a National Umbrella Organization, structurally and legally independent from any TI.
- 12.2. The majority of Training Institutes and individual Gestalt therapists in that country support the National Organization.
- 12.3. The NOGT acts as the Professional Organization for its individual members and promotes and supports Gestalt therapy in the country.
- 12.4. The NOGT has an official structure, and is officially registered. It has to be an accredited member of the EAGT. Members of the Organization can appoint a board, there are regular meetings, there is an office and there are official documents about the organization.
- 12.5. The NOGT has a Code of Ethics and Complaints- and Appealprocedures at the level of EAGT. The Ethics Committee of EAGT will check these papers and give proposals for adjustments, if needed.
- 12.6. EAGT will only accept per country one professional Umbrella Organization as the official NOGT. If there are competing Organizations, EAGT will assist to find a solution that all sides can accept. If this cannot be found, EAGT will decide which organization will be the NOGT and represent the country to EAGT. It will choose the one that best fulfils the criteria for a NOGT.
- 12.7. All NOGT's have a representative in the General Board of EAGT.
- 12.8. A NOGT will always have individual members and must be open to all gestalt therapists educated to the level of EAGT, regardless from which institute they received their gestalt education. It can have also a membership category for institutional members like TI's, but this is not a condition.
- 12.9. The NOGT has clear criteria for its different membership categories. One category has to fulfil the EAGT training standards. There is list of members that are educated at EAGT level.
- 12.10. The NOGT will participate in the accrediting of individuals (for EAGT-membership or for issuing an ECP) on behalf of the EAGT and participate in the accreditation of Training Institutes. The NOGT can establish a committee for certification/accreditation of Institutes and training programs. Then this Committee will be involved in the EAGT accreditation of institutes. This committee also establishes regulations for admission to programs for gestalt-counsellor, mediator and coach.
- 12.11. The NOGT will normally join the National Awarding Organization for Psychotherapy of EAP and represent there the interests of gestalt therapy and gestalt therapists and Gestalt-TI's.
- 12.12. In countries where there is not yet a NOGT, 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 a committee in these countries to organize a national organization, which is representative for the country. This committee can function as temporary accreditation organization for the TI's 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.
- 12.13. Each country can devise a procedure, which fits the above criteria.
This procedure has to be approved by the Chair of NOGT's and the Executive Committee of the EAGT.
- 12.14. Professional Organizations that wish to become a NOGT, send their application with the right application form and all needed attachments to the office of EAGT. The Chair of NOGT's will process these files. The decision of accreditation will be taken by the Executive Committee.
- 12.15. TI's that ask for accreditation send their application with the correct form and needed attachments to the office of EAGT. They will be forwarded to the Chair of the Training Standards Committee (TSC). This Committee will be responsible for the processing of the application and the decision concerning the accreditation. It will involve the NOGT.

13. CONTINUOUS EDUCATION AND EUROPEAN GESTALT CERTIFICATES

- 13.1. A gestalt therapists education does not finish with the ending of the training program. There has to be further development as a professional. So Gestalt therapists need to continue their development. Also TI's and NOGT's will change and develop, as long they are evolving Organizations.
- 13.2. Certification of TI's programs needs to be renewed every 5 years.

- 13.3 Certification of NOGT's needs to be renewed every 5 years.
- 13.4. Certification of Gestalt therapists also needs to be renewed each 5 years.
- 13.5. In these 5 years EAGT members have to participate in 100 hours of continuous education normally 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 Institutes

