

PREAMBLE

This document is to clarify the Training Standards (TS) of EAGT as they apply to the accreditation of Training Institutes (TI).

The Training standards committee is composed of five elected members whose role it is to regulate the Training Standards of European Institutes who strive to lead their trainees to becoming accredited members of EAGT. The members of this committee represent different countries, thus different concepts of training and regulations. They have to be re-elected by the annual general meeting of members every three years, with a maximum of three terms (9 years). The chair of the committee is also a member of the Executive Committee. The first version of this document was written in 2003, (revised in 2005, in 2008, and in 2013). It was, for the first time, defining the initial corpus of theoretical and practical knowledge and expertise that is expected of a Gestalt therapist to become accredited. Training Standards have thus become the base line of the curricula of training institutes (TI).

Obtaining personal accreditation of EAGT is based upon completing a training program that is implementing these standards. Environmental changes, experience and feedback from the field have brought about several changes / corrections / adjustments / additions / along the years and it is now time for an overall revision that display the state of the art in a comprehensive and user friendly way, we hope.

The current edition of the TS is consistent with the experience derived from the processes of all accreditations and re-accreditations of the many TI's that have successfully achieved their trade mark of quality. It is also reflecting the changes in the global and professional field in which we live and practice, and is embracing the catalogue of **professional competencies and quality standards**, formulated by the professional competences & Qualitative Standards (PC&QS) committee in 2013. We see it as adding the flesh to the skeleton of the standards, by bringing together qualitative and quantitative criteria.

The underlying principle is to ensure that the training is actually based on a sound theoretical ground and on the application of its principles, keeping the newly formulated competences in the foreground. In other words, the catalogue is expected to serve as a "*description of abilities, that a professional Gestalt therapist ought to have, is aware of and consequently is able to put into action if required*". It may be regarded as a guideline for institutes (in building the curricula), for the trainers (in making figural how theory is applied in practice) and for the supervisor and the trainee (as an instrument that may assist the process of evaluation and self – evaluation). As such it will probably have a deep implication to the way the Gestalt training is offered.

Laura and Fritz Perls, and most of the founders of Gestalt therapy were undoubtedly skillful and successful Gestalt trainers. They had no formal training in Gestalt therapy whatsoever just as the founders of the first European Gestalt institutes about 45 years ago who had no formalized training programs and worked with no regulations or standards or certifications.

Today, with the extensive competition in the field of psychotherapy, the financial difficulties that result - among other things - in impositions from the insurances companies and the tendency towards unification of basic standards of treatment methods in all modalities (on behalf of EAP) in addition to the tendency towards short term-interventions interventions, pharmacological treatment and evidence based therapy – one can hardly escape regulations / certifications / accreditation as a guarantee and trade mark of any training program. We

need regulations to try to make sure that institutes qualify their trainees according to basic minimum standards that we agree upon.

This document is an effort to bridge the gap between freedom of art, anarchy and individuality on one hand - and regulations, guarantee and security on the other. It is an effort to bridge the gap between creativity and adjustment to the requirements of the health care market.

We need as few regulations as possible and as many as necessary.

The document that we propose strives to set a frame work that contains the whole spectrum of requirements / guidelines / suggestions / recommendations within which each institute will find its way to ensure an effective training program which will produce as competent a Gestalt therapists as possible. When voted upon, this revision will replace all previously adopted training standards for the training institutes with a moratorium period of 4 years to make the necessary adjustments.

Besides the updated training standards, this document encompasses information concerning:

- The definition and structure of training institutes.
- Who is a trainer.
- Who is a supervisor.
- The structure and content of training programs for supervisors
- The process of accreditation of institutes
- The process of re-accreditation of institutes.

1. ACCREDITATION OF GESTALT TRAINING INSTITUTES (TI)

Institutes can choose between two methods of obtaining the accreditation:

1. to become accredited only by EAGT;
2. to become at the same time accredited also by EAP (joint accreditation).

EAP-certification can be given only on the condition that EAGT has granted certification first. Accreditation by EAGT has to be renewed every 5 years and by EAP every 7 years.

2. TRAINING INSTITUTES

2.1. A training institute (TI) is an organization that has the goal of promoting Gestalt therapy and 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, an office, a space for meeting that meets its various needs and a good working administration.

2.4. The TI is a well structured organization that allows for internal consultation concerning the ongoing training program.

