

Course Description

Practitioners Training Program (PRAC) is a 3-year Transpersonal Therapeutic Counsellor Training program that is suitable for, but not limited to, an individual and/or group counselling career.

Personal development: the first year, Practitioners Training 1, can also be taken for personal development purposes and personal development students take REAL 1 instead of Practitioners Training 2. Practitioners Training 3 (Personal Development) will be changing to REAL 2 next year.

Students can elect to take a break between each level.

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 completing the full program, for the purpose of beginning their counselling career, qualify to apply for registration with the ACCT as "Registered Therapeutic Counsellor - Candidate" or the CPCA as "Registered Professional Counsellor" and will receive a Diploma in "Transpersonal Therapeutic Counselling" from Clearmind International Institute Inc. In some provinces of Canada, where regulatory colleges exist, applicants need to confirm college requirements.

Once you have completed all 3 years of our Practitioners Training Program, you will have achieved or be able to do the following:

Attitudes

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

Knowledge

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 (systemic evolutionary) change
3. Analyse human dilemmas (including your own) from a multigenerational systemic context
4. Identify clear steps to address those dilemmas

Practical/Professional Skills

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

Course Prerequisites

PRAC 1 Admission criteria is completion of the Awakening Workshop or Real Retreat and interview to review the program and the Student's goals¹.

PRAC 2 Admission criteria is successful completion of PRAC 1, recommendation of Instructor and an Undergraduate Degree or equivalent.

PRAC 3 Admission criteria is successful completion of PRAC 2 and recommendation of Instructor.

¹This pre-requisite may be completed within 6 weeks of the start date 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.

<p>Textbooks Required for this Course</p> <p>PRAC 1:</p> <ul style="list-style-type: none"> - REAL: The Power of Authentic Connection by Catherine O’Kane & Duane O’Kane - Weekly articles, online lecture clips and excerpts compiled on Learning Management System (LMS) - A Course in Miracles – available from an online website <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 Learning Management System (LMS) - A Course in Miracles – available from an online website <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 Learning Management Systems (LMS) - A Course in Miracles – available from an online website
<p>Equipment Required for this Course</p> <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 access</p>
<p>Course Duration</p> <p>This is a 3-year program:</p> <p>PRAC 1 and PRAC 3: year’s duration is 8 months approximately, from mid-October to June, consisting of 33 classes per year, plus four (five for PRAC 3) weekends specified in the Curriculum Overview Calendar.</p> <p>PRAC 2: year’s duration is 9 months approximately, from mid-September to June, consisting of 38 classes per year, plus six weekends specified in the Curriculum Overview Calendar.</p>
<p>Course Credits</p> <p>Course Credits ONLY apply to students who commenced PRAC 1 in October 2019 (or later)</p> <p>PRAC 1: 7 credits (effective for 2019-20 PRAC 1 students)</p> <p>PRAC 2: 13 credits (effective for 2020-21 PRAC 2 students)</p> <p>PRAC 3: 17 Credits (effective for 2021-22 PRAC 3 students)</p> <p>All Three (3) years: 37 credits</p>
<p>Classroom Hours</p> <p>PRAC 1 – 171 classroom hours</p> <p>PRAC 2 – 221 classroom hours</p> <p>PRAC 3 – 234 classroom hours</p>
<p>Homework Hours</p> <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 2-3 hours for every hour of class for PRAC 2 and 3. Extra homework is to be expected for 1 main project in each year.</p> <p>Extra homework is to be expected for PRAC 2 Written Assignments.</p> <p>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, majority of the readings will be provided at the beginning of each academic year.</p>
<p>Delivery Methods</p> <p>This course is delivered both on-site (in a campus classroom) as well as online (through an interactive virtual classroom). The Student readings are compiled and available online via the Clearmind School Learning Management System (LMS).</p> <p>2020-2021: Delivery will be Online only due to the Covid-19 pandemic.</p>
<p>Instructional Method</p> <p>Instructor-led with a focus on experiential learning – average two Instructors per class, or one Instructor to 15 Students.</p>

Learning Objectives/Outcomes

Practitioners Training 1:

Once you have completed Practitioners Training 1 (PRAC 1), you will have achieved or be able to do the following:

Attitudes

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

Knowledge

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

Practical/Professional Skills

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.

Practitioners Training 2:

Once you have completed Practitioners Training 2 (PRAC 2), you will have achieved or be able to do the following:

Attitudes

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

Knowledge

1. Describe the process of positive (systemic 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

Practical/Professional Skills

1. Demonstrate effective empathetic, transparent, responsible and connective communication skills
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.

