

<p>Brief Course Description</p>	<ul style="list-style-type: none"> - Practitioners Training Program (PRAC) is a 3-year Transpersonal Counsellor Training program that can be taken for professional or personal development purposes. - Students can elect to take each year consecutively, or not. - PRAC is suitable for, but not limited to, an individual and/or group counselling career. - PRAC is an experiential and relational learning program that fosters the self-awareness and skill required to transform your own life and help others to do the same. - Students choosing to take the full program, for the purpose of beginning their counselling career, qualify to apply for registration with the ACCT as 'Registered Therapeutic Counsellors' and CPCA as 'Registered Professional Counsellors' in Canada and will receive a Diploma in "Transpersonal Therapeutic Counselling" from Clearmind International Inc. <p>Once you have completed all 3 years of our Practitioner Training program, you will have achieved or be able to do the following:</p> <p>Attitudes</p> <ol style="list-style-type: none"> 1. Adopt a clear set of personally defined guiding values, including a personal position of what it means to be helpful to others (professionally or otherwise) 2. Have concretely increased your own level of life satisfaction and self-acceptance through all life's circumstances, as measured through an ongoing process of goal setting and self-evaluation 3. Assume a position of responsibility and commitment to a personally defined life purpose/direction <p>Knowledge</p> <ol style="list-style-type: none"> 1. Describe the process of human development from a transpersonal / relational perspective (as it pertains to self and others) 2. Describe the process of positive (systemically evolutionary) change 3. Analyse human dilemmas (including your own) from a multigenerational systemic context 4. Identify clear steps to address those dilemmas <p>Practical / Professional Skills</p> <ol style="list-style-type: none"> 1. Demonstrate effective empathetic, transparent, responsible and connective communication skills with individuals and groups 2. Apply effective therapeutic interventions with individuals and groups 3. Act in accordance with the ethical and procedural boundaries of the counselling profession 4. Demonstrate emotional awareness including tolerance of emotional discomfort, such that reactive behaviour is minimized and proactive behaviour is maximized
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Course Prerequisites	<p>Admission criteria for PRAC 1 is the completion of the Awakening Workshop and interview to review the program and students' goals¹. Admission criteria for PRAC 2 is succesful completion of PRAC 1 and on recommendation of instructor.</p> <p>Admission criteria for PRAC 3 is succesful completion of PRAC 2 and on recommendation of instructor.</p> <p>¹ <i>This pre-requisite may be completed within 6 weeks of starting the program with special permission from the Senior Educational Administrator. Decisions to grant such exceptions will be made based on unusual and inflexible circumstances such as family emergencies, health issues, etc.</i></p>
Textbooks Required for this Course	<p>PRAC 1:</p> <ul style="list-style-type: none"> - REAL: The Power of Authentic Connection by Catherine & Duane O'Kane - Weekly articles, online lecture clips and excerpts compiled on LMS - A Course in Miracles <p>PRAC 2:</p> <ul style="list-style-type: none"> - The Gift of Therapy: an Open Letter to a New Generation of Therapists and Their Patients by Irvin D. Yalom - Weekly articles, online lecture clips and excerpts compiled on LMS - A Course in Miracles <p>PRAC 3:</p> <ul style="list-style-type: none"> - Group Techniques by Gerald Corey, Marianne Schneider Corey, Patrick Callanan, J. Michael Russell - Weekly articles, online lecture clips and excerpts compiled on LMS - A Course in Miracles
Equipment Required for this Course	<p>Campus classes: A computer and internet access</p> <p>Online classes: a computer with a webcam, headphones/speaker, a microphone, and high-speed internet</p>
Course Duration	<p>This is a 3-year program, each year's duration is 8 months approximately, from mid-October to June, consisting of 33 classes per year plus several weekends specified in the yearly calendar.</p>
Homework Hours	<p>Students can expect to have readings as homework almost every week during the course. Homework/readings average ½ - 1 hour for every hour of class for PRAC 1 and 1-2 hours for every hour of class for PRAC 2 and 3. Extra homework is to be expected for 1 main project in each year. Homework time will depend somewhat on how a student organizes their time around projects such as gathering information in preparation for a family of origin presentation, for example. PRAC is designed to fit into the life of a working adult: information on assignments, schedules, readings will be provided well in advance.</p>
Delivery Methods	<p>This course is delivered both on-site (in class) as well as online (through an interactive virtual classroom). The student readings are compiled and available online via the Clearmind School Administration System.</p>
Instructional Method	<p>Instructor Led with a focus on experiential learning – average two instructors per course or one instructor to 15 students.</p>
Learning Objectives/Outcomes	<p>Practitioners Training 1:</p> <p>Once you have completed Practitioners Training 1 (PRAC 1), you will have achieved or be able to do the following:</p>

	<p>Attitudes</p> <ol style="list-style-type: none"> 1. Adopt a clearly defined personal goal to provide direction across various life circumstances 2. Have concretely increased your own level of life satisfaction and happiness, as measured through an ongoing process of self-evaluation 3. Assume a position of openness and personal responsibility in relationship to others <p>Knowledge</p> <ol style="list-style-type: none"> 1. Describe the process of human development from a transpersonal / systemic perspective 2. Describe relationship dynamics, patterns, and postures, and identify your own patterns in relationship 3. Identify clear steps to address your personal and relationship dilemmas <p>Practical/Professional Skills</p> <ol style="list-style-type: none"> 1. Demonstrate effective responsible and transparent communication skills 2. Apply specific steps to address personal and relationship dilemmas 3. Demonstrate increased emotional awareness including tolerance of emotional discomfort, such that reactive behaviour is lessened and proactive behaviour is increased <p>Practitioners Training 2: Once you have completed Practitioners Training 2 (PRAC 2), you will have achieved or be able to do the following:</p> <p>Attitudes</p> <ol style="list-style-type: none"> 1. Assume a personal position of responsibility to be helpful to others (professionally or otherwise) 2. Have concretely increased your own level of life satisfaction and happiness, as measured through an ongoing process of goal setting and self-evaluation 3. Adopt a personally defined guiding life purpose <p>Knowledge</p> <ol style="list-style-type: none"> 1. Describe the process of positive (systemically evolutionary) change 2. Analyse human dilemmas (including your own) from a systemic context 3. Identify clear steps to address those dilemmas 4. Analyse ethical / boundary issues to identify appropriate responses in relation to those issues <p>Practical / Professional Skills</p> <ol style="list-style-type: none"> 1. Demonstrate effective empathetic, transparent, responsible and connective communication skills
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	<ol style="list-style-type: none"> 2. Apply effective therapeutic interventions with individuals 3. Demonstrate emotional awareness including tolerance of emotional discomfort, such that reactive behaviour is lessened and proactive behaviour is increased <p>Practitioners Training 3: Once you have completed Practitioners Training 3 (PRAC 3), you will have achieved or be able to do the following:</p> <p>Attitudes</p> <ol style="list-style-type: none"> 1. Adopt a clear set of personally defined guiding values, including a personal position of what it means to be helpful to others (professionally or otherwise) 2. Have concretely increased your own level of life satisfaction and happiness, as measured through an ongoing process of goal setting and self-evaluation 3. Assume a position of responsibility and commitment to a personally defined life purpose/direction <p>Knowledge</p> <ol style="list-style-type: none"> 1. Analyse the dynamics of a group, whether it be therapeutic in nature or otherwise 2. Describe Leadership skills, including how they interact with group dynamics 3. Analyse human dilemmas (including your own) from a multigenerational systemic context 4. Identify clear steps to address dilemmas within the context of group process <p>Practical / Professional Skills</p> <ol style="list-style-type: none"> 1. Demonstrate effective empathetic, transparent, responsible and connective communication skills with individuals and groups 2. Apply effective therapeutic interventions with individuals and groups 3. Act in accordance with the ethical and procedural boundaries of the counselling profession 4. Demonstrate emotional awareness including tolerance of emotional discomfort, such that reactive behaviour is minimized and proactive behaviour is maximized
<p>Student Progress/Assessment Methods</p>	<p>1 mid-year quiz Final Exam Note: exams are designed to be a learning activity, rather than for testing memory and retention</p>
<p>Attendance Expectations</p>	<p>Attendance is expected at all classes and all weekends. Students receive a calendar detailing class and curriculum weekend dates so that these may be planned for in advance. Please read Attendance Policy for more information.</p>
<p>Graduation Requirements</p>	<p>Students choosing to take the full program, for the purpose of a counselling career and to receive a Diploma in "Transpersonal</p>