- 2.5. Regular staff- meetings take place and minutes are taken to enable follow up.
- 2.6 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 and clinical considerations.
- 2.7. The TI produces a yearly report about its activity, functioning and financial situation.
- 2.8. The TI works within the ethical code of the National Organization Gestalt Therapy. In countries where there is no NOGT the code of Ethics of the EAGT will be used as reference. All the trainers and trainees of the program have to comply with this code.
- 2.9. The TI has formal contracts with its trainers and supervisors.
- 2.10. There is a list of recommended Gestalt therapists for personal therapy - all of whom are full members of EAGT and/or the NOGT.
- 2.11. There is a list of recommended supervisors - all of whom are full members of EAGT and/or the NOGT.
- 2.12. There is a trainees council and a procedure describing how it may be organized and structured. The role of this council is to represent trainees' interests.
- 2.13. The TI values connections with other Gestalt organizations on an international level and encourages its staff and trainees to participate in professional activities outside of the program.
- 2.14. The history of the institute is documented and preserved.
- 2.15. In case of major changes of ownership of the TI the former and new owners inform the TSC and adhere to the EAGT guidelines.

3. THE TRAINING PROGRAM

3.1. 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 started at least one other training group.

3.2. At the beginning of the training each trainee is equipped with a personal *handbook* that will follow him/her to the end of the training. In this handbook is a written record of all trainee's activity which can be verified (attendance certification, grade, evaluations, hours of supervision and therapy, etc.).

The training handbook will include:

- A written description of the training program,
- A recommended, up-to-date list of literature, which may be extended on a regular basis,
- Clear requirements of attendance and duties for each class / workshop / seminar / work-group /etc.;
- The signature of supervisors with an account of hours,
- Clear description of evaluations of achievements,
- The signature of supervisors with an account of hours,
- The signature of therapists with an account of hours,

- 3.3. The training handbook is clear about how and when the trainee's skills and knowledge would be evaluated (papers, oral and/or written examinations, thesis, records, etc.)
- 3.4. The Training program is led and guided by a group of at least 4 trainers (core trainers) who are members of the educational board. These four trainers are accredited Gestalt therapists and full member of EAGT. They are equally responsible for the quality, content, ethical handling, and all other components of the process of running a training program.
- 3.5. One of the core trainers is the *Senior trainer / mentor* of each training group. It is possible that two persons share this role, with a clear definition of the division of responsibilities.
- 3.6. The TI may designate a senior trainer / mentor for each year. S/he is the person in charge of the smooth running of the program. S/he is responsible for coordination of the time table, contact with trainers, supervisors, guest-lectures etc. S/he is the person to whom trainees can turn for support and advice, and s/he will be the person to mediate between trainees and trainers or the directors of the TI when there is a problem.
- 3.7. At the end of each year / or each course/ or each cycle of learning there needs to be a structured evaluation in the form of examination (oral or written examinations, a paper, a presentation or any other equivalent instrument).
- 3.8. The end phase of the program has to consist of a final paper (thesis) on a theoretical topic plus an oral defending / presentation of a case-study (recorded or video-filmed) plus discussion with examiners that will reflect clinical understanding and implications of the theory.
- 3.9. The final examination is carried out by an ad-hoc committee that consists of two trainers and one external examiner. This may be a colleague, from another institute or any other qualified therapist to ensure a fair ethical procedure, a transparent system of evaluation for the trainee's and the neutrality of the examiners.
- 3.10. The examination committee is authorized to pass or to fail a candidate and to decide whether to extend the period of training / therapy and /or supervision /or to do some extra field work as a condition to being accredited.
- 3.11. The group of trainers meets regularly to discuss the professional development process of the trainees. At the end phase of the program, the group of trainers meet as the *evaluation board* whose task it is to make a final assessment of the trainee's professional capabilities.
- 3.11.1. The minutes of these meetings are on a file in the office of the institute.
- 3.11.2. It is recommended that an outside evaluator participates in this evaluation from time to time.
- 3.11.3. Both the external assessor and the examination committee submits a written report about the evaluation.
- 3.12. Special attention will be given all along the training to *ethical* aspect of the clinical practice.

4. ELIGIBILITY (terms of admission)

4.1. The Gestalt therapy training program is defined as a program at post-graduate level. The entrance level of prior education is (also according to EAP regulations) at least a bachelor degree or equivalent (no less than 2000 hours) in the field of the helping professions or the social sciences. Psychologists or social workers are good examples of eligible candidates.