Practitioners Training 3:

Once you have completed Practitioners Training 3 (PRAC 3), you will have achieved or be able to do the following:

Attitudes

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

Knowledge

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

Practical/Professional Skills

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.

Student Progress/Assessment Methods

1 mid-year quiz

Written assignment

Rubric – Demonstration of the Application of Knowledge and Attitude

Final Exam

Note: Quizzes and exams are designed to be a learning activity, rather than for testing memory and retention

Attendance Expectations

Attendance is expected at all classes and all weekends. Students receive a Curriculum Overview Calendar detailing class and curriculum weekend dates so that these may be planned for in advance. Please read Attendance Policy for more information.

Graduation Requirements

Students choosing to take the full program, for the purpose of a counselling career and to receive a Diploma from Clearmind International Institute Inc. are required to complete all requirements of the 3-year Program, including:

PRAC 1

1. Attendance and participation requirements, including scheduled Curriculum Weekends (see Attendance Policy)
2. Units of Study: 5 (7 credits)
3. Autobiography Assignment
4. 1 quiz (marked, achieved mark does not contribute to final grade, marked for completion only)
5. Family of Origin Study/Presentation
6. Year 1 exam, with a grade level of 70% or higher

Note: Instructor recommendation required to advance to PRAC 2

PRAC 2

1. Attendance and participation requirements including scheduled Curriculum Weekends (see Attendance Policy)
2. Units of Study: 7 (13 credits)
3. Assistant's Training Weekend – Level 1
4. Autobiography Re-write Assignment
5. 1 quiz (marked, achieved mark does not contribute to final grade, marked for completion only)
6. 4 'Client' Sessions Project

7. Written Research Assignment
 8. Year 2 exam, with a grade level of 70% or higher
- Note: Instructor recommendation required to advance to PRAC 3

PRAC 3

1. Attendance and participation requirements including scheduled Curriculum Weekends (see Attendance Policy)
 2. 1 quiz (marked, achieved mark does not contribute to final grade, marked for completion only)
 3. Assistant's Training Weekend – Level 2 (prior to graduation)
 4. Support Group Facilitation Project
 5. Writing and presenting final 'Constitution'
 6. Year 3 exam, with a grade level of 70% or higher
 7. 350 Practicum Hours and 60 Supervision Hours (over the course of the 3 years) – see Practicum Guide and the Student Handbook for more information
 8. Therapeutic Co-Requisite (see Note below)
 9. Mental Health Unit Module, which requires a grade level of 70% or higher (completed prior to last class)
- Note: Instructor recommendation required to graduate

Note: Therapeutic Co-requisite for Online Students is the 110 hours, equivalent to the Rude Awakening Workshop; for Campus Students an additional 32-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 Enrollment Contract tuition.

Course Syllabus

PRAC 1 Course Details:

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.

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

-) Family Systems Theory: Relational Forces that Shape 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.
-) 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 A Course in Miracles, 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 counselling 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.

J 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.

LEARNING ACTIVITIES

J 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. In addition, Students will have access to a Learning Management System (LMS) that extends the program beyond the classroom. Here you may find assignments, the Curriculum Overview Calendar, communicate with Peers, and offer ongoing support to your Peers. Participation will count towards your final grade.

J READINGS

Students will be assigned readings from the text and the LMS. Students will receive a yearly schedule with online readings and due dates provided so that they can plan their time in advance. Due to the experiential nature of this program, the schedule is subject to change.

J AUTOBIOGRAPHY ASSIGNMENT

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 (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. Your Instructors will provide you with information on requirements and deadlines in class.

J FAMILY OF ORIGIN STUDY

The other feature assignment for the year is your family of origin study (genogram with a minimum of 3 generations), to be presented in class. Guidelines are posted on the LMS. Your Instructors will provide you with information on requirements and deadlines in class.

J ACIM WORKBOOK LESSONS – ONLINE

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. Self-directed.

J GROUP SUPPORT SESSIONS (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.

J SELF and INSTRUCTOR-EVALUATION

As part of your class participation mark, you will complete a Rubric evaluating yourself on the learning objectives: Attitudes, Knowledge, Practical and Professional Skills. 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.

J QUIZ

A mid-year quiz is given to Students. This quiz is a required component which allows 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 is marked; however, only a completion mark is awarded.

J FINAL EXAM (optional for Personal Development Stream Students)

An open-book final exam will be distributed at the end of classes in June and is due August 1. (Please note: the due date of the 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 25% of your final mark. The exam is optional for those taking PRAC for the purposes of personal development, 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.