	<p>Therapeutic Counselling” from Clearmind International Inc. are required to complete all requirements of the 3-year Program, including:</p> <p>PRAC 1</p> <ol style="list-style-type: none"> 1. Attendance & participation requirements, including scheduled Curriculum Weekends (see Attendance Policy) 2. Assistant’s Training Weekend level 1 3. autobiography assignment 4. 1 quiz 5. Family of Origin Study/Presentation 6. Year 1 exam, with a grade level of 70% or higher <p>PRAC 2</p> <ol style="list-style-type: none"> 1. Attendance & participation requirements including scheduled Curriculum Weekends (see Attendance Policy) 2. Assistant’s Training Weekend level 2 (prior to graduation) 3. Autobiography re-write assignment, 4. 1 quiz 5. 4 `Client` Sessions Project 6. Year 2 exam, with a grade level of 70% or higher <p>PRAC 3</p> <ol style="list-style-type: none"> 1. Attendance & participation requirements including scheduled Curriculum Weekends (see Attendance Policy) 2. 1 quiz 3. Support Group Facilitation project 4. Writing and presenting final ‘Constitution’ 5. Year 3 exam, with a grade level of 70% or higher 6. 350 Practicum Hours and 60 Supervision hours (over the course of the 3 years) - see Student Practicum Program for more information <p>In addition, at some time prior to graduation you must complete our online Mental Health Unit module, which requires a grade level of 70% (this course is free).</p> <p><i>Note: Therapeutic co-requisite for online students is the Rude Awakening; for campus students an additional 30-hour therapeutic workshop of your choice (or equivalent therapy hours with permission from Senior Education Administrator). Any cost for these co-requisites is not included in the Student Contract.</i></p>
<p>Course Syllabus</p>	<p><u>PRAC 1 Course Details:</u></p> <p>Students undertake an extensive study of Bowen’s Family Systems theory within a Transpersonal context, write an autobiography, and prepare a family of origin presentation. Classes are experiential and didactic in nature, emphasizing personal integration of the material for the purpose of acquiring a systemic context and expanding the authentic, proactive self.</p> <p>Over the course of 8 months, the following 5 units are taught theoretically and practically:</p> <ul style="list-style-type: none"> • Family Systems Theory: Relational Forces that Shape

	<p>Identity Family Systems theory is reviewed, with a focus on Bowen's model and how familial relationship forces shape our identity. Systemic and relational perspectives (with a focus on connection) are contrasted with traditional individually focused therapy, and Bowen's concept of differentiation of self within the family context is explored.</p> <ul style="list-style-type: none"> • Transpersonal (Spiritual) Context and Human Development Transpersonal psychology contends that Spirituality is an important dimension of human experience. Systems theory, with its' emphasis on connection and relationship, is naturally integrated with the spiritual philosophy of <i>A Course in Miracles</i>, Buddhist Psychology and other perspectives. Developmental theory from infancy through adulthood are overviewed and examined within a transpersonal context. • Relationship Dynamics: Patterns and Postures/Healthy Stances Relationship dynamics and anxiety binding patterns and postures are explored in detail. The theoretical framework for couples counseling is outlined, and healthy relationship stances are examined and practiced. • Multigenerational Emotional Process/Family of Origin Study The process of transmission of unfinished business from one generation to the next is thoroughly examined. Students are taught genogram construction, and are introduced to using the genogram as a clinical tool. The Family of Origin Presentation at the end of the term provides a new perspective on the self, and integrates course material. • Expanding the Authentic Self: The Healing Process of Evolution The process of healing and differentiating from your family of origin is discussed from both a theoretical and practical perspective. Students are provided with many opportunities for developing the personal awareness necessary to work safely with others. True growth or evolution takes place within the context of an individual's relationship system, and methods of supporting this process for self and others are introduced and practiced. <p>LEARNING ACTIVITIES</p> <ul style="list-style-type: none"> • PARTICIPATION Students will be asked to attend class regularly, be on time, and participate fully in discussions and learning activities. This means not only participating in the exercises themselves, but also bringing their personal experience to the room, being willing to tell the truth and expose parts of self that have been defended or hidden. Participation will
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	<p>count towards your final grade.</p> <ul style="list-style-type: none"> • READINGS Students will be assigned readings from the text and LMS. You will receive a yearly schedule with online readings and due dates provided so that you can plan your time in advance. Due to the experiential nature of this program, the schedule is subject to change. • AUTOBIOGRAPHY One of the main assignments for the year is a minimum 20-page, (maximum 40-page) typed/double spaced autobiography. Guidelines will be provided in class. You are required to hand in your autobiography to your instructors in an electronic version, by sending it by email. The electronic version is for our files that are protected. If you wish to edit that file version only for content if you feel uncomfortable leaving it in our files, you are free to do so. Your Instructors will provide you with information on requirements and deadlines in class. • FAMILY OF ORIGIN STUDY The other feature assignment for the year is your family of origin study (genogram with a minimum 3 generations), to be presented in class. Guidelines are posted on LMS. Your Instructors will provide you with information on requirements and deadlines in class. • ACIM WORKBOOK LESSONS A Course in Miracles is a psycho-spiritual philosophy advocating embracing a thought system based on love as opposed to fear. Beginning in January you are supported to practice the daily lessons from A Course in Miracles. The lessons are a series of non-religious daily active meditations that support you to transcend fear-based thinking. • GROUP MEETINGS (Optional) PRAC 1 is an intense course; you may find yourself periodically with personal issues that the program brings to light. In that case, we recommend that you also attend any of our regular support groups for additional attention and support. • SELF-EVALUATION Your last assignment for the year will be an oral self-evaluation, in which you will be asked to examine what you have learned and how you have shifted over the course of the year. You will receive feedback from your peers and instructors. As part of your class participation mark, you will also fill out a rubric evaluating yourself worth 5 marks (out
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	<p>of 10, the other 5 determined by your teachers). If you choose not to submit the evaluation, your teacher's assessment will count for the whole 10 marks.</p> <ul style="list-style-type: none"> • QUIZ A mid-year quiz will be offered to the students. This quiz is a required component which allows the students to test their own learning in the subjects taught and allows the instructors to gauge whether the students have understood the material. This quiz will be marked, however, those marks do not count toward final marks. • FINAL EXAM (optional for Personal Growth stream students) An open-book final exam will be distributed at the end of classes in June, and is due August 15. (Please note: the due date of exam may change, students will be advised if this occurs). The exam is a learning activity designed to help students integrate material learned throughout the program, and is worth 50% of your final mark. The exam is optional for those taking PRAC for the purposes of personal growth, but mandatory for those who intend to use the program for career purposes. Exam information will be posted on your student forum. Your Instructors will provide you with information on requirements and deadlines in class. • PRAC THERAPEUTIC COMPONENT: Students enrolled in PRAC Online are required to attend the Rude Awakening (2-week leadership program offered in Vancouver in the summer) to engage in a face to face therapeutic component prior to graduation (or equivalent therapy hours with permission from Senior Education Administrator). PRAC campus students are required to participate in one workshop of their choice prior to graduation (or equivalent therapy hours with permission from Senior Education Administrator). These therapeutic component requirements are at an additional cost to the Student Contract tuition. • WORKSHOP ASSISTING/PRACTICUM [350 practicum and 60 supervision hours are required for graduation by the end of PRAC 3, see '<i>Student Practicum Program</i>' for more information] <p><u>Assistant's Training Weekend Level I</u> This is a mandatory weekend. PRAC 1 students attend Saturday and Sunday and PRAC 2 and PRAC 3 students attend Friday, Saturday and Sunday. Online PRAC students will be required to attend the Assistant's Training nearest to their location.</p>
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Workshop Assisting

PRAC campus students will be asked to assist a minimum of 1 weekend workshop throughout the course of the year, to be scheduled in advance with the Director of Workshops, (workshops@clearmind.com). The Director of Workshops can provide online students with contact information for workshops in their area. PRAC Online students are exempt from mandatory Awakening assisting. Assistant's Training I is a pre-requisite for assisting. Please read *"Assisting Requirements & Procedures"* for more information.

Student Practicum Program

Beginning after Spring Break, a PRAC 2 student will contact you to schedule 4 structured therapy sessions. These sessions are provided to you at no cost and receiving these counselling sessions is part of the benefits of your PRAC 1 year. These sessions are recorded, with small portions of the tape viewed by the PRAC 2 Instructors and class for the purpose of supervision and feedback to the PRAC 2 student. These sessions are mandatory for the PRAC 2 student and the PRAC 1 student is required to be available for them. The PRAC 2 student cannot graduate this program without completing this unit. Please read *"Student Practicum Program"* for more information.

PRAC 3 students are also available early in the year for counselling support (information will be posted on your forum). Again, there is no cost for this service. These sessions are recorded, with small portions of the tape viewed by the PRAC 3 Instructors and class for the purpose of supervision and feedback to the PRAC 3 student.

