

**IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE  
PSYCHOTHERAPY**

**Bye Law 13**

**PSYCHOTHERAPY TRAINING COURSE  
RECOGNITION APPEALS COMMITTEE**

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

1. A Psychotherapy Training Course Recognition Appeals Committee shall consist of four members appointed by the Governing Body. Three shall be experienced members of IAHIP, and one shall be a person from outside the Association who has considerable relevant experience. No one shall be appointed to the Committee who was a member of the Psychotherapy Training Course Recognition Committee at the time of the original decision on a case that is being appealed.
2. A Psychotherapy Training Course Recognition Appeals Committee shall be constituted only when there is an appeal to be considered. Records of meetings shall be kept and a copy of all such records shall be kept in the IAHIP Office.
3. An already constituted Psychotherapy Training Course Recognition Appeals Committee may consider more than one appeal or, at the discretion of the Governing Body, a new Psychotherapy Training Course Recognition Appeals Committee may be constituted for each new appeal.
4. One of the members of IAHIP shall be designated by the Governing Body as Chairperson of the committee, and one as Secretary. A quorum of three members shall be required for meetings to take place. 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. Decisions on appeals shall be by majority vote of the committee. In the case of a tie, the chair shall have the casting vote.
5. Target times for decisions on appeals, and other operational issues, shall be determined from time to time by the Governing Body, in consultation with the Psychotherapy Training Course Recognition Appeals Committee members, with the normal target time being not more than six months.
6. A Psychotherapy Training Course Recognition Appeals Committee shall consult with the Governing Body to ensure that all documentation relating to recognition of courses, and to appeals concerning these, is updated in line with all other Association documents.

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

7. The function of a Psychotherapy Training Course Recognition Appeals Committee shall be to consider appeals from training providers against decisions of the Psychotherapy Training Course Recognition Committee. Appeals may concern
  - (a) refusal of initial recognition of courses, or
  - (b) refusal of renewal of recognition of courses, or
  - (c) withdrawal of recognition from courses.In each case the Psychotherapy Training Course Recognition Appeals Committee shall decide whether the appeal should be upheld and the course be recognised, or continue to be recognised, by the Governing Body.
8. The decision of a Psychotherapy Training Course Recognition Appeals Committee on an appeal shall be treated by the Association as final.

### **Grounds for Appeals**

9. When an appeal concerns initial recognition, or renewal of recognition, of courses a Psychotherapy Training Course Recognition Appeals Committee shall consider the appeal in detail if, and only if, it is based 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 training provider, 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.
10. When an appeal concerns withdrawal of recognition from a course, a Psychotherapy Training Course Recognition Appeals Committee shall consider ~~an~~ the appeal in detail if, and only if, it is based on either 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 appellant training provider, 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.

### **Decisions that May Be Reached by a Psychotherapy Training Course Recognition Appeals Committee**

11. When an appeal concerns initial recognition, or renewal of recognition, of a course the decisions that can be reached by a Psychotherapy Training Course Recognition Appeals Committee are limited to the following:
  - (i) that the appeal is to be upheld
  - (ii) that the appeal is to be rejected
  - (iii) that the appeal is to be rejected but with a recommendation of steps that the appellant training provider might take towards meeting the appropriate standards. (When this option is chosen, the appellant training provider shall be informed of this and shall be advised that any revised application should go to the Psychotherapy Training Course Recognition Committee where it will be treated as a new application.)
  
12. When an appeal concerns withdrawal of recognition from a course the decisions that can be reached by a Psychotherapy Training Course Recognition Appeals Committee are limited to the following:
  - (i) that the appeal is to be upheld
  - (ii) that the appeal is to be rejected

Withdrawal of recognition from a course does not preclude the training provider from submitting a new application for recognition of the course to the Psychotherapy Training Course Recognition Committee.

### **The Basis on Which Decisions Are Made by a Psychotherapy Training Course Recognition Appeals Committee**

13. When an appeal concerns initial recognition, or renewal of recognition, of a course the Committee shall base its decision on the merit of the appeal on a review of the application for recognition, the report of the Psychotherapy Training Course Recognition Committee, and the written appeal, and sometimes (in the cases referred to in clause 18 below) on a report from a new on site visit. It shall consider these in the light of the standards laid down for course recognition in Bye Law 6 and the procedures set out in the *IAHIP Recognition of Training Courses Manual* or, in the case of renewal of recognition, in the light of whatever procedures have been agreed by the Governing Body.
  