J PRACTICUM PROGRAM

PRAC 1 Students may begin their practicum with the permission of the Senior Education Administrator. (400 practicum hours including 150 direct client contact hours and 70 supervision hours are required for graduation by the end of PRAC 3, see the Practicum Guide and Student Handbook for more information).

Assistant's Training Weekend - Level One

This is an optional weekend for PRAC 1 (Part of PRAC 2 curriculum, if Student chooses to take in PRAC 1, there is an additional cost)

Assistant's Training based in Vancouver: Students attend Saturday and Sunday.

Assistant's Training based in ALL OTHER LOCATIONS: Students attend Friday, Saturday and Sunday.

Online PRAC Students will be required to attend the Assistant's Training nearest to their location.

Workshop Assisting

PRAC 1 may assist 1 weekend workshop throughout the course of their PRAC 1 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 - Level One is a pre-requisite for assisting. Please read "Assisting Requirements & Procedures" for more information.

PRAC Therapeutic Component

ONLINE Students are required to attend the Rude Awakening Workshop (a 2-week leadership workshop offered in Vancouver in the summer) to engage in a face to face therapeutic component prior to graduation (or equivalent 110 therapy hours with permission from the Senior Education Administrator).

CAMPUS Students are required to participate in one workshop of their choice prior to graduation (or equivalent 32 therapy hours with permission from the Senior Education Administrator). These therapeutic component requirements are at an additional cost to the Student Contract tuition.

Practicum Program Benefits

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 recording 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 see the Practicum Guide and the Student Handbook for more information.

PRAC 3 Students are also available early in the year for one-to-one counselling sessions (information will be posted on your Forum). Again, there is no cost for this service. These sessions are recorded, with small portions of the recording 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. 40 marks: given for Class Participation (through Instructor/Student Evaluation Rubric) NOTE: Instructor recommendation required to advance to PRAC 2 based on Class Participation.
2. 15 marks: given for completing the following assignments by due date: Autobiography: 5 marks Family of Origin Study/Presentation: 5 marks. If either Autobiography or Family of Origin Study/Presentation is incomplete, students may only receive a probational Pass. Completion of the P1 quiz: 5 marks (quiz is marked, however only a completion mark is awarded).
3. 20 marks: given for attendance. .5 of a mark is deducted from this total for each class missed.
4. 25 marks: given for the final exam. A passing grade is considered 70%. Students may elect to re-take the exam for an additional fee. 5% is deducted for late exams. If the final exam is incomplete, students may only receive a probational Pass.
5. Five Units of Study (7 Credits)

NOTE: Instructor recommendation required to advance to PRAC 2.

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 9 months, the following 7 units are taught theoretically and practically:

1. Therapeutic Stance: Interviewing and Relationship Building Skills
Interviewing and counselling 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.

- J **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 students.
- J **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.
- J **Boundaries and Ethics Therapeutic Counselling**
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 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.
- J **Common Issues in Psychotherapy**
Common issues that clients present in psychotherapy are examined, including mental health disorders, symptoms, categories 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.
- J **Modalities, Terminology, Online Skills and Research in Psychotherapy**
Common modalities and therapeutic interventions are examined, giving Students exposure to the most commonly used modalities. Current industry trends and terminology required in therapeutic counselling is taught. Students will undertake a research project based on a psychotherapy modality of their choice.
- J **Diversity**
Theory and experiential exercises are delivered to make Students more aware of diversity issues in the professional counselling field. Students will explore their own beliefs on diversity, as well learn skills to help them interact, collaborate and work more closely with people of indigenous origins and those who have different cultural, ethnic, religious and sexual orientations to their own. (On-line Unit)

LEARNING ACTIVITIES

- J **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 have access to a Learning Management System (LMS) that extends the program beyond the classroom. In the LMS, you will find assignments, the Curriculum Overview Calendar and communicate with Peers and offer ongoing support to your Peers. Participation will count towards your final grade.
- J **READINGS**
Students will be assigned readings from the text and LMS. Students will receive a yearly schedule with online readings and due dates provided so that they can plan their time in advance. Due to the experiential nature of this program, the schedule is subject to change.
- J **AUTOBIOGRAPHY REWRITE**
Students will be expected to re-write their autobiography from a transpersonal perspective. Students are asked to consider how their life experience, even the most difficult, has helped to shape them for

their unique purpose, or special function. Students are required to hand in their autobiography re-write to their 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 Students wish to edit that file version only for content if they feel uncomfortable leaving it in our files, they are free to do so. Submission of the Autobiography Re-write is mandatory and counts towards the final grade. Instructors will provide Students with information on requirements and deadlines in class.

