

# IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE PSYCHOTHERAPY

## Bye Law 12

### THE PSYCHOTHERAPY TRAINING COURSE RECOGNITION COMMITTEE

#### **The Structure and General Duties of the Committee**

1. The Psychotherapy Training Course Recognition Committee shall consist of eight<sup>1</sup> members of IAHIP appointed by the Governing Body. One of these shall be a member of the Governing Body and this person shall be the Governing Body representative on the Committee, with the task of liaising between the Committee and the Governing Body and reporting to the Governing Body. The other members shall have been members of the Association for at least five years before their appointment, and shall be selected because they are considered to have mature and balanced judgment and a broad range of experience, including, if possible, experience of delivering training. The appointment to the Committee of the person representing the Governing Body shall lapse automatically when that person leaves the Governing Body. The other members shall be appointed for five years but their appointments may be renewed.
2. The Committee shall elect a Chairperson and a Secretary from among its members and shall hold meetings and keep a record of such meetings. A copy of all such records shall be kept in the IAHIP office.
3. If it is necessary for an officer or committee member to assume an acting role in the case of the non-availability of an officer, e.g. chair, such person shall take full authority in that role for the duration of the meeting. Other operational procedures of the Committee (such as the number required for a quorum, target times for decisions on applications, fees, etc.) shall be determined from time to time by the Governing Body in consultation with the Committee.
4. If requested by the Governing Body or by a quarter of the membership of the Association, the Committee shall report on its activities to the Annual General Meeting or to an Extraordinary General Meeting.
5. The Committee shall consult with the Governing Body to ensure that all documentation relating to course recognition is updated in line with all other Association documents.

#### **The Functions of the Committee**

6. The principal functions of the Psychotherapy Training Course Recognition Committee, as laid down in Bye Law 6, relate to:
  - assessing the suitability of specific psychotherapy training courses to receive initial formal recognition and subsequent renewals of formal recognition by the Association; and

---

<sup>1</sup> Governing Body 23<sup>rd</sup> April 2017 Amend six to eight

- investigating and judging, in specific circumstances where such courses of action are considered to be necessary, whether withdrawal by the Association of formal recognition of a specific psychotherapy training course is or is not warranted.

6.1 A further function of the Psychotherapy Training Course Recognition Committee is to offer advice to the Governing Body on issues relating to course recognition. Such advice may be offered in response to a request from the Governing Body, or at the initiative of the Committee itself. The advice of the Committee shall be considered by the Governing Body but shall not be binding on it.

### **The Operating Procedures of the Committee**

7. In carrying out its principal functions the Psychotherapy Training Course Recognition Committee shall be bound by the various relevant procedures referred to in the following sub-clauses.

7.1 In carrying out its work in assessing courses for initial recognition the Psychotherapy Training Course Recognition Committee shall follow the procedures set out in the *IAHIP Recognition of Training Courses Manual*.

7.2 In carrying out its work in assessing courses for renewal of recognition the Psychotherapy Training Course Recognition Committee shall follow such procedures as are laid down by the Governing Body.

7.3 In carrying out its work in investigating and judging whether or not a course should have its recognition withdrawn the Psychotherapy Training Course Recognition Committee shall follow the procedures laid down in Bye Law 6 as well as the supplementary procedures set out in clause 17 below.

8. The Psychotherapy Training Course Recognition Committee shall operate within the terms of the Company's Memorandum and Articles of Association and of the Company's Codes of Ethics and Practice and shall attach utmost importance to impartiality and fairness.

9. The Psychotherapy Training Course Recognition Committee may liaise, when necessary, with all other relevant committees of the Association and may also consult with and draw on the expertise of experienced members of the Association. All such liaising and consultation must respect the privacy of training providers and their staff and of the workings of the Committee itself.

10. If any member of the Psychotherapy Training Course Recognition Committee has knowledge of, or connection with, the training provider concerned or any of the staff or students of the relevant training course, that could cast doubt on their impartiality, that member has a duty to declare such potential prejudice and to step aside from any involvement in the particular case being considered by the Committee.

10.1 If more than 3 members of the Committee remove themselves from a particular case because of a potential prejudice on their part, the Governing Body shall appoint replacements for the processing of that case.

