IASTI membership application evaluation-form
Criteria for membership

Below are the current criteria for institutes to join and maintain IASTI membership listed.
Instruction:
1) See if your application fill the criteria.
2) Make an evaluation on the points below based on the application, note any inconsistencies, questions or concerns regarding the applying institute or the trainers qualifications or any hindrances or any problems with upholding the membership criteria.
3) The earlier points of evaluation form are the primary and basic ones.
(For example: If the applying institute do not fill the criteria of point 1 and 2 below, then the admissions committee will not need to discuss the later points, the application will be denied on basis of this points and the applications committee will not evaluate the institute on the later points.)

Initial criteria for the Institute's membership

The *institute* shall have or do the following:
1) -The institute shall have at least three years experience of providing a Solutions-Focused *training program* or present an equivalent competence within the group of trainers (if the trainers for example have run a training program for another institute). A newly formed institute with highly qualified trainers should be able to join easily and an old institute that has lost its qualified trainers may not be accepted even though it has an impressive history. The current qualifications are the most important criteria for acceptance.
   Evaluation: Has the institute had three years or more experience in running a *solution-focused training program* **YES/NO**
*(To give single workshops, short trainings and/or have a to narrow theme of training is not enough, a **training program** need to have the training going on for some time (approximately 50 hours which corresponds to the minimum IASTI criteria) with trainees and cover the basics of a solution-focused practice similar to the IASTI curriculum. The program, need to have a curriculum)*
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2)- The institute has presented a written summary of the history of the institute and/or the active trainers of the institute regarding their qualifications both with client work and training.
   Evaluation: Is there sufficient description to conclude that the institute has qualifications both in *client work* and *training?*   **YES/NO**
(This point will be evaluated in more detail also under point 8 below)
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3) - The institute has presented a plan for starting their certification program in direct connection to joining IASTI. The institute shall present a written plan.
   Evaluation: Do the institute present a comprehensive plan for starting their certification program? Including a plan for integrating the IASTI criteria in their current curriculum.   **YES/NO**
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4) - The institute has presented five recommendations written by institutions trained by the institute and/or the trainers.
   Evaluation: Do the recommendations as a whole present sufficient information and seem accurate and independent?   **YES/NO**
Optional, Recommendations from five IASTI members can replace recommendations from Institutes. The IASTI members shall be well acquainted with the applying institute and its training program.
(If there are any concerns of the independence, accuracy or relevance of the recommendations this questions should be answered "No". The presented recommendations shall be from a recognizable institution or agency (for coaching institutes a larger HR department would for example be sufficient) the recommending institution needs to have a high level of independence from the applying institute. A recommendation from a very small private company or private individuals will not be sufficient, nor a recommendation from a company that is in a mutual business relation with the applying institute will be sufficient)
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5) The institute present recommendations by IASTI member institutes a reference.
   Evaluation: Has the institute a recommendation from IASTI member institutes? **YES/NO**
(If NO; is the reason for that the institute is geographically separated and has not had contact with any institute or is that another explanation? This question then needs to be cleared out if there is no IASTI recommendation included in the application.) Recommendations from member institutes should be obtained from members that have a direct experience and understanding of the applying institutes standing in their local market.
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6) The definition of an "institute" in IASTI is a legal body that offers training in the Solutions-Focused model and practice. This includes a part time practitioner. Most Solutions-Focused training institutes are small companies. The institute should have a well-established and respected training tradition in Solutions-Focused practice.

Evaluation: Does the institute fill the criteria of being a legal body (and have a well-established and respected training in solution-focused practice). **YES/NO**

The *trainers* shall have the following qualifications

7) - All trainers need to have a relevant professional degree. The exact type of degree needed will vary from country to country and depends on the laws and professional context of that country. For example, a licensed psychiatrist, psychologist, therapist, or a qualification as a social worker or special education teacher could suffice. The IASTI trainer needs to have the professional background of a qualified profession within the behavioral fields and the corresponding experience and practice background.

 Evaluation: Do the trainers have a license within the behavioral fields? **YES/NO**

(A nationally recognized professional license (as for example; psychiatrist, psychologist, therapist, social worker and teacher) ensure that the trainer has both education and experience in a professional field. In the case of an applying institute SOLEY will provide training and certification in the area of coaching, leadership and management IASTI will require a comparable level of professional degree. For example that the trainers are certified by a well recognized coaching organization. IASTI will over time establish a praxis based on the applications made in this area. Institutes that fall within this category should be aware that IASTI will make an informed decision from case to case. To day (2015) IASTI have one institute in this category, which has trainers that hold a professional degree (for example psychologist and teacher) and also trainers with coaching accreditation/certification of some form and also some trainers who do not have any independent certification but have a high level of established competence in their field, IASTI has in this case assessed that the group of trainers as a whole sufficiently fill this criteria.)