J **GROUP SUPPORT SESSIONS (optional)**

PRAC Level 2 is an intense course; Students may find themselves periodically struggling with personal issues that the program brings to light. We recommend regular attendance at a Support Group or a Peer Support Group.

J **WRITTEN RESEARCH ASSIGNMENT**

Students are required to complete an academic writing assignment that includes research on a particular topic, and the analysis and interpretation of the research findings.

J **ACIM WORKBOOK LESSONS - ONLINE**

Students are asked to continue the daily workbook lessons. Self-directed.

J **SELF and INSTRUCTOR-EVALUATION**

As part of the class participation mark, Students will complete a Rubric evaluating themselves on the learning objectives: Attitudes, Knowledge, Practical and Professional Skills - worth 15 marks (out of 30, the other 15 determined by Instructors). The last assignment for the year will be an Oral Self-Evaluation, in which Students will be asked to examine what they have learned and how they have shifted over the course of the year. Students will receive feedback from your Peers and Instructors.

J **QUIZZES**

A mid-year quiz will be given 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 is marked; however, only a completion mark of 5 marks is awarded.

J **FINAL EXAM (optional for REAL 1 Students)**

An open-book final exam will be distributed at the end of classes in June and is due August 1. (Please note: the due date of the 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 25% of their final mark. The exam is optional for those taking PRAC for the purposes of personal development, but mandatory for those who intend to use the program for career purposes. Exam information will be posted on the Student Forum. Instructors will provide Students with information on requirements and deadlines in class.

J **PRACTICUM PROGRAM**

400 practicum hours, including 150 direct client contact hours and 70 supervision hours, are required for graduation by the end of PRAC 3, please see the Practicum Guide and the Student Handbook for more information.

Assistant's Training Level 1

This is a mandatory weekend. Assistants training in BC: attend Saturday and Sunday. Assistants training at all other locations: attend Friday, Saturday and Sunday. Assistant's Training Level 1 (cost included in your course fee). Online PRAC Students will be required to attend the Assistant's Training Level 1 in the nearest location.

Workshop Assisting

PRAC 2 Campus Students will be asked to assist a minimum of 2 weekend workshops throughout the course of the year, to be scheduled in advance with the Director of Workshops (workshops@clearmind.com). Students are welcome to assist additional workshops as Clearmind can accommodate, and it is strongly recommended that Students assist at least 2 in their PRAC 2 year. PRAC Online Students who have completed the Rude Awakening will be asked to assist the 2-week Rude Awakening any time following the start of PRAC 2 and are exempt from mandatory Awakening assisting. All workshop assisting counts towards the Student's required practicum hours. Please read "Assisting Requirements and Procedures" and the Practicum Guide for more information.

Student Practicum and 4-Session Project

Beginning after Spring Break, Students 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 recordings will be reviewed in class and by the supervising Instructor. These sessions are mandatory for Diploma Students – if Students do not complete the 4 sessions they will be given a 'probational pass" in their Student Transcript and will not receive their Diploma or graduate from PRAC 3. Details of what is required for this project will be provided by their Instructor. Please read the Practicum Guide and the Student Handbook for more information.

PRAC 3 Students are also available early in the year for one-to-one counselling sessions (information will be posted on the Forum). There is no cost for this service. These sessions are recorded, with small portions of the recording viewed by the PRAC 3 Instructors and class for the purpose of supervision and feedback to the PRAC 3 Student.

Assisting PRAC 1

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 (minimum requirement to assist PRAC 1 is 20 classes).

MARKING SCHEME

For Diploma Students, final grades will be calculated as follows:

1. 30 marks: given for Class Participation (through Instructor/Student Evaluation Rubric) NOTE: Instructor recommendation required to advance to PRAC 3 based on Class Participation.
2. 15 marks given for completing the following assignments by due date: Autobiography Rewrite: 5 marks. 4-Session Project: 5 marks. If Autobiography or 4-Session Project is incomplete students may only receive a probational Pass. Completion of the P2 quiz: 5 marks (quiz is marked, however only a completion mark is awarded)
3. 10 marks: Written Assignment, if incomplete, students may only receive a probational Pass
4. 20 marks: given for attendance. .5 of a mark is deducted from this total for each class missed.
5. 25 marks: given for the final exam. A passing grade is considered 70%. Students may elect to re-take the exam for an additional fee. 5% is deducted for late exams. If the final exam is incomplete, students may only receive a probational Pass.
6. Units of Study: 7 (13 credits)
7. Assistant's Training (practicum preparation) Level One Completed
NOTE: Instructor recommendation required to advance to PRAC 3.

