

## INTERNAL REGULATIONS

The following internal regulations were agreed on 14/10/2015

### **Criteria for full members:**

Each member must have completed 100 hours of personal development of which at least 25 hours should be for personal treatment.

If a person has acquired the specialization in CBT but does not comply all the criteria of the association may be registered as a trainee member and to complete those that fall short later and to ask for a retrial for the application for full application.

Each member must have completed 8 cases (200 hours) practice and 100 hours of supervision.

For someone to be registered as a trainee member, a registration must be submitted from a CBT school which is recognized by the association and a certificate of attendance.

**Registration fees of members:** 80€ full members ( as defined by the charter), 50€ trainee members, 20€ Associated members, 100€ Associated member organisations, 150€ for full organisation members.

**Purchase for services:** At least 2 different offers should be taken from different companies/people for goods of more than 150 euro.

**Quorum at the sessions of the Board of Directors:** As regards to Article 20 Composition and Function of the Board of Directors, point: A Quorum of the Board of Directors. It was agreed by the Board members to add the following explanatory points in the internal regulations to cover the vagueness of the charter as regards to the quorum of members in session.( The Board of Directors is in quorum when at least 3 members are present)

The existence of quorum foresees, a) The timely ( at least one week before) and valid ( clear communication and reply), Information of all the members of the Board of Directors. b) A least 2 out of the 3 members to be a president, or/and secretary, otherwise it is considered to be as invalid or inaccurate.

The Affiliation of organisation/institutes as members of CACBP: For an organisation to become a full member, it should operate as an organisation for at least 2 years, otherwise it could be registered as an Associated Member-Organisation and to reappraise the registration for full member when the 2 years of operation is completed. After 2 years of operation of the organisation, more clarifications and information may be requested, to make sure if a structured program of cognitive Behavioural Therapy elements of the program is going on. In the case that a member completes the 2 year of operation during a running course as an associated member has the chance to take a retest for the change of the membership to full member. From the time the amount of registration of the associated member has been discounted, the organisation member has no other financial obligations towards the CACBP for the running year.

**Member Card:** By registering the member of the Association will be given a member identity with an expiration date of one year from the registration date. A certificate of registration will be given as well. The number or registry and the title will be listed on the ID as well. The title of members might be: TM/ CACBP (trainee members), FM/CACBP (full members), AM/CACBP (associated members), HM/CACBP (Honorary). The title that will be given at the organisation members are: OFM/CACBP ( Organisation of full members), OAM/CACBP (Organisation of Associated members).

The full members of organisations may be referred by their status as “Registered trainee institutes at the CACBP” and the Associated “Associated trainee institution at the CACBP”

The full members have the obligation to prove, every year, hours of continuing training with relevant certificates.

The following internal regulations were agreed on 09/03/2016

### **Trainee, grand parenting criteria**

If a person is presented for registration, in any category of membership, an important factor of assessment is if he has attended the training before the establishment of the CACBP. If this is the case and the criteria of education do not cover the necessary capacity for future registration as a full member, the person is not severed from the approval process complete state. The BD decides and informs the member of the further education and adequacy, with the aim of Professional and personal development of the applicant, at the point that will be covered in the future the criteria as a full member. In cases where the above is not feasible then the Board of Directors of the CACBP will decide through a personalized process for each applicant, with the main driver of the statutes and the internal regulation of the CACBP.

### **Trainee members**

We determine that a member may register as a trainee if they attend a re-training, which may meet the criteria for full membership in the future or if it is in a period of break from such a form of education. In a case that the program that is attended has been put on pause or does not meet the criteria for a full membership in the future, we must inform the applicant for the additional information that they will need to present in order to meet the criteria of the CACBP.

#### **Criteria for the grand parenting members**

1. Holders of a post graduate degree MSc or/and PhD in psychology, counseling, social work, psychiatry, or another relevant field of mental health.
2. Five years of proven clinical practice based on CBT that covers at least 1000 hours of supervised clinical practice which is proven by a written attestation by the supervisors.
3. Two letters of recommendation from mental health professionals knowledgeable of the cognitive behavioural skills of the applicant.
4. Dealing with issues of CBT ( attending of educational programmes/ seminars, teaching, writing of scientific articles etc.)

#### **Resolve issues with the applicants who come from the two-year or three-year educational program of Athens .**

##### **Two-year programme**

With regard to the two-year programme in Athens, the existing evidence we have been given by the applicants are sufficient proof for registration, as trainee members.

##### **Three-year programme**

Regarding those who have completed the three-year programme in Athens, the data that we have in our hands again from the applicant, although they do not meet the criteria on the basis of what had been reported and agreed above, and based on the evaluation of the BD as to the content of the programme and the teachers, all the people that come from a particular programme they are asked, coverage criteria for registration as full members and up to that time will be considered as trainee. The transition from trainee to full member in this case can be done immediately after the certificate that will prove a) Cover a total of 100 hours of personal therapy/ self-awareness, b) Cover a total of 200 hours of supervised practice ( that will include the presentation of 8 incidents, as referred in the statute) and c) Cover of 100 hours of supervision. In any case, the above do not imply the approval of the education programme that was reviewed, or other programmes of this school, since no interest of registration application has been received on behalf of CACBP, nor has it gone through the standard assessment process. The above decisions have been taken, for the purposes of the examination and facilitating individual applicants within the criteria for individualized assessment.

The following internal regulations agreed on 12/12/2016

In summary, the following internal regulations were agreed:

- Model writing and bibliographic reference of the present phase will constitute the guidelines of the American Psychological Association (APA)
- The Word “customer” and its derivatives will be avoided and against this may use terms such as “patient” or the neutral “person”. In the same way the Word “problem” and its derivatives, where this is possible, it is recommended to replace by words such as “difficulties, problems, obstacles, non-functional, etc.”.
- The to be considered members of the association in the cases that do not meet the criteria for the registration in the desired position (e.g. full), then they will be automatically registered in the place that the Association corresponds (e.g. associated). Subsequently, they will be informed and will have the ability to directly change their category in cases of proven addition to proficiency in the future. In other cases, in other words were no longer a member, does not want to be in the category that he/she has been approved, has the right to apply for leaving the Association, as referred in the statute.