4.2. It is understood that a completed education in one of the helping professions is required. However, in modern society there is a wide spectrum of training programs which are not officially recognized by authorities of a certain country or have no academic auspices, etc.

4.3. A TI may, for specific reasons, decide to accept candidates who do not meet these criteria. In such cases the candidate has to take additional courses either before or parallel to the first year of training, in an academic (or equivalent) setting, including final requirements such as submitting a written paper or passing an oral examination etc.; these courses are:

- Developmental psychology (two semesters)
- Theories of personality (one semester)
- Psychopathology (one semester)

4.4. It is recommended that in each country a committee authorized by the NOGT will act as regulator / counselor for accreditation of prior learning (APL). Such a committee can be assigned ad hoc.

4.5. Where there is no NOGT yet – TSC will do its best to get advice from colleagues who know the field in question.

5. THE TRAINING PROGRAM – overview

The training program consists of a minimum of 1450 hours.

- 600 hours of theory and methodology done in an experiential way
- 400 hours of clinical practice
- 150 hours of supervision
- 250 hours of personal therapeutic experience
- 50 hours personal preference

Training programs have to declare clearly which parts of the program are theory and methodology which part is therapeutic experience and which part is supervision (work with real clients / patients).

6. THEORETICAL COURSES (600 HOURS) *AN HOUR IS CONSIDERED 60 MINUTES.*

Thanks to the emergence of increasing new Gestalt literature and not less; thanks to the potential derived from the PC&QS catalogue on one hand - and technology on the other hand, we anticipate a major change in training methods within the next years.

The following is an over view of the **core curriculum**, the basic body of knowledge that is expected to be covered in any training program:

THEORY AND METHODOLOGY

- TOPIC 1:** **HISTORY AND ROOTS OF GESTALT THERAPY:**
Philosophy; anthropology; psychoanalysis; existentialism; phenomenology; Gestalt theory; Eastern philosophies, Jewish Roots of GT, Body Work, Arts, Human Rights & Social Responsibility, Radical Social Philosophies.
- TOPIC 2:** **THEORY OF GESTALT THERAPY:**
Organism / environment field; figure / ground resolution; creative adjustment; paradoxical theory of change; authenticity; contact-withdrawal cycle of 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, gender and sexuality, the impact of global changes on the individual.
- TOPIC 4:** **TECHNIQUES OF GESTALT THERAPY:**
Experiment; amplification; dream work , chair work, art work, breathing, enacting, etc.
- TOPIC 5:** **DIAGNOSIS:**
Differential diagnosis; DSM and ICD; psychodynamic diagnosis; Gestalt diagnosis-phenomenological / field embedded diagnosis, comparative approaches, integration of different diagnosis.
- TOPIC 6:** **VARIOUS CLINICAL TOPICS:**
Gestalt perspective of psychopathology; neurosis, psychosis, personality disorders (borderline, narcissism, dependent, histrionic, etc.), anxiety-, mood / eating / psychosomatic disorders, addictions, etc.
- TOPIC 7:** **FIELDS OF APPLICATION:**
Individual; couple; families; groups; organizations, therapeutic communities;
- TOPIC 8:** **THE GESTALT THERAPIST IN THE THERAPEUTIC RELATIONSHIP:**
Gestalt perspective of transference, counter transference; dialogue, contacting, I-thou relationship, co-creation of contact, inter-subjectivity.
- TOPIC 9:** **HUMAN RIGHTS AND SOCIAL RESPONSIBILITY**
The social, cultural, political and ecological aspects of therapy in general and its implications for a Gestalt therapist. Therapist's

responsibility toward the individual clients and towards the community / environment in which s/he practises.

TOPIC10:

PRINCIPLES AND APPLICATIONS OF ETHICS

The EAGT Code of Ethics, the ethics committee, the complaint procedure, the implications of ethics in personal and professional spheres.

TOPIC 11:

RESEARCH IN GESTALT

Current trends in psychotherapy research in general, research methods suitable for Gestalt therapy, case studies, comparative methods, self-report methods. Including practical implementation of a small sample of research.

As a rule a minimum of 600 actual contact hours with at least 4 different trainers is required (these may be lectures, workshops, seminars, reading sessions, etc).

Trainees need to be exposed to classic, historical Gestalt literature as well as to contemporary, modern Gestalt therapy literature.

7. CLINICAL PRACTICE (PRACTICUM) (400 HOURS)

7.1. Each trainee is expected to have the experience of 400 hours of practicum, i.e. at least 400 sessions with actual clients / patients (individuals, groups, couples, families and preferably a mix of these).