PRAC 3 Course Description:

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 Students writing and delivering

the 'universal constitution', which draws on their autobiographies from PRAC 1 and 2 and articulates a personal commitment to putting their unique self-defined life purpose into action in all areas of their life.

Over the course of 8 months, the following 6 units are taught theoretically and practically:

- J **Group Dynamics: Theory and Application**
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 are applied in peer groups.
- J **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.
- J **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.
- J **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.
- J **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.
- J **Mental Health**
Students will be introduced to the Diagnostic and Statistical Manual of Mental Disorders - its language and categories, the importance of diagnosis, assessment, and treatment of mental disorders, as well as its drawbacks. Overview on the major mental disorders and symptoms. Brief review of the major psychotropics. (Online Unit)
- J **Assessment, Documentation, Business Practices**
Students will be instructed in intake and assessment for new and returning clientele. This will include appropriate referral practices, report writing, common business practices, and counselling association(s) registration/application requirements.

LEARNING ACTIVITIES

- J **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 have access to a Learning Management System (LMS) that extends the program beyond the classroom. Here Students may find assignments, the Curriculum Overview Calendar, and communicate with Peers and offer ongoing support to their Peers. Participation will count towards the Student's final grade.
- J **READINGS**
Students will be assigned readings from the text and LMS. Students will receive a yearly schedule with online readings and due dates provided so that they can plan their time in advance. Due to the experiential nature of this program, the schedule is subject to change.

- J **ACIM WORKBOOK LESSONS - ONLINE**
Continuation of the daily workbook lessons. Self-directed.
- J **AUTOBIOGRAPHIES**
Students will be asked to give family systems-oriented feedback on PRAC 1 Student 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 to prepare for genograms.
- J **QUIZZES**
A mid-year quiz will be given 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, only a completion mark will be awarded.
- J **SUPPORT GROUP LEADERSHIP PROJECT**
All Counsellor Training stream (Diploma Students) will be required to lead a minimum of one Support Group Facilitation session, including submitting a plan and session notes. This counts towards their final grade. Details will be provided by the Instructor. Optional: Lead Peer Support Groups (not included in schedule).
- J **FINAL EXAM (optional for Personal Development stream Students)**
An open-book final exam will be distributed at the end of classes in June and is due August 1. (Please note: the due date of the 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, the exam is worth 25% of their final mark. The exam is optional for those taking PRAC for the purposes of personal development, but mandatory for those who intend to use the program for career purposes. Exam information will be posted on the Student Forum. Instructors will provide Students with information on requirements and deadlines in class.
- J **GENOGRAM PRESENTATIONS**
Students will be asked to co-facilitate (with an Instructor) PRAC 1 Family of Origin Presentations at the end of the year. Instructors will provide Students with information on requirements in class. Dates are scheduled in the Curriculum Overview Calendar.
- J **UNIVERSAL CONTRACT AND CONSTITUTION**
The last assignment for the year will be a declaration of who the Student is, and the values and ethics that will direct their life. This is a required assignment, as it is the completion to the autobiography exercises undertaken in PRAC 1 and PRAC 2. Instructors will provide Students with information on requirements in class. Dates are scheduled in the Curriculum Overview Calendar.
Note: There will be a reasonable ticket fee for this public catered event.
- J **SELF and INSTRUCTOR-EVALUATION**
As part of the class participation mark, Students will fill out a Rubric evaluating themselves on the learning objectives: Attitudes, Knowledge, Practical and Professional Skills - worth 15 marks (out of 30, the other 15 determined by the Instructors). The last assignment for the year will be an Oral Self-Evaluation, in which Students will be asked to examine what they have learned and how they have shifted over the course of the year. Students will receive feedback from their Peers and Instructors.
- J **PRACTICUM PROGRAM**
350 practicum and 60 supervision hours are required for completion of the 3-year program.
 - NOTE: Starting 2021/2022, due to program changes, 400 practicum hours including 150 direct client contact hours and 70 supervision hours are required for graduation by the end of PRAC 3.

Assistant's Training Level 2

This is only a mandatory weekend for PRAC 3 Students who have not completed Level 2 and whose pre-requisite is assisting at least one weekend workshop. Assistants training in BC: attend Saturday and Sunday. Assistants training at all other locations: attend Friday, Saturday and Sunday. Assistant's Training Level 1 (cost included in your course fee). Online PRAC Students will be required to attend the Assistant's Training Level 1 in the nearest location.

Group Facilitation Project - Self-Led Support Groups

PRAC 3 Students are required to attend scheduled Support Group Facilitation led by peers, which are scheduled into the class curriculum. Group Facilitation/Leadership will rotate among pairs of PRAC 3 Students, with Instructors observing and providing feedback. Optional: Peer-Led Support Groups (not scheduled into the class).