MARKING SCHEME

For diploma students, final grades will be calculated as follows:

1. 10 marks: given for Class Participation (through teacher/student evaluation rubric)
2. 15 marks: given for completing the following assignments: Autobiography, Family of Origin Study/Presentation, Practicum Hour Log (these are not 'marked', 5 marks are awarded for each assignment submitted)
3. 25 marks: given for attendance. One mark is deducted from this total for each class missed. Please note that theory classes can be partially "made up", speak to your instructor for more information.
4. 50 marks: given for the final exam. A passing grade is considered 70%. Students may elect to re-take the exam for an additional fee.

PRAC 2 Course Description

In PRAC 2 we learn the 'how to' of therapy, drawing from humanistic and experiential therapies such as Person Centered, Gestalt, NLP, Acceptance and Commitment Therapy, Psychodrama (among others) and integrating these with the latest body/mind perspectives. Being of service to others fosters interdependent consciousness, the awareness that another's interests are truly no different from our own, and through this consciousness we continue to expand and grow ourselves.

Students re-write their autobiographies this year, with a focus on uncovering the clues to their unique calling or life purpose, and revealing the skills they have learned along the way. The most effective tool any therapist has is self, and we continue the process of exploring self in relationship.

Over the course of 8 months, the following 5 units are taught theoretically and practically:

- **Therapeutic Stance: Interviewing and Relationship Building skills**
Interviewing and counseling skills are taught, including session structure, listening and connective communication skills. Recent developments in relationship building in the Humanistic therapies are discussed and applied. The focus is on how to responsibly create a healing relationship, and to act as an agent of change.
- **Experiential Therapies: Interventions**
Experiential techniques drawn from Gestalt, Psychodrama and other therapies are reviewed from a theoretical and applied perspective. The principles behind experiential interventions are discussed and students practice various techniques first with each other and then with PRAC 1 'clients'.
- **Transpersonal Psychology and Spiritual Emergency**
A transpersonal (spiritual) context for human development/dilemmas can provide greater meaning and purpose. The possibility of viewing emotional distress as a 'spiritual emergency' or 'dark night of the soul' is presented, including how to approach these experiences therapeutically. The role that altered states of consciousness have played in human spiritual development is examined, and the potential for these experiences to be used therapeutically in a responsible fashion is explored.
- **Boundaries and Ethics in the Helping Professions**
Ethical principles as they are applicable to the helping professions are outlined. Boundary and ethical issues are discussed in detail, and students are encouraged to think