7.2. Trainees can start their practicum during the second year of the training or earlier if they have had former sufficient experience. This has to be decided by the senior trainer, who needs to approve of it in writing.

7.3. The period of practicum has to be spread over at least two years.

7.4. The agency, or working place where the practicum will take place has to be approved by the senior trainer in writing.

7.5. The institute develops criteria for agencies that fit the objectives of a practicum.

7.5.1. The institute develops a corporation with the agency that regulates the connection between the practicum and the training program that is well attuned.

7.5.2. There needs to be a good working description of procedures, intake, diagnostics, work meetings and consultation.

7.5.3 There needs to be a procedure of working with beginning therapists.

7.6 The practicum has to be done under the supervision of an accredited Gestalt supervisor who is a full member of EAGT.

7.8. Special attention needs to be given to avoid a situation of double roles: The supervisor / therapist cannot be the same person as a trainer, the personal therapist or the person that takes responsibility for the trainee in the clinical practice during the same study year at the same time. It is possible that a former trainer later on becomes a supervisor.

8. SUPERVISION (150 HOURS)

8.1. Supervision is a corner stone of any clinical training program. It is where the trainee is encouraged to reflect and discuss his / her clinical experience, learning to integrate theory and practice, clarify transference issues, airing fears, learning to assume responsibility and get support from an experienced GT.

Supervision is an educational process facilitated by an experienced, accredited Gestalt therapist, (full member of EAGT, or at least accredited by the local NOGT).

Supervision is seen as a process in time. It needs to flow in accordance with the personal learning rhythm of the trainee, with that of the practicum, and with the rhythm of the program itself.

Via this link you can find the [Accredited Supervisors Training Programs](#).

8.2. To ensure continuity and the developmental process each trainee needs to stay with the same supervisor for a one year period.

8.3. Supervision can be held 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.

8.4. The TI publishes a list of accredited supervisors (possibly with their professional public profile) from which trainees can choose. It is recommended that during the years of training trainee seeks supervision from at least two supervisors (not at the same time), in order to be exposed to various styles of contact and therapeutic work.

8.5. The supervisor and trainee agree which clients will be followed in supervision. The trainee needs to have supervision at least every 4 sessions with the client.

8.6. At the end of each supervision period, in addition to the confirmation of dates and count of hours (in the trainee's handbook) the supervisor writes a detailed evaluation, describing the process of learning, the developmental achievements and the weak points that the trainee still has to work on. This evaluation is a co-operative process resulting in an evaluation document signed by both parties and is entered into the students handbook.

8.7. The catalogue of PC&QS is recommended as a one term of reference to evaluate the progression of the competencies of the trainee, the growing abilities of the trainee along the period of supervision.

8.8. When there is no supervisor available who meets these conditions, an experienced GT who has at least 8 years of experience in clinical practice may serve as supervisor.

8.9 Online Video Conferencing can be one way of fulfilling the requirements of supervision. In general it is the responsibility of the institute to see to it that online video conferencing is applied in subject to the following guidelines.

8.9.1 A minimal acquaintance between supervisee and supervisor is recommended prior to the beginning of the process.

8.9.2 Online video conferencing will not exceed 100 of the 150 required hours.

8.9.3 At least 20 online video conferencing meetings with the same supervisor to ensure continuity.

8.9.4 There needs to be a clear contract between supervisee and supervisor that will cover regular items such as: frequency of meetings, fee, methods of payment, cancellation policy, mutual evaluation and feedback process, confidentiality and privacy regulations etc.

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.

9. PERSONAL THERAPY- (250 HOURS), INDIVIDUAL / GROUP THERAPEUTIC EXPERIENCE -

9.1. Personal therapeutic experience is absolutely indispensable for working as a Gestalt therapist. Personal therapy implies that the trainee becomes a client of an experienced Gestalt Therapist and exposes him/herself to the experience of being in therapy in the method of treatment and frequency of client contact that he/she intends to practice.

9.2. 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.

9.3. The therapist of the trainee has to be an accredited Gestalt Therapist OM of EAGT and/or the National Gestalt Organization.

9.4. In the event that there are no available therapists who answer these criteria, an experienced Gestalt therapists who has at least eight (8) years of experience as Gestalt therapist after his or her own graduation can fulfill this role.