PRAC Class Assisting/Leadership

Students will be given opportunities to lead portions of PRAC 1 (as scheduled), as well as lead Support Groups (this can be done in teams). Instructors will take names of those interested in 'assisting' PRAC 1, PRAC 2, and Support Groups for practicum hours at the beginning of the year, and the Student is responsible for keeping required attendance commitments.

Facilitator Training

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.

Workshop Assisting

Students are strongly recommended to assist weekend workshops throughout the course of the year to fill in their practicum hours, at their convenience. To be scheduled in advance with the Director of Workshops, (workshops@clearmind.com). Please see the Practicum Guide and the Student Handbook for more information. Note: Maximum 5 Awakening assists available.

MARKING SCHEME

For Diploma Students, final grades will be calculated as follows:

1. 10 marks: given for Class and Forum Participation (through Instructor/Student Evaluation Rubric)
NOTE: Instructor recommendation required to graduate based on observed Class and Forum Participation.
2. 15 marks: given for completing the following assignments on due date: Constitution: 5 marks. Group Facilitation Project: 5 marks. Completion of the P3 quiz: 5 marks (quiz is marked, however only a completion mark is awarded).
3. 25 marks: given for attendance. .5 of a mark is deducted from this total for each class missed.
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. 5% is deducted for late exams or re-takes.
5. Assistant's Training (practicum preparation) Level 2 completed
6. Therapeutic Co-Requisite completed
7. Practicum hours and Supervision hours completed

Implementation Date:	Sep 3, 2010
Senior Education Administrator	
Director of PRAC Administration	
Date of Last Revision:	Jun 2, 2020

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 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. 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 or the Real Retreat**
- **Interview**

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

¹ *This pre-requisite may be completed within 6 weeks of the start date of 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.*

PRAC 1. The Awakening Workshop and the Real Retreat, are personal growth workshops that provide the participant with an experience of our therapeutic work, are essential to allow the prospective Student to make an informed decision prior to committing to the PRAC 1 program. These workshops also provide the designated interviewer with information about the Student that allows us to assess 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 interviewed 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

Admission criteria for PRAC 2 is:

1. An undergraduate degree or equivalent (requirement for the 2020/2021 academic year).
2. Successful completion of PRAC 1 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.

YEAR 3

Admission criteria for PRAC 3 is:

3. A undergraduate degree or equivalent (as of 2021/2022).
4. 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 without an undergraduate degree may apply to complete a Previous Learning Assessment and Recognition (PLAR).

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.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	
Director of PRAC Administration	
Program Instructors	
Date of Last Revision:	Jun 6, 2020

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 PRAC 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 PRAC 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, or 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	
Program Instructors	
Date of Last Revision:	Jun 2, 2020

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. NOTE: From 2021/2022, 400 practicum hours, including 150 direct client contact hours and 70 supervision hours, are required for completion of the 3-year program. Please refer to 'Practicum Program' and the Student Handbook for more information.

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 the Student Handbook still apply. This policy applies to these 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 Association of Cooperative Counselling Therapists of Canada (ACCT) and have professional liability insurance (which is part of the registration). Please refer to the ACCT website 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 a proposal in writing to the Senior Education Administrator for approval, 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	
Director of PRAC Administration	
Program Instructors	
Date of Last Revision:	Jun 6, 2020

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 Education Administrator. If the Senior Education 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. Within one week, the solution will be forwarded in writing to the Student 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 PRAC 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 Education 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 the appropriate counselling association(s) if the issue is therapeutic in nature.
13. If the Student is or was enrolled in an approved program (PRAC), is dissatisfied with the determination, and has been misled by the Institution (CM) 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(s). 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 1, 2010
Senior Education Administrator	
Director of PRAC Administration	
Date of Last Revision:	Jun 24, 2020

PRACTITIONERS TRAINING – PERSONAL GROWTH OR CAREER TRAINING?

The Practitioners Training Program (PRAC) is designed both for professional counsellor training as well as for personal development.

The 3-year Program 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 several counselling associations. Note: In some Canadian provinces, registration with the provincial College is required to be eligible for counsellor association memberships.

PRAC 1 and PRAC 3 (PRAC 2 for personal growth is now named REAL 1) 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 only receive a Letter of Completion upon request
- Students may, but are not required to:
 - write quizzes or exams
 - Complete the P2 and P3 research assignments
 - Complete P3 Group Facilitation project

Counselling 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.
- NOTE: Starting 2021/2022, due to program changes, 400 practicum hours including 150 direct client contact hours and 70 supervision hours are required for graduation by the end of PRAC 3. Please refer to the Practicum Guide and the Student Handbook for further information.
- 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 and must meet the current graduation requirements for the year that they are graduating in.