## **Specific Procedures Relating to Granting or Refusing Initial Recognition or Renewal of Recognition**

11. Psychotherapy Training Course Recognition Committee shall forward the names of any course which it judges to fulfil the conditions for recognition, or for renewal of recognition, to the Governing Body, and the Governing Body shall, at its next meeting, declare it to be an IAHIP-Recognised Psychotherapy Training Course.
12. Recognition of psychotherapy training courses shall be for renewable periods of seven years, subject to adhering to the conditions of recognition throughout each such period and to satisfying at renewal time all requirements for re-recognition.
13. Training schools whose applications for recognition of courses have not been accepted by the Psychotherapy Training Course Recognition Committee shall be informed in writing by the Secretary of the Committee, and a report shall be provided to the applicant school, stating the specific ways in which the course was considered to fail to meet the criteria laid down in Bye Law 6.

If the Psychotherapy Training Course Recognition Committee so decides, the report may inform the applicant school that, if specified conditions were to be fulfilled, the Psychotherapy Training Course Recognition Committee would be disposed to grant recognition.

A copy of the Psychotherapy Training Course Recognition Committee report shall be kept by the Committee and, in the event of an appeal being made, a further copy shall be made available to the Psychotherapy Training Course Recognition Appeals Committee.

14. Training schools whose applications for recognition of courses have not been accepted shall have the right to appeal the decision to a Psychotherapy Training Course Recognition Appeals Committee. When they are being informed by the Psychotherapy Training Course Recognition Committee of the refusal of their application, they shall be informed of this right of appeal, the grounds on which it can be lodged and the procedure for lodging an appeal.
15. An appeal against refusal of recognition or against refusal of renewal of recognition can only be lodged on one, or more, of the following grounds:
  - (a) that the Psychotherapy Training Course Recognition Committee assessed the training course by standards other than those laid down for course recognition in Bye Law 6
  - (b) that the Psychotherapy Training Course Recognition Committee departed in significant ways from the procedure laid down in the *IAHIP Recognition of Training Courses Manual*, or in the case of renewal of recognition, from the procedures laid down by the Governing Body
  - (c) that the On Site visit or visits by the two people appointed by the Psychotherapy Training Course Recognition Committee were not conducted in a fair or adequate manner
  - (d) that the Psychotherapy Training Course Recognition Committee ignored or did not have available to it, through no fault of the applicant school, important relevant information that would support the application.

The onus will be on the appellant school to demonstrate why they believe that any one of the above grounds is present.

16. The fee for making an application for recognition of a training course shall be as determined by the Governing Body from time to time.

### **Specific Procedures Relating to Withdrawing Recognition from a Course**

17. If the Psychotherapy Training Course Recognition Committee judges that recognition should be withdrawn from a course, the training provider and the core trainers involved in the course shall be informed in writing by the Secretary of the Committee, and a report shall be provided to them showing how the proposed withdrawal is based on one or more of the grounds laid down in Bye Law 6.
- 17.1 If the Psychotherapy Training Course Recognition Committee so decides, the report may say that, if specified conditions were to be fulfilled, recognition would not be withdrawn. When and if the Psychotherapy Training Course Recognition Committee is satisfied that such conditions have been fulfilled it may allow recognition to continue.
- 17.2 A copy of the Psychotherapy Training Course Recognition Committee report shall be kept by the Committee and, in the event of an appeal being made, a further copy shall be made available to the Psychotherapy Training Course Recognition Appeals Committee.
- 17.3 When the Psychotherapy Training Course Recognition Committee judges that recognition should be withdrawn from a course the training providers shall have the right to appeal the decision to a Psychotherapy Training Course Recognition Appeals Committee. When they are being informed by the Psychotherapy Training Course Recognition Committee of the fact that recognition is to be withdrawn, they shall be informed of this right of appeal, the grounds on which it can be lodged and the procedure for lodging an appeal.
- 17.4 An appeal can only be lodged on one, or more, of the following grounds:
- (a) that the judgement of the Psychotherapy Training Course Recognition Committee that recognition should be withdrawn was based on grounds other than those laid down in Bye Law 6
  - (b) that the Psychotherapy Training Course Recognition Committee ignored or did not have available to it, through no fault of the training providers, important relevant information that would support the application.

The onus will be on the appellant training provider to demonstrate why they believe that any one of the above grounds is present.

- 17.5 If the Psychotherapy Training Course Recognition Committee judges that recognition should be withdrawn from a course it shall inform the Governing Body, and if no appeal is lodged within the appropriate time-frame, the Governing Body shall formally withdraw recognition from the course and inform the training providers, the core trainers, and any other individuals or groups it considers appropriate, of its decision.