14. When an appeal concerns withdrawal of recognition the Committee shall base its decision on the merit of the appeal on a review of the report of the Psychotherapy Training Course Recognition Committee, and on the written appeal, and also (in the cases referred to in clause 18 below) on a report from a new on site visit. It shall consider these in the light of the standards laid down for course recognition in Bye Law 6 and the procedures set out there and in Bye Law 12 for withdrawal of recognition.

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

15. In carrying out its work a Psychotherapy Training Course Recognition Appeals Committee shall take into account all relevant Bye Laws of the Association and shall operate within the terms of the Company's Memorandum and Articles of Association and of the Company's Codes of Ethics and Practice.
16. In its deliberations, the members of a Psychotherapy Training Course Recognition Appeals Committee shall attach utmost importance to impartiality and fairness. If any member of the Committee has such knowledge of or connection with any appellant as could cast doubt on their impartiality, that member shall decline to become involved in considering that particular appeal. If more than two members of a Psychotherapy Training Course Recognition Appeals Committee remove themselves from a particular case because of a potential prejudice on their part, the Governing Body may appoint replacements for the processing of that case.
17. A Psychotherapy Training Course Recognition Appeals Committee may, when appropriate, consult with and draw on the expertise of experienced members of the Association. All such liaising and consultation must respect the privacy of the appellant training provider and of the appeals process.
18. Prior to making its final decision on each case, a Psychotherapy Training Course Recognition Appeals Committee may seek further information from, or meet with, the Psychotherapy Training Course Recognition Committee as a whole, or with particular members of the Psychotherapy Training Course Recognition Committee. It may also seek further information from, or meet with, representatives of the training provider making the appeal. If, in the case of initial recognition or renewal of recognition, the appeal is based in whole or in part on an alleged unfairness or inadequacy in the on site visit or visits by the two people appointed by the Psychotherapy Training Course Recognition Committee, the Psychotherapy Training Course Recognition Appeals Committee may, if it considers that this aspect of the appeal appears reasonable, appoint two new people to conduct a further on site visit. If the case concerns withdrawal of recognition, the Committee may appoint two people to visit the course. In either case, a report on the visit will be among the things considered by the Psychotherapy Training Course Recognition Appeals Committee in coming to its final decision.

### **Procedure for Making Appeals**

19. If a training provider wishes to appeal against a decision by the Psychotherapy Training Course Recognition Committee not to recognise a course, or not to renew recognition of a course, or to withdraw recognition from a course, the appeal must be made in writing, stating the grounds for the appeal. The appeal should be sealed and sent with a covering letter to the Membership Secretary of the Association for forwarding to the Psychotherapy Training Course Recognition

Appeals Committee. The appeal must be received at the Association's office within three calendar months of the date of the letter to the applicant training provider communicating the decision of the Psychotherapy Training Course Recognition Committee to refuse recognition or renewal of recognition of the course, or to withdraw recognition from it. When an appeal is received it shall be acknowledged by the Membership Secretary and sent to a Psychotherapy Training Course Recognition Appeals Committee constituted by the Governing Body.

20. The fee for making an appeal shall be as determined by the Governing Body from time to time. In the event of the appeal being successful, the fee for the appeal shall be refunded.

**What Happens When a Psychotherapy Training Course Recognition Appeals Committee Has Made its Decision.**

21. Upon reaching a decision on an appeal a Psychotherapy Training Course Recognition Appeals Committee shall compile a report which gives details of how and why the committee reached its decision, indicating what were the key factors that influenced the committee's decision and how relevant criteria were applied in reaching the decision. A copy of each report shall be retained and stored as a private document in the Association's offices. A copy shall also be made available on a private basis to the Psychotherapy Training Course Recognition Committee and shall, when relevant, be considered by that Committee as a precedent in judging other cases.
22. When an appeal is upheld by a Psychotherapy Training Course Recognition Appeals Committee, the Committee shall inform the Governing Body that it is recommending the course for recognition or re-recognition, or continued recognition (as the case may be). The Governing Body shall, at its next meeting, declare the course to be recognised by the Association and the Membership Secretary shall write to the organisation to inform them that its course has been, or continues to be, recognised.
23. A training provider that has appealed a decision of the Psychotherapy Training Course Recognition Committee and whose appeal has not been upheld by a Psychotherapy Training Course Recognition Appeals Committee shall be informed in writing by the Psychotherapy Training Course Recognition Appeals Committee of the decision reached and shall be sent a report stating the reasons for the decision.