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8 - One trainer, the main trainer(s), needs to have a minimum of eight years in Solutions-Focused practice with clients and five years experience providing training.

Declaration of cooperation: Additional trainers shall have a minimum of five years of Solutions-Focused practice with clients and three years of experience giving training.

 Evaluation: Does the trainer(s) fill this criteria **YES/NO**

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9) - Trainers shall be actively publishing books and/or articles. These works should be seen as collected competence in the institute's group of trainers and provide way for the trainers to communicate their work.

Evaluation: Does the trainer(s) fill this criteria? **YES/NO**

(The quality of the publications need be on a level of acceptable scholarly quality; the standards here will be established by praxis by the admittance committee. A peer reviewed article in a quality journal is the level of reference, but also a quality blog or book that present original work of the institute and the trainer(s) will suffice)

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10)- Trainers shall make presentations during national and/or international Solutions-Focused conferences. These presentations should be seen as a collected competence in the institute's group of trainers and provide way for the trainers to communicate their work.

Evaluation: Does the trainer(s) fill this criteria? **YES/NO**

(All conferences within the institutes professional field will have weight in the application but presentations on conferences explicitly on the solution-focused model will have a higher impact on the application)

Hindrance for joining IASTI

11) - Disregard for client ethics

 Evaluation: Is it sufficiently ensured that the institute and its trainers do not have any history of disregarding client ethics? **YES/NO**

(All licensed professionals have an ethical code and are aware of basic ethical requirements because of their license. This will not be true for trainers that do not have a professional license and therefore their conduct in this matter is hard to evaluate. The IASTI admittance committee will be extra aware of this concern and discuss this with applying institutes in this category of coaching companies where this question might arise (accredited coaches may have a sufficient ethical code to refer to). If there is not a professional ethical standard it does NOT mean that there is no ethics that apply, there need to be an ethical standard defined by the applying institute, for example from an Independent coaching certification agency). An ethical code is a comprehensive document pointing to how to handle ethical concerns and conflicts that arise within professional practice. It is not a list with simple rules to follow on what to do or not to do)

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12) - Disregard for ethics regarding employees of the institute.

 Evaluation: Is it sufficiently ensured that the institute does not have any history of disregarding ethics regarding employees of the institute? **YES/NO**

(Any institute that have internal conflicts or disputes that affect the credibility or stability of the institute should work out this problems before applying to IASTI. Especially if the conflict is between the owners and the employees. If the institutes good standing is affected in the eyes of the public (customers, clients and or the solution-focused community) this need to be restored to a sufficient level before application can be accepted in IASTI).

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13) - Disregard for ethics regarding the trainees.

Evaluation: Is it sufficiently ensured that the institute does not have any history of disregarding ethics regarding trainees of the institute?   **YES/NO**

(Any institute or trainers that have conflicts or disputes with a trainee(s) that affect the credibility or stability of the institute should work out these problems before applying to IASTI. If the institutes good standing is affected in the eyes of the public (customers, client and or the solution-focused community) this need to be restored to a sufficient level before application can be accepted in IASTI).

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14) - Disregard for the integrity of a peer IASTI institutes.

Evaluation: Is it sufficiently ensured that the institute does not have any history of disregarding the integrity of a peer IASTI institutes?   **YES/NO**