	<p>their way through various common ethical dilemmas. Students continue addressing areas of potential personal vulnerability, developing awareness of how their unfinished business could impact a client.</p> <ul style="list-style-type: none"> • Common Issues in Psychotherapy Common issues that clients present in psychotherapy are examined, including depression and suicide risk assessment; trauma; and grief and bereavement counselling. Although these aren't examined in detail, students are given an important grounding in dilemmas that clients typically bring to therapy. <p>LEARNING ACTIVITIES</p> <ul style="list-style-type: none"> • PARTICIPATION Students will be asked to attend class regularly, be on time, and participate fully in discussions and learning activities. This means not only participating in the exercises themselves, but also bringing their personal experience to the room, being willing to tell the truth and expose parts of self that have been defended, with the intention of shifting to a new experience and perspective. In addition, students will be on class 'forums' that extend the classroom into cyberspace, offering ongoing support. Participation will count towards your final grade. • READINGS Students will be assigned readings from the text and LMS. You will receive a yearly schedule with online readings and due dates provided so that you can plan your time in advance. Due to the experiential nature of this program, the schedule is subject to change. • AUTOBIOGRAPHY REWRITE Students will be expected to re-write their autobiography from a transpersonal perspective. You are asked to consider how your life experience, even the most difficult, has helped to shape you for your unique purpose, or special function. You are required to hand in your autobiography re-write to your class instructors by sending it by email. The electronic version is for our files that are protected (but potentially accessible to our governing body, PTIB). If you wish to edit that file version only for content if you feel uncomfortable leaving it in our files, you are free to do so. Submission of your Autobiography Re-write is mandatory, and counts towards your final grade. Your Instructors will provide you with information on requirements and deadlines in class.
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	<ul style="list-style-type: none"> • GROUP MEETINGS (optional) PRAC: Level 2 is an intense course; you may find yourself periodically struggling with personal issues that the program brings to light. We recommend regular attendance at a support group • ACIM WORKBOOK LESSONS Students are asked to continue the daily workbook lessons. • COMPLETION WEEKEND (“Psycho Fair”) Campus PRAC 2 students will help to create and implement the PRAC 1 completion weekend (Psycho Fair) at the end of the year, as a final PRAC 2 project. This is an opportunity to put your skills creatively into practice. Due to its ‘physical’ nature, Psycho Fair is not appropriate to be extended to Online PRAC 2 students. Your instructors will provide more information in class. • SELF-EVALUATION Your last assignment for the year will be an oral self-evaluation, in which you will be asked to examine what you have learned and how you have shifted over the course of the year. You will receive feedback from your peers and instructors. As part of your class participation mark, you will also fill out a rubric evaluating yourself worth 5 marks (out of 10, the other 5 determined by your teachers). If you choose not to submit the evaluation, your teacher’s assessment will count for the whole 10 marks. • QUIZZES A mid-year quiz will be offered to the students. This quiz is a required component which allows the students to test their own learning in the subjects taught and allows the instructors to gauge whether the students have understood the material. This quiz will be marked, however, those marks do not count toward final marks. • FINAL EXAM (optional for Personal Growth stream students) An open-book final exam will be distributed at the end of classes in June, and is due August 15. (Please note: the due date of exam may change, students will be advised if this occurs). The exam is a learning activity designed to help students integrate material learned throughout the program, and is worth 50% of your final mark. The exam is optional for those taking PRAC for the purposes of personal growth, but mandatory for those who intend to use the program for career purposes. Exam information will be posted on your student forum. Your Instructors will provide you with information on requirements and deadlines in class.
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	<ul style="list-style-type: none"> <p>WORKSHOP ASSISTING/PRACTICUM [350 practicum hours and 60 supervision hours are required for graduation by the end of PRAC 3, please see '<i>Student Practicum Program</i>' for more information] NOTE: some practicum components are not required for personal growth students.</p> <p><u>Assistant's Training Level 2</u> This is a mandatory weekend whose pre-requisite is assisting at least one weekend workshop. PRAC 2 and PRAC 3 students attend Friday, Saturday and Sunday. You will be asked to attend the Assistant's Training Level 2 (cost included in your fee). Online PRAC students will be required to attend the Assistant Training Level 2 in the nearest location (by the end of PRAC 3).</p> <p><u>Workshop Assisting</u> PRAC 2 campus students will be asked to assist a minimum of 1 weekend workshop throughout the course of the year, to be scheduled in advance with the Director of Workshops (workshops@clearmind.com). You are welcome to assist as many workshops as you and Clearmind can accommodate, and it is strongly recommended that you assist at least 2 in your PRAC 2 year. PRAC Online students will be asked to assist the 2-week Rude Awakening anytime following their PRAC 2 year, and are exempt from mandatory Awakening Assisting. All workshop assisting counts towards your required practicum hours. Please read "<i>Assisting Requirements and Procedures</i>" and "<i>Student Practicum Program</i>" for more information.</p> <p><u>Student Practicum Program and 4 Session Project</u> Beginning after Spring Break, you will be asked at minimum to counsel a PRAC 1 student for 4 sessions (the format of these is structured), and to record the sessions. Portions of the tape will be reviewed in class, and by your supervisor. These sessions are mandatory for diploma students – If you do not complete the 4 sessions you will be given an "incomplete" in your Student Transcript and will not receive your Diploma or graduate from PRAC 3. Details of what is required for this project will be provided by your instructor. Please read "<i>Student Practicum Program</i>" for more information.</p> <p>PRAC 3 students are also available early in the year for counselling support (information will be posted on your forum). There is no cost for this service. These sessions are recorded, with small portions of the tape viewed by the PRAC 3 Instructors and class for the purpose of supervision and feedback to the PRAC 3 student.</p>
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	<p><u>Assisting PRAC 1</u> Students are encouraged to assist PRAC 1 classes as often as they are able to support their learning and to be of support to the PRAC 1 students.</p> <p>MARKING SCHEME For Diploma students, final grades will be calculated as follows:</p> <ol style="list-style-type: none"> 1. 10 marks: given for Class Participation (through teacher/student evaluation rubric) 2. 15 marks: given for completing the following assignments: Autobiography Rewrite, 4 Session Project, Practicum Hour Log (these are not 'marked', 5 marks are awarded for each assignment submitted) 3. 25 marks: given for attendance. One mark is deducted from this total for each class missed. Please note that theory classes can be partially "made up", speak to your instructor for more information. 4. 50 marks: given for the final exam. A passing grade is considered 70%. Students may elect to re-take the exam for an additional fee. <p><u>PRAC 3 Course Description:</u></p> <p>PRAC 3 is an exciting and challenging journey into Leadership, for which students are well prepared with completion of PRAC 1 and PRAC 2. The culminating exercise of the program is writing and delivering your 'universal constitution', which draws on your autobiographies from PRAC 1 and 2, and articulates a personal commitment to putting your unique self-defined life purpose into action in all areas of your life.</p> <p>Over the course of 8 months, the following 5 units are taught theoretically and practically:</p> <ul style="list-style-type: none"> • Group Dynamics: Theory The basics of therapeutic group theory and process are examined, following Yalom's model among others. Boundaries and ethics as they relate to group work and recent developments in the field, are discussed. • Group Dynamics: Process and Interventions Group interventions are discussed, and the process of creating effective group exercises for various phases of a group's development is examined. The safe and effective use of the self in interventions is emphasized. • Group Leadership: Skills and Practice The facilitator of a group will largely determine where and how it goes, and thus the therapeutic stance in relation to groups is discussed. Students practice group process skills under supervision, in various formats.
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	<ul style="list-style-type: none"> • Genogram Interpretation: Theory and Practice Students learn how to interpret a genogram and lead a family of origin presentation from the theoretical perspective of Bowen's family systems theory. Students apply their skills in leading family of origin presentations with PRAC 1 students. • Supervision and Counselling Skills Booster Student's individual and/or group practicum work is supervised and reviewed by qualified instructors, providing feedback and an opportunity for dynamic systemic learning. Various specialized topics in counselling are explored, such as relationship counselling and sexuality. <p>LEARNING ACTIVITIES</p> <ul style="list-style-type: none"> • PARTICIPATION Students will be asked to attend class regularly, be on time, and participate fully in discussions and learning activities. This means not only participating in the exercises themselves, but also bringing their personal experience to the room, being willing to tell the truth and expose parts of self that have been defended, with the intention of shifting to a new experience and perspective. In addition, students will be on class 'forums' that extend the classroom into cyberspace, offering ongoing support to the instructors in responding to student questions. Participation will count towards your final grade. • READINGS Students will be assigned readings from the text and LMS. You will receive a yearly schedule with online readings and due dates provided so that you can plan your time in advance. Due to the experiential nature of this program, the schedule is subject to change. • ACIM WORKBOOK LESSONS Continuation of the daily workbook lessons. • AUTOBIOGRAPHIES Students will be asked to give family system oriented feedback on PRAC 1 Student's autobiographies. Students will review PRAC 1 autobiographies, and then attend PRAC 1 class as scheduled to engage in an exploratory feedback exercise designed to assist PRAC 1 students prepare for genograms. • QUIZZES A mid-year quiz will be offered to the students. This quiz is a required component which allows the students to test their
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	<p>own learning in the subjects taught and allows the instructors to gauge whether the students have understood the material. This quiz will be marked, however, those marks do not count toward final marks.</p> <ul style="list-style-type: none"> • SUPPORT GROUP LEADERSHIP PROJECT All counselling stream (Diploma students) will be required to lead a minimum of one peer support group session, including submitting a plan and session notes. This counts towards your final grade. Details will be provided by your instructor. • FINAL EXAM (optional for Personal Growth stream students) An open-book final exam will be distributed at the end of classes in June, and is due August 15. (Please note: the due date of exam may change, students will be advised if this occurs). The exam is a learning activity designed to help students integrate material learned throughout the program, and is worth 50% of your final mark. The exam is optional for those taking PRAC for the purposes of personal growth, but mandatory for those who intend to use the program for career purposes. Exam information will be posted on your student forum. Your Instructors will provide you with information on requirements and deadlines in class. • GENOGRAM PRESENTATIONS Students will be asked to co-facilitate (with an instructor) PRAC 1 Family of Origin Presentations at the end of the year. Your Instructors will provide you with information on requirements in class. Dates are scheduled in your student calendar. • COMPLETION WEEKEND (“Psycho Fair”) In co-operation with PRAC 2 students, PRAC 3 students will help to create and implement the PRAC 1 completion weekend at the end of the year. The focus for PRAC 3 students will be facilitating the weekend as a whole. Your Instructors will provide you with information on requirements in class. Dates are scheduled in your student calendar. • UNIVERSAL CONTRACT AND CONSTITUTION Your last assignment for the year will be a declaration of who you are, and the values and ethics that will direct your life. This is a required assignment, as it is the completion to the autobiography exercises undertaken in PRAC 1 and 2. Your Instructors will provide you with information on requirements in class. Dates are scheduled in your student calendar. Note: There will be a reasonable ticket fee for this public catered event.
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	<ul style="list-style-type: none"> • SELF-EVALUATION Your last assignment for the year will be an oral self-evaluation, in which you will be asked to examine what you have learned and how you have shifted over the course of the year. You will receive feedback from your peers and instructors. As part of your class participation mark, you will also fill out a rubric evaluating yourself worth 5 marks (out of 10, the other 5 determined by your teachers). If you choose not to submit the evaluation, your teacher's assessment will count for the whole 10 marks. • WORKSHOP ASSISTING/PRACTICUM [350 practicum and 60 supervision hours are required for graduation by the end of PRAC 3, 'Student Practicum Program' for more information] <p><u>Assistant's Training Level 2</u> This is an optional weekend for PRAC 3 students (unless you did not complete it in PRAC 2), whose pre-requisite is assisting at least one weekend workshop. PRAC 2 and PRAC 3 students attend Friday, Saturday and Sunday. You will receive more information about how you might participate for practicum hours in class.</p> <p><u>Self Led Support Groups</u> PRAC 3 students are required to attend scheduled self-led support groups, which are scheduled into the class curriculum. Leadership will rotate among pairs of PRAC 3 students, with instructors observing and providing feedback.</p> <p><u>PRAC Class Assisting/Leadership</u> You will be asked to lead portions of PRAC 1 (as scheduled), as well as lead support groups (this can be done in teams). Your instructors will take names of those interested in 'shadowing' PRAC 1, 2, and support groups for practicum hours at the beginning of the year, and the student is responsible for keeping required attendance commitments. Shadow teaching is by an application process only, positions are not guaranteed.</p> <p><u>Facilitator Training</u> Veteran Assistants (with 5 workshop assists) have the option to mentor under facilitators for 1 workshop (as available), leading portions of the workshop at the discretion of the facilitators, and debriefing with them. Dates to be determined in co-operation with the Director of Workshops or workshop producer in your area, for information contact (workshops@clearmind.com).</p>
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	<ul style="list-style-type: none"> • SELF-EVALUATION Your last assignment for the year will be an oral self-evaluation, in which you will be asked to examine what you have learned and how you have shifted over the course of the year. You will receive feedback from your peers and instructors. As part of your class participation mark, you will also fill out a rubric evaluating yourself worth 5 marks (out of 10, the other 5 determined by your teachers). If you choose not to submit the evaluation, your teacher's assessment will count for the whole 10 marks. • WORKSHOP ASSISTING/PRACTICUM [350 practicum and 60 supervision hours are required for graduation by the end of PRAC 3, 'Student Practicum Program' for more information] <p><u>Assistant's Training Level 2</u> This is an optional weekend for PRAC 3 students (unless you did not complete it in PRAC 2), whose pre-requisite is assisting at least one weekend workshop. PRAC 2 and PRAC 3 students attend Friday, Saturday and Sunday. You will receive more information about how you might participate for practicum hours in class.</p> <p><u>Self Led Support Groups</u> PRAC 3 students are required to attend scheduled self-led support groups, which are scheduled into the class curriculum. Leadership will rotate among pairs of PRAC 3 students, with instructors observing and providing feedback.</p> <p><u>PRAC Class Assisting/Leadership</u> You will be asked to lead portions of PRAC 1 (as scheduled), as well as lead support groups (this can be done in teams). Your instructors will take names of those interested in 'shadowing' PRAC 1, 2, and support groups for practicum hours at the beginning of the year, and the student is responsible for keeping required attendance commitments. Shadow teaching is by an application process only, positions are not guaranteed.</p> <p><u>Facilitator Training</u> Veteran Assistants (with 5 workshop assists) have the option to mentor under facilitators for 1 workshop (as available), leading portions of the workshop at the discretion of the facilitators, and debriefing with them. Dates to be determined in co-operation with the Director of Workshops or workshop producer in your area, for information contact (workshops@clearmind.com).</p>
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Implementation Date:	Sep 3, 2010
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Date of Last Revision:	June 30, 2018

Policy:

Clearmind International Institute Inc. is committed to enrolling Students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Please note that neither Clearmind International Institute Inc., nor the Student or prospective Student may waive the Admissions Criteria for the Practitioners Training Program (PRAC).

