**Recruitment, Admission, Retention, and Graduation Policies**

Council for Relationships seeks to attract the best-qualified candidates who support the mission of the Council and who represent the organization’s commitment to excellence through diversity. The Council is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, the Council recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age.

**Admission Requirements**

Mental Health Professional Track

1. A minimum of a master’s degree in an appropriate specialty, such as clinical psychology, social work, medicine, counseling or psychiatric nursing.
2. A minimum of one year, supervised experience in the practice of individual, couple, or family therapy.
3. A clearly defined set of professional goals.

Clergy Track

1. A minimum of a Master of Divinity or Master of Hebrew Letters degree or equivalent from an approved theological seminary or rabbinical school.
2. A minimum of two years of experience.
3. A clearly defined set of professional goals.

**1**. The following application materials must be completed and submitted: a) application form b) biographical essay c) three letters of reference d) academic transcripts and e) application fee.

**2.** Applicants must have prior clinical experience through their graduate school training in a mental health or related discipline or pastoral care experience in their ministries.

**3.** Applicants must have completed graduate level courses in Theories of Psychotherapy, Psychopathology and Human Development or their equivalent.

**4.** Applicants must be screened for readiness to engage in clinical practice by the director of the program in an admission interview. This interview assesses personal maturity, self-awareness, interpersonal comfort, and familiarity with the therapeutic process.

Applications will be accepted until July 31st for program entry in the Fall trimester. Once completed applications are received, face to face interviews are scheduled with the Program Director. Notification of admission will be made in writing within four weeks of a final interview. Applicants who request to defer admission will be accepted into the program for the next academic year. Beyond that time an applicant must resubmit the application materials. Enrollment is official upon receipt of requested tuition deposit.

Accepted students are expected to adhere to the Council’s policies on diversity, inclusion, ethics, and anti-discriminatory codes of conduct. Students are also expected to maintain professional and academic standards as described in the student handbook. In the case of poor professional or academic performance, the Council will follow the following procedures:

**Procedural Response to Intern Impairment**

**Programmatic response to poor performance in terms of clinical practice and academic functioning, and/or lack of compliance with administrative and training requirements, and psychological difficulties.**

 **Definition of Impairment**

 An intern will be considered impaired when there is a significant negative change in his or her performance that affects more than one area of the intern’s behavior and psychological functioning. The areas of impairment must go beyond problems typically encountered and addressed in professional training. The impairment may impact academic performance, clinical practice and/or presentation of self and relationships with staff and students. Most salient is that the areas of impairment are unresponsive to supportive intervention provided in supervision or through meetings with training staff designated to help the student.

 There will also be programmatic action taken with an intern that engages in behavior that is unethical, unprofessional and potentially harmful to clients.

 If an intern is deemed impaired by members of the training faculty working directly with him or her, the intern may be asked to engage in personal therapy, placed on probation, asked to take a leave of absence or in extreme cases, may be dismissed from the program.

 Whatever action is taken will be jointly decided by the Education Council under the leadership of the Director of the Post Graduate Program in consultation with the CEO/Director of CFR. It is the responsibility of the Director of the program and the Education Council to seek feedback from the training faculty about the intern’s behavior in order to determine how to best help the intern. If the problems are unresponsive to intervention then a stronger response may be indicated.

**In the Case of an Intern’s Impairment or Unprofessional Behavior, the following procedures will be followed:**

The Director of the Post Graduate Program will meet with the intern to discuss the areas of concern. Direct feedback from training faculty involved with the intern will be reviewed. Members of the faculty may be involved in these meetings.

In all cases, the areas of intern impairment will be documented in writing. The way in which each area of impairment needs to be remedied will be defined by the Director of the Post Graduate Program in conjunction with the Education Council. These interventions will then be written up and presented to the intern as a list of goals he or she needs to reach within a specified time frame in order to be reinstated to his or her former status.

After the period of time given for the accomplishment of each goal has passed, the Director of the Program and the Education Council will evaluate to what extent the intern has succeeded in remediating the difficulty. A decision will then be made as to whether or not the intern can return to his or her prior status. If the intern is in therapy, and the intern consents, the intern’s therapist will be consulted to help determine the intern’s progress.

In the case of probation the intern’s supervisors will evaluate the intern’s progress. In the case of a leave of absence, the Director of the Program and the Education Council will evaluate the intern’s progress by interviewing the intern before agreeing to his/her return.

 **Cases of Probation will be implemented according to the following procedures:**

* 1. The intern determined to be impaired, following the meeting with the Director and the decision to place the intern on probation, will be given a second supervisor in addition to his/her regular supervisor. Probation will last for one semester of supervision. The areas of impairment and the list of goals that have been documented will be discussed with the intern and the two supervisors. Both supervisors will emphasize the direct review of raw data either by means of video tape or live supervision in order to have the most direct access to the intern’s clinical performance. Supervisory feedback should focus on the goals established for the intern that need to be achieved in order to be reinstated to his/her prior status in the program.
	2. At the end of the probationary semester each supervisor will independently evaluate the intern’s progress in achieving the goals determined to remediate the areas of impairment. Each supervisor will independently recommend whether or not the intern should be returned to his/her former status. If the supervisors report progress in the delineated goals and recommend reinstatement then the intern is no longer on probation and returns to his/her former status. If the supervisors do not agree then the supervisors will meet with the Director of the program and the Education Council to decide, based on the consensus of the group, whether or not the intern should return to his/her former status.
	3. If concerns remain about the intern’s clinical performance then the group can decide to recommend a second semester of probation so the intern may have more time to work with supervisory feedback. If progress has been minimal it may be decided to ask the student to take a leave of absence in order to work further on his/her prescribed goals. The intern may ask to return to the program at a future time. Reinstatement will be decided upon by the Director of the program in consultation with the Education Council after evaluating progress made by the intern during his or her leave of absence. If it is decided that the intern’s progress has been insufficient for reinstatement, the intern may be asked to leave the program.

 In the case of potential dismissal from the program the CEO/Director of CFR and the Director of the program will consult with the faculty of the Post Graduate Program in order to reach a final decision.

 The intern has the right to all information leading to any action concerning his or her performance. If the intern believes that he/she is being treated unfairly as a result of any action taken, he/she has the right to submit a grievance.

 Dismissal from the Post Graduate Program does not necessarily mean that the intern would not do well in another psychotherapy training program differing in approach, expectations and training methods.

**Graduation**

Graduation Requirements

1. Successful completion of 13 required courses with a grade of C or better and an overall rating of 3 or better on the achievement of course objectives.
2. Fulfillment of at least 500 face-to-face clinical hours.
3. Successful attainment of clinical skills within the practice of MFT with an average rating of 3.5 or better on supervision evaluation forms.
4. Tuition and fees paid in full.

Council for Relationships reserves the right to withhold academic transcripts and certificates if evidence of willful misconduct or falsified information is found. The Council will not withhold graduation rights to individuals with regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age.