1. EAGT-accreditation of educational programs in Gestalt therapy can only **occur** under the responsibility of the EAGT¹
2. The final accreditation is a decision of the EAGT Training Standards Committee (TSC)
3. The TSC decides on the written advise of the NOGT, if there is one.
4. In the case of a conflict, the Board of the EAGT decides.
5. The Training Standard Committee is appointed by the meeting of Members of the EAGT.
6. The NOGT can form a committee for accreditation of institutes. The TSC will be involve this committee into the accreditation process of TI's. If there is no such committee, the Board of the NOGT will be consulted.
7. 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, this will be forwarded to the Chair of the TSC and to the 2 members of the Visiting Committee (VC). All written information must be in English¹.
8. If an Institute wants to be accredited by EAP at the same time, it sends 2 copies to EAGT and 3 copies of the documents to the secretary of EAP. They will forward one to each visitor appointed by the TAC (Training Accreditation Committee) of EAP.
9. 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 the accreditation of EAP is wanted also, 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.
10. The VC makes a formal report. This report contains the evaluation of the materials and the face-to-face dialogue by the Trainees, Training staff and Director of the Institute. The VC can propose conditions, make recommendations and offer suggestions. The report is to be sent to the NOGT if there is one. They send it to the TSC, which will decide on the accreditation. If EAP-accreditation also is requested, the report will be sent first to the NOGT and then to the TSC, which will decide on behalf of EAGT, and then to the TAC, which will decide on behalf of EAP. EAGT and EAP eventually can give an accreditation under certain conditions. Conditions will be described and have to be fulfilled within a defined time limit. If not, the accreditation can be withdrawn.
11. Accreditation when given is valid for 5 years. After 5 years the accreditation has to be renewed.
12. The final document of accreditation will be sent by the office manager of the EAGT. The accreditation of EAP from the EAP headoffice.
13. All the documents of the accreditation process will be stored in the Archive of Training Institutes at the EAGT Office (and EAP).
14. A TI that asks for accreditation and is not yet member of the EAGT immediately can become an associate member of EAGT.

¹ 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).

15. Only Institutes that are accredited, become ordinary members of EAGT. TI's that are in the process of accreditation can ask for associate membership. TI's that do not intend to get accreditation, but want to be in a cooperative relation with EAGT can ask for cooperative membership.

APPENDIX II

The QUESTIONNAIRE for Training Institutes

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 can be downloaded from the EAGT website. Questionnaires will be numbered. The number will be given by the office manager of EAGT as soon as the application reaches her. 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. Handbook for students
- 4.4. Fees for students (per year, in Euro)
- 4.5. Representation of the trainees in the structure of the TI
- 4.6. Annual report of activities and financial situation
- 4.7. Report from an outside evaluator
- 4.8. Other

5. Some figures about the Institute

- 5.1. Date of foundation and legal form (add documents)
- 5.2. History of the institute (add documents)
- 5.3. How many trainees are registered at the moment in your institute (including different levels)?
- 5.4. 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 4 is required). Add list and CV
- 6.2. Which of the trainers are ECP holders or holders of the EAGT certificate? (A minimum of 2 ECP holders is required for EAP accreditation, for EAGT accreditation all the trainers need to be EAGT members)
- 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. Did your supervisors follow an extra program for becoming supervisor (please describe)? If not: What is your criteria to appoint supervisors?
- 6.6. What educational programs followed the trainers and supervisors in the last 4 years?
- 6.7. Send some samples of articles or publications by trainers and supervisors from the last 5 years. Add list of all publications of your trainers and supervisors.
- 6.8. Add list of individual therapists and supervisors including CV and description of their professional and ongoing education. (All supervisors and personal therapists need to be members of EAGT or the NOGT).
- 6.9. Send samples of contracts with your trainers, supervisors and personal therapists.

7. Training program

Minimum of 4 years of training = 1.450 hours

- 7.1 Describe the entrance level in your educational program for psychotherapists (Minimum: bachelor in the field of helping professions or equivalent).
- 7.2 250 hours of personal psychotherapeutic experience.
At least 50 hours have to be done in individual setting.
- 7.3 600 hours of theory or methodology - including psychopathology –
In accordance with the usual standards of the modality
- 7.4 400 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
- 7.5 150 hours of supervision of therapies with real patients.
- 7.6 50 hours personal preference (free choice)
Add Documents.

8. Assessment

- 8.1. Describe your annual 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. Who is it and how is s/he involved?
- 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. The Ethical Code and procedures will be checked by the Ethical Committee of EAGT. 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 Organizations

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

Contacts to in the (international) gestalt community and health care system of your country.

Describe the form of involvement.

Add documents

11. Facilities

Give a short description of meeting rooms, offices, reception, canteen or kitchen area etc.