NOTE: PRAC 1, along with an undergraduate degree or equivalent by Prior Learning Assessment Recognition, is the requirement for entering the diploma stream for PRAC 2. For this reason, you will need to decide by the end of PRAC 1 whether you wish to apply to enter the academic stream, which would require you to complete the exam for PRAC 1, as well as provide evidence of an undergraduate degree or equivalent. If you are doing the program for non-professional purposes, you do not need to write the PRAC 1 exam, and you may enter the personal growth REAL program if you wish. Should you decide at a later date that you wish to enter the diploma program, you would be required to apply to PRAC 2 as described above.

GRADUATE STUDENT REFERRAL POLICY

At Clearmind, it is our pleasure to write Letters of Reference (i.e. to Counselling associations such as ACCT) 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:

- Graduated and received their Diploma, and
- Completed all financial aspects of their Student Enrollment Contract with Clearmind International.

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

Please note that students who have completed all PRAC 1, PRAC 2 and PRAC 3 curriculum assignments and exams, and 250 hours of practicum, may, with the permission from the Senior Education Administrator, apply to the ACCT as a candidate registered counselor.

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

Implementation Date:	Sep 3, 2010
Senior Education Administrator	
Date of Last Revision:	Jun 6, 2020

Policy:

Students have access to a learning management system (LMS), that includes a forum.

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 the scheduled check-in processing classes. 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. The Senior Education Administrator and PRAC Producer will also have access to forum to post notices to students.

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. They all sign a confidentiality agreement. Your Instructors will identify who is on the Instructors' 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 President, Senior Clinical Director, Director of PRAC Administration, Senior Education Administrator and other staff members, are required to be emailed directly to them, NOT posted on your class forum. (See Contact Information in the Student Handbook 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.

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 10, 2012
Senior Education Administrator	
Registrar	
Date of Last Revision:	Sep 2, 2020

Overview:

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

Registrar

Tel: 604.513.9001 ext 2 Fax: 604.513.9008 Email: registrar@clearmind.com

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

Policy:

PRAC 1 and 3

A \$250 non-refundable/non-transferable application deposit is required when applying. The total cost for the year, \$5,315.00 (which includes the \$250 application deposit) is due in full prior to starting. The \$5,315.00 consists of:

Administration & GST	\$ 105.00
Materials & GST	\$ 105.00
Archiving Fee & GST	\$ 8.20
Tuition	\$5,096.80
Total	\$5,315.00

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 \$250.00 application fee has been paid and is due on signing the Student Enrollment Contract) in the amount of \$1,215.00 plus 11 payments of \$375.00 (\$350.00 plus a finance fee of \$25 for each payment) due on the 1st day of each month, with the first payment due on the first day of the month following when the registration payment is made and the last payment on the 1st day of the 11th month following when the registration payment is made. Payments can be paid with VISA/Mastercard or PayPal. 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 after classes have finished.

PRAC 2

A \$250 non-refundable/non-transferable application deposit is required when applying. The total cost for the year, \$6,442.00 (which includes the \$250 application deposit) is due in full prior to starting. The \$6,442.00 consists of:

Administration & GST	\$ 105.00
Materials & GST	\$ 105.00
Archiving Fee & GST	\$ 8.20
Tuition	\$6,223.80
Total	\$6,442.00

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 \$250.00 application fee has been paid and is due on signing the Student Enrollment Contract) in the amount of \$1,242.00

plus 11 payments of \$475.00 (\$450.00 plus a finance fee of \$25 for each payment) due on the 1st day of each month, with the first payment due on the first day of the month following when the registration payment is made and the last payment on the 1st day of the 11th month following when the registration payment is made. Payments can be paid with VISA/Mastercard or PayPal. Please note that the payment plan takes place over 11 months for the convenience of the student, even though classes take place over 9 months.

Payments will continue after classes have finished.

General

It is the Student's responsibility to ensure that there are sufficient funds to cover their payments, and that current expiry dates for credit cards are updated in the student's profile. If for any reason a scheduled payment does not go through (i.e. credit card is declined, or the date on credit card has expired), the Student will be responsible for a \$25 administration fee. Any late payments are to be paid prior to the next scheduled payment date. We accept VISA/MasterCard or PayPal for payment of any of our programs.