(For example:
1) If the applying institute has been or is involved in making derogatory reviews of a fellow institutes that risk to affect the fellow institute or their trainers name and good standing in relations to clients, customers or in the professional community of solution-focused practice this activities will need to be addressed by the admittance committee and the application risk not to be accepted if the applying institute can not provide sufficient evidence that they in the future are committed to follow general rules of business ethics. Business ethics say that competing companies or organizations shall not review each other negatively. Only consumers or clients; or agencies that are independent, should do reviews. Conflicting interests should instead be handled as by good praxis in the field.
2) If the applying institute has attempted to falsely give the impression to a third party (clients, customers or the solution-focused community) of being in collaboration with another institute or trainer who did not approve such a connection with the institute or its services.
- In the future it is suggested that IASTI add also fellow solution-focused organizations under this point, both for profit and for no profits; like fellow training institutes and organizations. IASTI do not want institutes in IASTI that engage in this sort of activities towards anybody, the decisions in any organization should be taken within the organization by the members in accordance with that organizations rules and traditions, it is not something for competing organizations or their representatives to stipulate. To include training institutes who's trainers or leaders have been engaged in this kind of activities therefore risk affecting the credibility of IASTI. IASTI is based on the ideas of development of the SFBT practice through the professional application of the solution-focused model in practice, using disciplined observation, the sharing of ideas and results, and in an open interest in research in the greater field of the behavior sciences as well as on the applications of the solution-focused model. See also point 13)

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15) - The institute or a member of the institute (for example the owner, trainer or any employee) acts in a way that jeopardizes the reputation and/or goodwill or good standing of IASTI.

Evaluation: Is it sufficiently ensured that the institute does not have any history of jeopardizing the reputation and/or goodwill of IASTI?   **YES/NO**

(If the applying institute or some of its trainer(s), especially its leaders, has been involved in this sort of activities jeopardizing the reputation and good will and standing of IASTI this actions need to be addressed by the admittance committee, and any remaining issues need to be worked out satisfactory before admission of the institute to IASTI. IASTI will not include institutes that can not prove themselves to be whole heartedly prepared to work for the good of IASTI and who respect the purpose, and integrity of the working processes, of IASTI. IASTI will exercise a conservative stance in this matter. An institute may be encouraged to apply again in a period of time if the concerns remain after an initial discussion between the admission committee and the applying institute)

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16) - The institute or a member (owner or employee or the like) of the institute acts in a way that lessens the value of the IASTI certification.

Evaluation: Is it sufficiently ensured that the institute does not have any history acting in a way that can lessen the value of the IASTI certification   **YES/NO**

(The applying institute, as a whole, need to add value to IASTI, all professionally run teaching institutes are regarded as adding value to IASTI. This point will only come in use if there is any major issue unforeseen in the above criteria that significantly risk affect the value of the IASTI certification internationally or locally if admitting the applying institute)

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17) - The institute or a member of the institute is involved in financial or business crime or felony.

Evaluations: Is it sufficiently ensured that the institute does not have any history being involved in financial or business crime or felony?   **YES/NO**

(IASTI will not knowingly admit institutes or trainers that has been convicted of crime and if any such information comes to the attention of IASTI after admittance the institute risk being expelled.).

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18. Criteria for maintaining IASTI membership

The institute shall do the following to uphold membership

- Provide a training program leading toward the IASTI certification of the trainees (on the minimum of one group per year on level 1 certification.
- Take part in the peer institute quality control program and make sure all inclusion criteria are continuing to be meet.
- Collaborate within IASTI by answering questions, mentoring, and giving feedback when needed.
- Communicate (e.g., during national and/or international Solutions-Focused conferences and/or by publishing articles and/or books) their results, ideas and conclusions regarding their Solutions-Focused practice.

- Report about its activity during the previous year in January. This report should describe the number of IASTI certifications with names and the levels of certification and specialization.
- Pay the annual membership fee. IASTI will send an invoice and a reminder if the payment is not received. If an institute fails to pay on time, the first consequence will be that IASTI sends a reminder. After this no more reminders will be sent. Non-payment will be recognized as the institute has made the choice to leave IASTI. The institute will have to make a new application if their membership has expired because of an unpaid fee. The membership fee will start 1 January 2014 and will be 150 euro per member institute. Decision to increase the fee can be done if IASTI takes on additional responsibilities and costs or due to other clear and reasonable reasons. This decision can be made during the annual assembly of the members.

Evaluation: Has the applying institute agreed to uphold the criteria for maintaining their IASTI membership?   **YES/NO**

Titles of Accreditation

In joining IASTI:
- The trainers who fill the requirements for *main trainer* render the titles A*ccredited* S*olution-Focused Trainer; Accredited Solution-Focused Supervisor* and; Certified S*olution-Focused* Master Practitioner.
- The institutes additional trainers (se above) render only the title; *Certified Solution-Focused Master Practitioner.*
- The training institute render the title *Accredited Solution-Focused Teaching Institute* and the certifying program render the title *Accredited Solution-Focused Training Program*.

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This document will be reviewed continually.
Please direct any questions or comments to info@iasti.org