12. Visit of the site

- 12.1. The site will be visited by two independent experts. They will prepare the visit with a letter sent in advance.
- 12.2 Questions will be asked concerning:
 - brochures and flyers
 - training Program
 - individual files of trainees
 - regular coordination meetings of the training staff
 - library
 - budget/balance
 - any other questions arising from the delivered documents
- 12.3. All other points mentioned above.
- 12.4 There will be separate meetings with:
 - The director of the Institute

- The Training Staff (trainers/supervisors/personal therapists)
- The Trainees and Graduates

13. Fees

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

- € 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 Organization (€ 500,-), more than 50 persons is a large Organization (€ 900,-) excluded is first annual fee € 125,-.

We count the size of an Organization as follows:

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 CS, which will decide. If also EAP accreditation is requested, the report will be sent to the TSC, 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 Institutes (TI)²

Preamble:

The purpose of accreditation is to make sure 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.

With 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.

Responsibility

The Training Standards Committee is responsible for the accreditation. The meeting of members chooses the chair of the Training Standard Committee and its members. This Committee decides on the final accreditation. In cases of conflict the Executive Committee decides.

The information and workflow

Much written information and documentation is required from Institutes/Training programs that want to adopt European Training Standards for Gestalt Therapy.

All information must be computerized on the text program Microsoft Word or as PDF, so it can be distributed by e-mail to the members of the TSC.

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. Four copies of this information, with a request of accreditation, has to be sent to the EAGT office. If accreditation of EAP is also wanted, 2 copies are to be sent to EAGT and 3 copies to EAP headoffice.
3. If only EAGT accreditation is requested, the NOGT will be asked to appoint one evaluator. The TSC appoints the second evaluator. The National Organization can give advice 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). If EAP accreditation is requested as well, the TAC of EAP will appoint the two experts, 1 representing Gestalt therapy (and EAGT), the other one representing another modality.
4. The VC makes an appointment with the TI as soon as possible. In principle this is within two months.
5. The report of the visit goes first back to the institute to check if it is correct and then will be sent to the Chair of the TSC who will forward it to the NOGT.
6. The NOGT sends it to the Chair of the TSC with a comment if they agree to the accreditation, based on the VC's report or if they have objections. Objections will have to be substantiated.
7. The TSC will discuss the report and the comment of the NOGT at its next meeting and decide.
8. The Accreditation-Documents will be sent to the office manager of EAGT to keep them in the Archive of Training Institutes.
9. If EAP accreditation is requested as well, 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 discussions with these people or with their representatives.

The purpose of the visit is to evaluate the Institute and the elements included in the training program.

The evaluators (Visiting Committee – VC)

The visit will be done by two evaluators. The Evaluators must be experts on the training of Gestalt therapists.

They have at least 10 years of practical experience as Gestalt therapists, are holder of an EAGT and EAP certificate and have at least 5 years experience as a trainers and supervisors.

² 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 Organization.

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 prepare the meetings with a letter, that contains questions and topics that need to be discussed. 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 TSC. Measures will be taken to secure the independency of the Visitation Committee.

If there is no NOGT, the ETSC appoints both experts.

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 TSC 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 (TSC).

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

The evaluators make a written report which will be sent to the involved parties as described previously.

The TSC 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, in the form of a certificate.

It is signed by the president of the EAGT and the Chair of the TSC.

This certificate will be sent as soon as it is possible to collect the signatures of these two persons. In general it can be done within a few days after the decision of the TSC.

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 letter from 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 included in the final report (2 hours).
3. The evaluators talk with representatives of the trainers, supervisors and personal therapists. At least three of them (1½ hours).
4. The evaluators talk with the students, at least one from each training group. It is important that the directors of the Institute or the Trainers are not present in this meeting (1½ hours).
5. A concluding meeting with the leaders of the institute where the visitors give feedback to the institute and negotiate recommendations and/or conditions (1 hour).

Including lunch and breaks this is a full working day.

APPENDIX IV

The QUESTIONNAIRE for National Organizations for Gestalt Therapy (NOGT)

A NOGT that wants to be accredited by the EAGT, sends a request for accreditation to the EAGT Office for attention of 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 such 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 and list of members qualified to 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. It will be checked by the Ethics Committee.
5. List of Training Institutes that are connected with the NOGT, list of other professional Institutes and Organizations (national and international) with which the NOGT cooperates.
6. Contacts with other organizations in 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 Board 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
Belgrade, September 13th, 2008