Students are required to immediately update their profile with any changes of the following:

1. Address, phone, email and name changes.
2. Changes in payment method, credit card numbers or expiry dates.

Exam Late Submission: Exams received after the due date of **August 1** (immediately following the end of classes) will be charged a late marking fee. Fees – for each 30-day period, or portion thereof, following the **August 1** due date - a charge of \$50 for each late exam will apply, up to but not exceeding \$150 total.

Additional Administration Fees:

Service Provided	Cost	Rationale
Re-issuing updated transcripts <i>Post graduation</i>	\$50 admin fee	Registrar and SEA time
Diploma, Practicum Program Log, transcript, etc.	\$25 replacement fee	Registrar time
Attendance requirements <i>Post graduation</i>	\$50 admin fee	SEA and Instructor time
Assignment/Unit completion and marking <i>Post due date</i>	\$50 admin fee	SEA and Instructor time
Write and present Constitution <i>Post graduation</i>	\$50 admin fee plus instructor time per hour at market rate	SEA and Instructor time
Practicum or Assignment completion and marking <i>Post graduation</i>	\$50 admin fee plus instructor time per hour at market rate	SEA and Instructor time
Research Assignment Marking <i>Post Year Due</i>	\$50 admin fee	SEA and Instructor time
Assistant's Training <i>Post graduation</i>	Clearmind Assistant's Training Market Price	SEA, Producer and Instructor time
Forms and letters for immigration or educational/funding institutions	\$50 admin fee	Registrar and SEA time
Letters to counselling associations	\$25 admin fee	Registrar time

Implementation Date:	Sep 1, 2010
Senior Education Administrator	
Director of PRAC Administration	
Date of Last Revision:	Jul 3, 2020

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 T2202 Tuition and Enrollment Certificate 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.

The 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 PRAC 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 (admin@clearmind.com) to the Director of PRAC Administration.
2. The Director of PRAC 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 PRAC 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 (admin@clearmind.com) to the Director of PRAC 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 Learning Management System (LMS) 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 the Student Handbook 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 PRAC Administration (admin@clearmind.com). 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	
Director of PRAC Administration	
Program Instructors	
Date of Last Revision:	Jun 2, 2020

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 always expected to:

1. Maintain respect for Persons and treat all Students and staff with respect.
2. 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 by the scheduled completion dates.
7. Refrain from bringing any alcohol or any prohibited mood-altering substances to the classroom or surroundings.
8. Refrain from being under the influences of any recreational mood-altering substances during classes, PRAC weekends or PRAC events.
9. Refrain from making inappropriate remarks concerning another Student or staff’s ethnicity, race, religion, gender or sexual orientation.
10. Respect other students chosen gender pronoun.
11. Refrain from any other conduct which is determined to be detrimental or damaging to the other Students, staff members or CM.
12. Follow Environmental Health and Safety Guidelines: Students shall comply with all environmental, health, and safety requirements, including earthquake and fire safety regulations.
13. Be respectful with use of cell phones and electronic equipment, etc., that disrupt classes and CM activities. Please turn off all your electronic devices prior to entering classes. If a Student feels that he or she must use a device that might disrupt class, the Student must discuss the matter with the Instructor(s) and class to come to an agreement regarding the use of the device 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 their 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 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 forward 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 will 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 PRAC Administration will ensure that payment is processed for the refund within 30 days of the dismissal.
- 10) If the Student owes tuition or other fees to the school, the Director of PRAC 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, or if a Student is disruptive in the class or PRAC weekends, 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(s) 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.

PROBATION

P1 and P2 Students who exhibit or self-disclose risk to self or other, including suicidal ideation and addictive behaviors, may be placed on probation.

P3 Students who exhibit or self-disclose risk to self or other, including suicidal ideation and addictive behaviors, may be asked to be 12 months clear of all such behaviours prior to being able to graduate.

Implementation Date:	Sep 1, 2010
Senior Education Administrator	
Director of PRAC Administration	
Date of Last Revision:	Jun 02, 2020

Overview

We understand that the 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.** If you are considering withdrawing from the program, please inform your Instructor(s) of your intent to withdraw from the program. Once you have spoken with your Instructor(s) and planned the date of your final goodbye to your class, then send a notice of withdrawal by email to admin@clearmind.com and educationaladmin@clearmind.com. 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 that has taken place prior to their dismissal.

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 amount 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. up to and including 10% 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/collect up to 50% of the tuition due under the student enrolment contract.

- iii. And after 30% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain/collect all 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) Equal to or before 10% 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.
 - (c) and after 30% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain/collect all 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.
 - (c) and after 50% of the hours of instruction to be provided during the contract term have been provided, Clearmind may retain/collect all 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 Clearmind, 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,
 - (b) or the program is provided solely through distance education.