Students wishing to join the program already in progress must be able to attend by Class 5, as well as review all class material and confirm understanding of the material provided prior to their joining the program.

Students are to complete their Student enrollment contract two weeks prior to the commencement of the program, individual exceptions will be considered.

International Students for whom English is not their native language will have their English language competency confirmed in the interview process prior to starting PRAC 1.

International Students enrolling in Campus classes must have a Study Permit issued by Immigration and Citizenship of the Government of Canada prior to starting classes. Students attending online classes who are not Canadian citizens but are residing in Canada should confirm with Immigration and Citizenship Canada whether a Study Permit is required. Study Permits are not required for students residing outside of Canada who are only attending online classes for their program.

ADMISSIONS CRITERIA – PRAC

Students taking the Practitioners Training Program for the purpose of becoming registered counsellors need to be aware that regulatory bodies (i.e. CPCA and ACCT of Canada) require a clear criminal record check as part of their application requirements.

YEAR 1

Pre-requisites for entering the 3-year Practitioners Training Program:

- **The Awakening Workshop** ¹
- **Interview**

Prior to being admitted into PRAC 1, Students are required to have taken our 3-day residential Awakening Workshop, or to commit to doing so prior to commencement of PRAC 1. The

¹ *This pre-requisite may be completed within 6 weeks of starting the program with special permission from the Senior Education Administrator. Decisions to grant such exceptions will be made based on unusual and inflexible circumstances such as family emergencies, health issues, etc.*

Awakening Workshop, a personal growth workshop that provides the participant with an experience of our therapeutic work, is essential to allow the prospective Student to make an informed decision prior to committing to the 8 month PRAC 1 program. This workshop also provides the designated interviewer with information about the Student that allows us to gauge whether the Student is suitable for our program.

All Students are required to submit a completed Student Information Form that includes education and relevant work and/or volunteer experience, as well as current relevant medical/psychological history

Students will be contacted for a brief phone interview to discuss their goals, the nature of the program, and further ascertain that the program is a good fit for them. This interview is designed to be information gathering, and information providing, so that we can best serve each Student entering the program.

YEAR 2 & 3

Admission criteria for PRAC 2 is successful completion of PRAC 1 and on recommendation of Instructor; for PRAC 3 the admission criteria is successful completion of PRAC 2 and on recommendation of Instructor. If a Student has been out of the program for more than 2 years, they will be required to submit an updated Student Information Form and complete an interview.

A prospective Student is considered to be admitted when s/he and a Clearmind representative sign the Student enrollment contract. Letters of acceptance into the program are available on request for a \$25 fee.

NOTE: Students that are returning more than 5 years after completing PRAC 1 may be required to audit PRAC 1 before being allowed to register for PRAC 2. Students that are returning more than 5 years after completing PRAC 2 may be required to audit PRAC 2 before being allowed to register for PRAC 3.

ADMISSIONS CRITERIA – SUPERVISION GROUP

Must be a practicing counsellor registered with a counselling association or other governing body for counselling (having met registration criteria for the association or governing body), and hold current counselling liability insurance.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Program Instructors	Various
Date of Last Revision:	June 30, 2018

Policy:

Clearmind International Institute Inc. recognizes that good attendance is directly related to Student success in completing a program of study.

Students are expected to attend classes as scheduled. Students who will be absent, from a class or a program weekend, must contact their program Instructors directly by email (provided in the Student Handbook and by the program Instructors at the start of the program) before the time that they are scheduled to start class. The Student is responsible for completing all assignments missed during the absence.

Absences for medical or emergency reasons are considered "excused" absences if the Student provides documentary evidence of the reason for the absence such as a doctor's note.

Absences that are not "excused" are subject to the following:

- Students, who miss more than 3 classes consecutively without contacting the Instructors, shall be contacted by the Instructor for explanation of the absences and may be placed on probation.
- Students, who miss more than 6 classes consecutively without contacting an Instructor, shall be deemed as unofficially withdrawing from the program. The "Payment Policy" and the "Tuition Refund and Withdrawal Policy" in the Student Handbook provide more information.
- Students, who miss more than 6 classes, even if they have contacted the Instructors, may be placed on probation. The Instructors will contact the Student in this case and advise the Student of probation and contract with the Student around attendance expectations. Absences for medical or emergency reasons will be taken into consideration.
- Students who miss up to 12 classes may still pass the program, provided that they make up class material missed. Some class material cannot be made up by reading, therefore Students who miss units need to consult with their Instructors and contract with them about how material will be made up.
- Students who miss more than 12 classes in total will not pass the diploma program, but may continue in the personal growth stream with their Instructor's approval.

Procedure for Student Attendance:

1. Class lists are available on the Instructor's shared folder for use by the Instructors during the school year.
2. Instructors take attendance at the beginning of each class noting Students who are absent and enter the information onto the Instructor's shared folder.
3. Instructors send an email regarding any attendance issues to the Director of Administration to include in the Student's file.
4. Instructors review the overall attendance for the Students that are of concern with respect to attendance and provide written communication to the Student and a copy is sent to the Director of Administration for the Student's file.
5. Instructors advise the Senior Education Administrator of the name of Students who are of concern with respect to attendance.

Any Student who misses more than 12 classes in the program is contacted by the Senior Education Administrator advising of dismissal from the diploma program.

Any foreign Student attending the program under a VISA and/or Study Permit who is dismissed from the program is required to be and will be reported to Citizenship and Immigration Canada.

STUDENT REQUIREMENTS:

Student attendance is taken at each class and PRAC curriculum weekend. If the Student is unable to be present at a class or weekend, they are to inform their Instructors, or the Student representative assigned to attendance, by posting on their class forum.

If the Student plans to be away from classes for more than 1 consecutive week (class), the Student is to inform their Instructors of their planned absence via email directly to the Instructors or posting on their class forum. The Student is to ensure that the attention line in the e-mail reflects the Student's name and attendance details - for example: "Joe Brown – Absent from May 3 class".

If the Student is unable to attend a mandatory curriculum weekend, the Student is to contact their Instructors who may arrange an alternative and any written notice will be included in the Student's file.

Implementation Date:	Mar 1, 2015
Senior Education Administrator	Joanie Tara
Program Instructors	Various
Date of Last Revision:	June 30, 2018

Policy:

Clearmind International Institute Inc. is unique in that our internal practicum is offered as an integral part of the program 'in house', meaning that students have many varied opportunities within Clearmind to complete the 350 Practicum hours and 60 Supervision hours required over the three years of the diploma program. Please refer to 'Practicum Program' in the Student Handbook for more information.

Occasionally, however, a Student may have accrued hours from a place outside of Clearmind auspices, such as volunteering their services at a women's shelter, addictions program etc. and the Student can apply to have credit for these accrued hours added to their supervised hours. Please note that the mandatory components of the practicum as outlined in your Student Handbook still apply. This policy applies to these **Student-driven** requests to accrue additional hours outside of what Clearmind International Institute offers as part of the program.

- **Students must be insured independent of Clearmind.** If the organization does not provide insurance coverage for volunteers, Students may consider registering as an 'Intern' with the Canadian Professional Counsellors Association (CPCA) or Association of Cooperative Counselling Therapists of Canada (ACCT), and have professional liability insurance (which is part of the registration). Please refer to the CPCA/ACCT websites for more information on requirements to be registered as an Intern. Clearmind Students who wish to apply to be interns would typically be able to do so after they have completed their Practitioners Training Level 2 (including writing the exam and completing the practicum requirements up to that point).
- **Students must obtain appropriate, qualified supervision.** Our program is designed to provide supervision for what we offer within the context of the program. It is therefore the Student's responsibility to obtain supervision from a qualified, registered and insured counselling professional who can supervise their work on location. If there are any additional charges required to obtain such supervision, these will be the student's sole responsibility.

Students must submit their proposal for approval by the Senior Education Administrator. Students must submit a proposal in writing to the Senior Education Administrator, including the following information:

1. Where the Student proposes to accrue their hours, and what they will be doing (i.e. Individual counselling sessions)

2. The name and qualifications of your proposed supervisor, as well as a letter indicating that they are willing to accept responsibility for supervising the Student's therapeutic work
 3. The length of time or number of practicum hours the Student is proposing to accrue through this alternative
 4. Once a Student has submitted a complete proposal, the Senior Education Administrator will respond within 2 weeks with confirmation that the Student can proceed; or will respond with any concerns that need to be addressed.
- **Students must keep track of their accrued practicum hours on their Clearmind Practicum Hour Log.** As with our internal practicum hours, it is the Student's responsibility to keep track of hours accrued in their practicum log.
 - **The Student and their Supervisor must fill out and submit a Counselling Session Evaluation Form.** At the end of the volunteer session, both the Student and Supervisor must fill out a Counselling Session Evaluation form, which is submitted both to your Instructors and to the Senior Education Administrator.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	Joanie Tara
Program Instructors	Various
Date of Last Revision:	June 30, 2018

Policy:

Clearmind International Institute Inc. (CM) provides an opportunity for Students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner.