9.5. If there are not enough experienced Gestalt therapists available for individual therapy it is possible that a therapist of another modality to count as personal therapist, if it is no more than two years previous to the beginning of a training program. It's up to the senior trainer/director of the institute to approve of this.

9.6. In any case the trainee has to have at least 25 individual sessions with a Gestalt therapist, which may take place at a later time then the program, (for example, with a trainer - when there is no double-role (trainer-trainee) relationship between them.

9.7 Online video conferencing can be accepted as another solution subject to the following conditions and guidelines:

9.7.1 A minimal acquaintance between therapist and trainee is recommended prior to the beginning of the process.

9.7.2 Online video conferencing will not exceed the 150 of the 250 required hours. The specific balance between regular face-to-face and online video conferencing will be tailored for each trainee according to her/his needs and possibilities.

9.7.3 At least 20 online video conferencing meeting with the same therapist can be recognized as a valid portion of therapy.

9.7.4 There needs to be a clear contract between therapist and trainee that will cover regular items such as: frequency of meetings, fee, methods of payment, cancellation policy, mutual evaluation and feedback process, confidentiality and privacy regulations etc.

9.8. The therapist signs a confirmation of the amount of sessions and their dates in the trainee's handbook.

9.9. It is recommended to have therapy with different therapists (not at the same time).

9.10. Personal therapeutic experience has to be spread over several years.

9.11. Part of the personal therapy may be included in the in the training program, in the form of Gestalt group therapy.

Note: The therapist 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. FREE CHOICE OF 50 HOURS

10.1. During the years of training these hours are to be taken in the field of Gestalt therapy to foster the experience of different styles of work in this modality. Therefore, exchange of students with other accredited European institutes is welcome. These are contact hours. They can be done at the same time as the training program or afterwards.

10.2. The trainee is free to chose when and where to take these ex-curriculum hours.

10.3. Where possible the national organization can acknowledge the ex-curricula activity such as congress, workshop, seminar) and give beforehand certification hours. There has to be a formal written confirmation of these hours.

10.4. During the first 5 years after accreditation (in other words until the time of the first individual re-accreditation) the graduate is expected to chose for her/his CE hours further experiences focused in Gestalt therapy. After the first accreditation any learning experience may count as CE.

11. INTERIM PROCEDURES

11.1 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

11.2 In four years' time all training institutes who are members of the EAGT will have to be certified, otherwise they lose the membership of EAGT (as of November 2007).

12. CONTINUOUS EDUCATION AND EUROPEAN GESTALT CERTIFICATE

12.1 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.

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

12.3 Certification of Gestalt therapists also needs to be renewed each 5 years.

12.4 In these 5 years individual 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 a 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 (for more detailed information we refer to the document 'Requirements for Re-registration').

APPENDIX I

Factual accreditation process of Training Institutes

1. EAGT-accreditation of educational programs in Gestalt therapy can only occur under the responsibility of the EAGT.
2. The final accreditation is a decision of the EAGT Training Standards Committee (TSC). The TSC decides on the written advice of the NOGT, if there is one.
3. In the case of a conflict, the Board of the EAGT decide.
4. The Training Standard Committee is appointed by the meeting of Members of the EAGT.
5. The NOGT can form a committee for accreditation of institutes. The TSC will involve this committee into the accreditation process of TI's. If there is no such committee, the Board of the NOGT will be consulted.
6. The Training Institute (TI) asks for accreditation by sending the documentation and answers to the questionnaire (see appendix II) 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 English.
7. If a TI 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.
8. 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 expert will be from the same country, the other expert from abroad. One will represent Gestalt therapy, the other one another modality.
9. 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.

10. 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 head office.
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.
15. Only Institutes that are accredited, become full 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 Standards

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 EAGT gives this number.

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

- 1.1 A written questionnaire
- 1.2 A set of documents
- 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 EAGT. Questionnaires will be numbered. This number can be used in correspondence. This number is needed for the archive of EAGT.

3.Name of the Institute

- 3.1 Full name and abbreviated name (acronym)
- 3.2 Address; phone number; 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 standard 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

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, board 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 tot), excluded are staff members like honorary members, administrators and secretaries.

14. Procedures

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 ETCS, 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 other 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 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).
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.
8. The Accreditation Document will be sent by the office manager of EAGT.

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 imbedded in the organisation.

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 year experience as a trainer and supervisor

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 advice 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
Changes approved by vote of EAGT Meeting of Members, September 6th, 2018*