The policy applies to all current and past CM Students who are currently enrolled or have been enrolled in CM program(s). Determination in respect to the Student complaint is the responsibility of the Senior Educational Administrator. If the Senior Educational Administrator is absent or named in the complaint, the Senior Clinical Director shall be responsible for making a determination in respect of the Student complaint.

Only grades received on final assessments may be appealed. Grades received for assignments or quizzes may not be appealed.

Procedure for Student Disputes:

1. When a concern arises, the Student should address the concern with the Program Instructor most directly involved. If the Student is not satisfied with the outcome at this level, the Student should put their complaint in writing to the Instructor and the Senior Education Administrator.
2. Once the complaint has been submitted in writing, the complaint will be posted on the Instructor's forum for discussion by Instructors/Senior Education Administrator/Senior Clinical Director, and a solution will be proposed based on this collaboration.
3. The solution will be forwarded in writing to the Student within one week of receipt of the written complaint by the Instructor.
4. If the Student is not satisfied with the solution, the Senior Education Administrator will arrange to meet with the Student to discuss the concern and desired resolution within one week of notification by the Student, or as soon as practicable and agreeable to both parties.
5. Following the meeting with the Student, the Senior Education Administrator will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the Student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the Student either individually or with appropriate CM personnel, such as Instructors.
6. The necessary enquiries and/or investigations shall be completed no later than two weeks following the meeting with the Student. The Senior Education Administrator will do one of the following within two weeks of meeting with the Student:
 - a. Determine that the Student's concerns are not substantiated; or
 - b. Determine that the Student's concerns are substantiated in whole or in part.
7. Within 45 days of the original complaint being submitted in writing, the Student and CM's Program Instructor(s) shall receive a written summary of the above determination along with a proposed solution of the substantiated concern(s) from the Senior Education Administrator. A copy of all documentation relating to the Student complaint is to be signed by all parties. A copy shall be forwarded to the Student and a copy forwarded to the Director of Administration who will file it both in the school's Student Conduct File, and in the Student's file.

8. If the Student is not satisfied with the determination of the Senior Education Administrator, the Student must advise the Senior Educational Administrator within 48 hours of being informed of the determination.
9. At this point, the internal Dispute Resolution process will be considered exhausted.
10. If the issue is of a serious nature the CM President may, in his sole discretion and at his cost, engage the services of a third party mediator to assist in the resolution of the dispute.
11. The Student making the complaint may be represented by an agent or a lawyer.
12. The Student will be informed of their right to further recourse, including bringing their complaint forward to CPCA, ACCT or BCACC if the issue is therapeutic in nature.
13. If the Student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, they may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutions.gov.bc.ca).

Procedure for Grade Appeal:

1. If a Student is dissatisfied with the grade received for a final course assessment and can provide evidence that a higher grade is warranted they should discuss with his/her Program Instructor(s). The Instructor(s) will reconsider the grade and, if warranted, assign a different grade.
2. If the Student is not satisfied with the outcome of their appeal to the Instructor(s), they should submit a written appeal and e-mail it to the Senior Education Administrator, with all appropriate documentation attached.
3. The Senior Education Administrator will obtain a copy of the final assessment from the Instructor(s) and will have the assessment re-marked by another Instructor.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the Student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Senior Education Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further.
6. The Senior Education Administrator has the discretion after discussions with Instructors/the Student to allow the Student to re-write the exam or portions of thereof.
7. A passing grade on the final exams is considered to be 70%. If the Student does not achieve 70%, s/he may elect to re-write the exam. An admin fee of \$50 will apply.
8. A passing grade for the program is considered 70%. If a Student does not achieve 70%, they may discuss how to make up for missing components of the program with Instructors/ Senior Education Administrator.

STUDENT REQUIREMENTS:

If Students have complaints and concerns they are encouraged to first seek resolution of the problem by using what they are learning in the PRAC program in an effort to identify and understand all aspects of the presenting complaint or concern.

The onus is on the Student to communicate any difficulties with the program directly to the Instructor. If resolution is not achieved, the Student is invited to communicate in writing with the Senior Education Administrator and, in the event the Senior Education Administrator is party to the concern, with the Senior Clinical Director. Every effort will be made to work toward a resolution with the Student.

Implementation Date:	Sep 3, 2010
Senior Education Administrator	Joanie Tara
Date of Last Revision:	June 30, 2018

Policy:

Students will be on at least two forums, their class forum and an administrative forum, the purpose of which is to disseminate administrative information, reminders of assignments due, and to allow Students to ask questions pertaining to class material or homework. The forums are not set up for therapeutic or personal process-oriented sharing, instead we encourage Students to bring this to class, particularly check in processing classes scheduled. Emotional process is most beneficial with direct human contact, and there are many opportunities to take advantage of this over the course of the program.

For the benefit of Practitioners Training Program Students, forums are set up to be a continuation of the classroom outside of class hours. The confidentiality agreement made in the classroom applies to the forums and the email addresses of other Students. The forums are monitored during the 8-month program by members of the Clearmind faculty.

Who Is On Your Forum

All Instructors of the program will be on every class forum. Further information on what Student levels will be on which forums will be provided at the beginning of classes.

Instructors/Facilitators Forum

All Instructors, Workshop Facilitators and the Workshop Director of Clearmind have their own forum, used for the purposes of disseminating teaching and workshop information, obtaining peer support, and getting feedback on teaching issues. These are all support workers that have worked or will work with you in some capacity as you journey through the program. All of these sign a confidentiality agreement. Your Instructors will identify who is on the Instructor forum verbally.

Forum Protocol

1. The Student forum shall only be used for PRAC-related communications. This may include invites to your PRAC mates to social events as long as the event is open to all same-level Students in your group.
2. Postings to the Founders (unless they are your direct Instructor), the Director of Administration, Senior Education Administrator and other staff members, are required to be made directly to them, NOT on your class forum. (See Contact Information for their email addresses.)
3. No advertising of non-Clearmind related events is allowed on Clearmind forums.
4. Postings are requested to have a subject line relating to the email. i.e.: "Homework question re: family systems"
5. If you desire an Instructor to read a specific posting then their name MUST be in the subject line. i.e.: Att: Catherine

How to access your forums – detailed information is provided via email on how to use the LMS and access your class forum. Tutorials are also available on the site itself.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Date of Last Revision:	Jun 30, 2018

Policy:

PRACTITIONERS TRAINING – PERSONAL GROWTH OR CAREER TRAINING?

The Practitioners Training Program (PRAC) is designed both for Professional Counselling Training as well as for Personal Development.

The 3-year course is suited to an **individual and/or group counselling career**. Students choosing to take the full program, for the purpose of beginning their counselling career, qualify to apply for registration with the ACCT as ‘Registered Therapeutic Counsellors’ or with CPCA as ‘Registered Professional Counsellors’.

PRAC can also be taken as a **personal development course** for anyone interested in experiencing a greater sense of self awareness, purpose, as well as building communication and leadership skills.

The course that is taught for all 3 years is the same for both streams, the difference between the two streams is as follows:

Personal Development

- Students are supported to, but not required to, write quizzes or exams at the end of the year
- A portion of the practicum hours required for counseling career training can be waived

Counseling Career Training

- Students are required to write 1 quiz throughout each year, as well as a final exam at the end of each year. A mark of 70% on the final exam is considered a “pass”.
- 350 practicum and 60 supervision hours are required for completion of the 3-year program.
- Practicums will not be evaluated for marks, but if a Student does not demonstrate adequate self-awareness and/or skill, they may not graduate; recommendations will be made to support the Student’s learning in areas of concern.
- Students will receive a Diploma in “Transpersonal Therapeutic Counselling” at the completion of the 3-year program
- Students have 5 years after completing PRAC 3 to complete their practicum and supervision hours in order to meet graduation requirements.

NOTE: For your benefit, we suggest a decision on which stream to follow as soon as possible in PRAC 1. For those Students that are unsure, please note that the Student is required to decide on the program stream at the onset of the 2nd year (PRAC 2). Should you decide you want to enter the Diploma stream after this time, you must apply to the

Senior Education Administrator, who will advise what will be required to make the transition, and if it is appropriate.

GRADUATE STUDENT REFERRAL POLICY

At Clearmind, it is our pleasure to write Letters of Reference (i.e. to ACCT or CPCA) for our PRAC 3 graduate Students (diploma program). To assist us in this process, all Students requesting Letters of Reference are required to first ascertain that they have completed all requirements:

Those requirements are:

- Completion and submission of all PRAC 1, PRAC 2 & PRAC 3 curriculum assignments
- PRAC 1 exam
- PRAC 2 exam
- PRAC 3 exam
- 350 practicum and 60 supervision hours and endorsement of supervising Instructors
- Completion of all financial aspects of their Student Enrollment Contract with Clearmind International

Please note that students may apply to the ACCT or CPCA for a Student Membership without a referral.

Please see Professional Association Registration in the Student Handbook or the associations' websites for more information.

Implementation Date:	Sep 10, 2012
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Date of Last Revision:	June 30, 2018

Overview:

For all financial and payment procedures, questions and information please contact:

Denise Cunningham, Director of Administration, Applications & Payments

Tel: 604.513.9001 ext 2 Fax: 604.513.9008

Email: admin@clearmind.com

Office Hours: Monday to Thursday (excluding holidays) 9:30am to 4pm, Friday 9:30-12:30 PST.

Policy:

PRAC

A \$150 non-refundable/non-transferable application deposit is required when applying. The total cost for the year, \$4,965.00 (which includes the \$150 application deposit) is due in full prior to starting. The \$4,965.00 consists of:

Administration & GST	\$ 105.00
Materials & GST	\$ 105.00
Archiving Fee & GST	\$ 8.20
Tuition	\$4,746.80
Total	\$4,965.00

As an additional service for the convenience of our students, in lieu of the full tuition payment up front, we offer an 11-month payment plan as follows:

The payment plan consists of a first payment (after the \$150.00 application fee has been paid and is due on signing the Student Enrollment Contract) in the amount of \$1,347.10 plus 11 payments of \$338.90 (\$328.90 plus a finance fee of \$10 for each payment) due on the 1st of each month, with the first payment due December 1, 2018 and the last payment due October 1, 2019. Payments can be paid with post-dated cheques or credit card. Please note that the payment plan takes place over 11 months for the convenience of the student, even though classes take place over 8 months. **Payments will continue for 4 months after classes have finished.**

Supervision Group

A \$150 non-refundable/non-transferable application deposit is required when applying. The total cost for the Supervision Group program is \$550.00 (which includes the \$150 application deposit) and is due in full prior to starting. The \$550.00 consists of:

Tuition	\$500.00
Administration & GST	\$ 42.00
Archiving Fee & GST	\$ 8.00

General

It is the Student's responsibility to ensure that there are sufficient funds to cover their payments, and that the office is supplied with current expiry dates for credit cards. If for any reason a scheduled payment does not go through (i.e. cheque does not clear, credit card is declined, or the date on credit card has expired), the Student will be responsible for a \$25 administration fee. If a

student would like a payment held, notice in writing must be provided to admin@clearmind.com at least 3 business days prior to the scheduled payment date and the student will be charged a \$25 administration fee. Any held payments are to be paid prior to the next scheduled payment date.

We accept cash, cheques, VISA or MasterCard for payment of any of our programs. Please make cheques payable to Clearmind International Institute.

Students are required to immediately advise Clearmind of any changes of the following:

1. Address, phone, email and name changes. Please send one email, clearly indicating the change, ensure that it is addressed to both instructors (see contact information) and admin@clearmind.com.
2. Changes in credit card numbers or expiry dates please email to admin@clearmind.com.
3. Changes in payment method please email to admin@clearmind.com.
4. Changes of emergency contact person to admin@clearmind.com.

Additional Administration Fees:

Exam Late Submission: Exams received after the due date of **August 15, 2019** will be charged a late marking fee. Fees – for each 30-day period, or portion thereof, following **August 15, 2019**, a charge of \$50 for each late exam will apply, up to but not exceeding \$150 total.

Late Completion of program requirements (i.e. practicum, attendance requirements, Mental Health Unit, Constitution) will be \$50 plus instructor time as required.

Reissuing of transcripts, diplomas, and past student information: Students who request a reissuing of transcripts, diplomas, or other past Student information that has been provided (i.e. practicum hour logs) will be subject to a \$50 fee.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Date of Last Revision:	June 30, 2018

Policy:

Clearmind International Institute Inc. (CM) collects students' personal information for the following reasons:

- To maintain Student records as required by the Private Training Act.
- To issue T2202As in accordance with Canada Revenue Agency
- To distribute relevant Clearmind program information to Students (i.e. through email newsletter)

Students' personal information is not used for any other purpose.

Practitioners Training Program is a full career training program, and as such CM retains the full Student file for a period of seven (7) years following the Student's withdrawal, dismissal or graduation. After seven years, the full Student record is destroyed using a secure method (shredding).

Per PTIB requirements, CM uploads a copy of the Students' contract, transcripts and credential (if any) to an approved third-party vendor (Datawitness). These records are retained securely for a period of fifty-five (55) years by the third-party vendor (Datawitness).

Procedure for maintaining Student files:

1. Student personal information is collected throughout the Student's attendance at CM. All required information regarding the Student is placed in the Student file.
2. Student files containing personal information are safely stored in locking, fireproof, file cabinets and access to the Student files is limited to the Director of Administration and the Senior Education Administrator
3. When a Student leaves the school either by withdrawal or dismissal an 'interim transcript' is prepared showing the marks achieved in the courses completed and e-mailed to the Student. If the Student has completed all courses and requirements within the 3-year program of study, a final Transcript is prepared and a program credential is also prepared and signed by the President and/or the Senior Education Administrator and copies of the documents are placed in the Student file.
4. Within 60 days of the student leaving school, copies of the Student Enrollment Contract, Transcript and Diploma (if applicable) are uploaded to Datawitness for long term storage.
5. After documents are sent for long term storage, the full Student file is placed in "inactive" Student storage for one year.
6. At the end of one year, the Student file is placed in "closed" for a further six years.
7. At the end of the seven-year period, the full Student file will be destroyed using a secure destruction method.

Procedure for Student access to the information on file:

1. Students wishing to access the information in the Student file must make the request in writing and send it via e-mail to the Director of Administration.
2. The Director of Administration will provide .pdf copies of any document the Student requests in e-mail form.
3. The Student will pay \$0.25 per page for the documents copied for him/her to the Director of Administration.
4. Once the documents have been provided and received by the Student, a fee of \$50 will be charged for additional copies. This includes past Students who have been provided with all required documents.

Procedure for authorizing release of information:

1. If a Student wishes to authorize a third party to access information in his/her Student file, he/she must do so in writing and submit the request via e-mail to the Director of Administration.
2. Clearmind will not release information to any person other than people authorized by the Student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

STUDENT REQUIREMENTS:

Confidentiality Agreements

All Students are expected to make and keep the confidentiality agreements of their class. This includes refraining from using ANY identifying information when discussing other Clearmind Students outside of Clearmind. If you have made a mistake and broken confidentiality, tell your Instructor or e-mail the facilitator of the workshop that it concerns immediately.

E-Mail Policy

The email address that you provide to Clearmind, must be a private email address, it cannot be a shared email box, i.e. with another family member or partner. The reason for this is that it is used for the Practitioner Class forums, and is therefore part of the confidentiality agreement made by the class.

Clearmind departmental staff are not members of the Student forums (unless otherwise specified), therefore they DO NOT monitor the Student forums and cannot receive messages from Students via the forums. If you have business with them you will need to email them directly. Please check "contact Information" as well as separate Indexes to this document for their email addresses.

Ethical Issues Procedure

If Students become aware of ethical issues or ethical concerns they are strongly encouraged to bring it to the attention of the Instructors, Senior Education Administrator and/or Directors.

Personal Information Protection Act of BC (PIPA)

Clearmind willingly follows the Personal Information Protection Act of BC (PIPA). Under this Act, no personal information may be shared with other Students, members of the public or other organizations without your consent, unless there is a health and/or safety issue.

Clearmind Students have the right to inspect and review their education records and have the right to challenge records when they are inaccurate, misleading, or otherwise in violation of the Student's privacy rights. A Student may have access to their file by requesting in writing from the Director of General Administration, Applications & Payments. Originals may not be taken from the files. Photocopies shall be provided to the student at a small cost.

Student disciplinary records shall contain documents and when appropriate audiotapes pertaining to an event, investigation or proceeding. Student disciplinary records will be confidential to the extent possible in accordance with federal and provincial laws relating to disclosure. A record of disciplinary action shall only be placed on a Student's academic transcript in cases involving expulsion or suspension from Clearmind such as in the case of an academic dishonesty violation.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Program Instructors	Various
Date of Last Revision:	June 30, 2018

Policy:

Clearmind International Institute Inc. expects Students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all Students are expected to follow. This list is not exhaustive and Students should request clarification from the Senior Education Administrator if they have any questions.

“Student” is defined as including prospective Students as well as those currently registered or enrolled in any CM programs or activity.

Clearmind Practitioner Training Students are expected at all times:

1. To maintain respect for Persons and treat all Students and staff with respect.
2. To maintain respect for Property
3. Attend school in accordance with the Attendance Policy.
4. Refrain from any disruptive or offensive classroom behaviour.
5. Refrain from cheating or plagiarism in completing class assignments.
6. Complete all assignments and examinations on the scheduled completion dates.
7. Refrain from bringing any alcohol or any prohibited mood altering substances to the classroom or surroundings.
8. Refrain from making inappropriate remarks concerning another Student or staff’s ethnicity, race, religion or sexual orientation.
9. Any other conduct which is determined to be detrimental or damaging to the other Students, staff members or CM
10. To Follow Environmental Health and Safety Guidelines: Students shall comply with all environmental, health, and safety requirements, including earthquake and fire safety regulations.
11. To be respectful with use of cell phones, beepers, ipods, etc., that disrupt classes and CM activities. Please turn off your cells, beepers, etc. prior to entering classes. If a Student feels that he or she must use an item that might disrupt class, the Student must discuss the matter with the instructor and class and come to an agreement regarding the use of the item before using it in class.

We recognize that Students are coming to Practitioners Training to learn, and so we do expect some mistakes to be made, which are addressed as learning opportunities for the Student and his/her classmates. Dismissal from the program can result from serious incidents such as those listed below, if incidents are found to be irresolvable or result in serious harm or potential harm.

Clearmind finds the following violations serious and if substantiated, any of the following will result in immediate dismissal without a warning letter or probationary period:

1. Failure to follow the Student Code of Conduct

2. Sexual assault or sexual abuse.
3. Endangering the emotional, mental or physical health of another Student.
4. Deliberate physical, mental or emotional assaults.
5. Stalking or predatory type behaviour.
5. Discriminatory or bias-related acts.
6. Theft of property.
7. Harassment in any form.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a Student's conduct shall be referred to the Senior Education Administrator to process in accordance with this Policy.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Senior Education Administrator. Concerns may be brought by staff, students or the public.
- 2) The Senior Education Administrator will arrange to review the complaint with the student within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Senior Education Administrator will meet with the student as soon as practicable.
- 3) Following the review with the Student, the Senior Education Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial review with the Student.
- 5) The Senior Education Administrator will meet with the Student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the Student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the Student be dismissed from the Institution.
- 6) The Senior Education Administrator will prepare a written summary of the determination. A copy shall be forwarded to the Student, a copy will be placed in the school's Student Conduct File, and another copy will be placed in the Student file.

- 7) If the Student is issued a warning or placed on probation, the Senior Education Administrator and the Student both sign the written warning or probationary conditions and the Student is given a copy. The original document is placed in the Student's file.
- 8) If the recommendation is to dismiss the Student, the school will provide the Student with a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the Student's financial account with the school.
- 9) If a refund is due to the Student, the Director of Administration will ensure that a cheque is forwarded to the Student within 30 days of the dismissal.
- 10) If the Student owes tuition or other fees to the school, the Director of Administration will undertake the collection of the amount owing.

UNSUITABILITY FOR THE PROGRAM

Given the strong psychotherapeutic nature of the program, maintaining psychological safety for all Students is paramount. If an Instructor has concerns regarding a Student's emotional ability to handle the program (which become evident after the Student has enrolled), or if a Student has been found to violate another's psychological safety in some way, there is the potential for that Student to be dismissed from the program. Before such an occurrence, every effort will be made to come to a resolution of the difficulty, through a meeting with the instructor and heads of the program. If no resolution is agreed to between Student and staff, the Student will receive a letter of dismissal from the program effective immediately, and will not be held financially responsible for the rest of the program.

MEDICAL AND PSYCHOLOGICAL RISK AND EVALUATION

A Student may be directed to participate in a medical and/or psychological evaluation whenever the behaviour of the Student appears to pose a serious threat to the health and safety of such Student or others. The medical and/or psychological evaluation process is designed to assess: Whether the Student's behaviour poses a threat to the safety of the Student or others, and the nature, duration and severity of the risk.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	Joanie Tara
Director of General Administration, Applications & Payments	Denise Cunningham
Date of Last Revision:	June 30, 2018

Overview

We understand that this program is not for everyone, and that some may change their minds after registering and/or taking a portion of it. **Clearmind requires written notice of withdrawal from the Student, and will provide written notice of dismissal.** Students will continue to be charged until they notify the office directly in writing at admin@clearmind.com, regarding their withdrawal. In the unlikely case of dismissal of a Student by Clearmind, the Student will only be held financially responsible for the portion of the program they have taken.

If you are considering withdrawing from the program, please inform your instructors of your intent to withdraw from the program. Once you have spoken with your instructors and planned the date of your final goodbye to you class, then send a notice of withdrawal by email to admin@clearmind.com and educationaladmin@clearmind.com.

Policy:

- 1) This policy is subject to the minimum requirements set out by PTIB.
- 2) In this policy:
 - a) All dollar amounts are in Canadian funds.
 - b) Clearmind International Institute Inc. is subsequently identified as "Clearmind".
- 3) A Student may be entitled to a refund of tuition fees paid to Clearmind in the event that:
 - a) The Student provides written notice to Clearmind that he or she is withdrawing from the program; or
 - b) Clearmind provides written notice to the Student advising that the Student has been dismissed from the program.
- 4) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 5) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 6) The refund entitlement to which a Student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, Clearmind is not responsible for refunding more than has been collected to date and a Student may be required to make up for monies due under the contract.

- 7) If Clearmind has received fees in excess of the amount it is entitled to under the Student contract, the excess amounts will be refunded.

- 8) Refund policy for Students:
 1. If Clearmind receives tuition from the student, or a person on behalf of the student, Clearmind will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 - (a) Clearmind receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and Clearmind receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - (c) the student does not attend a work experience component and Clearmind does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
 2. Clearmind will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
 3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, Clearmind may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
 4. Unless the program is provided solely through distance education, if Clearmind receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, Clearmind may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, Clearmind may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - (b) after the contract start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain up to 50% of the tuition due under the student enrolment contract.
 5. Unless the program is provided solely through distance education, if Clearmind provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:

- (a) before 11% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain up to 50% of the tuition due under the student enrolment contract.
6. If Clearmind provides the program solely through distance education and Clearmind receives a student's notice of withdrawal or Clearmind delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, Clearmind may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, Clearmind may retain up to 50% of the tuition due under the student enrolment contract.
7. Clearmind will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to Clearmind or Clearmind provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date Clearmind receives a student's notice of withdrawal,
 - (b) of the date Clearmind provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to Clearmind that Clearmind is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

	<p><u>Workshop Assisting</u> We strongly recommend that you assist weekend workshops throughout the course of the year to fill in your practicum hours, at your convenience, to be scheduled in advance with the Director of Workshops, (workshops@cleramind.com). Please read <i>"Student Practicum Requirements & Procedures"</i> for more information.</p> <p>MARKING SCHEME For Diploma students, final grades will be calculated as follows:</p> <ol style="list-style-type: none"> 5. 10 marks: given for Class Participation (through teacher/student evaluation rubric) 6. 15 marks: given for completing the following assignments: Constitution, Group Facilitation Project, Practicum Hour Log (these are not 'marked', 5 marks are awarded for each assignment submitted) 7. 25 marks: given for attendance. One mark is deducted from this total for each class missed. Please note that theory classes can be partially "made up", speak to your instructor for more information. 8. 50 marks: given for the final exam. A passing grade is considered 70%. Students may elect to re-take the exam for an additional fee. 9. DSM online course: must be marked 'complete'. 10. Therapeutic and Practicum components must be complete (per Practicum hour log).
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	<p><u>Workshop Assisting</u> We strongly recommend that you assist weekend workshops throughout the course of the year to fill in your practicum hours, at your convenience, to be scheduled in advance with the Director of Workshops, (workshops@clearmind.com). Please read <i>"Student Practicum Requirements & Procedures"</i> for more information.</p> <p>MARKING SCHEME For Diploma students, final grades will be calculated as follows:</p> <ol style="list-style-type: none"> 5. 10 marks: given for Class Participation (through teacher/student evaluation rubric) 6. 15 marks: given for completing the following assignments: Constitution, Group Facilitation Project, Practicum Hour Log (these are not 'marked', 5 marks are awarded for each assignment submitted) 7. 25 marks: given for attendance. One mark is deducted from this total for each class missed. Please note that theory classes can be partially "made up", speak to your instructor for more information. 8. 50 marks: given for the final exam. A passing grade is considered 70%. Students may elect to re-take the exam for an additional fee. 9. DSM online course: must be marked 'complete'. 10. Therapeutic and Practicum components must be complete (per Practicum hour log).
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