

PSYCHOTHERAPY REQUIREMENT POLICY

At The Seattle School of Theology & Psychology (“**The Seattle School**”), we believe that continual self-understanding and sensitivity are required as a part of a student’s training in the field of counseling. Therefore, students participating in the Counseling Psychology curriculum (“**Program**”) must satisfy the following psychotherapy requirement. Students must provide The Seattle School a signed acknowledgement and release form (“**Acknowledgment and Release**”) before the student may begin psychotherapy. The Acknowledgment and Release form is linked below.

Summary:

- Students must complete 40 hours of qualified psychotherapy during their MACP program.
 - These hours must occur within an 18-month period
 - This must be with one therapist provider.
 - Group therapy does not count towards this requirement.
- If qualified, 20 hours of this may be counted prior to enrollment in the MACP program.
- Students may split hours 30/10 between individual and couples therapists.
- Dates:
 - Release form due October 15 of entrance year
 - Therapy should start by December 10 of entrance year
 - Initial hours form due March 31 of first year
 - Final hours form due March 31 of second year.Students may not start an internship without this requirement completed.

Details:

1. Psychotherapy. Except as otherwise provided, each student in the Program must complete a minimum of forty (40) psychotherapy sessions, and each session must be a minimum of 45-50 minutes.
 - a. All 40 sessions must be completed within an eighteen month period.
 - b. The eighteen month period should begin by December 10 of the year of entry into the MACP degree program. It is recommended that psychotherapy begin when the student participates in IDS 551 Listening Lab Part 1.
 - c. The psychotherapy must be individual, couples or family psychotherapy.
 - d. The psychotherapy must be provided by a licensed therapist who satisfies the requirements set forth in Section 2 below.
 - e. Therapy must be completed with one individual therapist. Exceptions will only be permitted with the written consent. Such consent will be given only in those circumstances when it is difficult or impossible for the student to continue with the therapist; for example, in the case of unavailability of the therapist (i.e. maternity, relocation etc.), lack of therapist/client fit, breach of the therapist’s ethical duties, or the loss of the therapist’s license to engage in counseling.

Couples therapy is also acceptable, and encouraged. If the student and their partner is in couples therapy, that student can blend up to 10 hours of couples work with one provider with 30+ hours met with their individual therapist. This is an approved exception to the “one therapist” rule.

2. The therapist must:

- a. Hold a Master’s or Doctoral Degree in a mental health field or a degree as a Doctor of Medicine (M.D., in the case of a psychiatrist);
- b. Be fully licensed by the state in which services are rendered as a Psychologist, Marriage & Family Therapist, Mental Health Counselor, Clinical Social Worker, Advanced Clinical Social Worker or Psychologist, or licensed to practice medicine in the case of a psychiatrist. Therapy can be provided either in-state or across state lines where it is legal for the provider to do so. It is the responsibility of the provider to determine their eligibility to provide services across state-lines.
- c. The student may see an Associate (or other state term for a pre-license credential) licensed provider in the following conditions:
 1. The psychotherapist is licensed as an associate (or equivalent) for over 24 months since the 40 required hours began AND the therapist’s supervisor signs the Initial Hours form along with the therapist indicating their agreement and understanding of the policy.
- d. Not be a faculty member, adjunct faculty member, employee of The Seattle School, or member of the Board of Trustees, unless written approval has been granted.

3. Verification Form. Upon completion of the required psychotherapy, the student must submit a **Final Psychotherapy Verification Form** to the Academic Office with all the information completed. These forms are available in a digital format on The Seattle School website. *The Psychotherapy Verification Form must be submitted before the student may register for CSL 530 Internship I.* The Seattle School recommends that its students provide a copy of this Policy to prospective therapists to be sure the therapy and the therapist satisfies the requirements of this Policy.

4. Prior Therapy. A student may request a partial waiver of this psychotherapy requirement if within two years of the student’s enrollment in the Program, the student has completed at least 20 hours of psychotherapy with a therapist who satisfies the criteria in Section 2. The student and the same therapist must go on to complete an additional 20 hours of psychotherapy while the student is enrolled in the MACP program, within an 18-month period. In this case the student should submit the **Initial Psychotherapy Verification Form**, and the submission will be reviewed by the Academic Office for compliance with this policy.

5. Deadlines.

- a. Student will submit the Acknowledgement and Release Form (available as a digital form on The Seattle School website) no later than October 15th of the year of entry into the MACP degree program .
 - b. Psychotherapy must be started by December 10 of the year of entry in(to) the MACP degree program, so that it can be completed in the required timeframe.
 - c. Student will submit the Initial Psychotherapy Verification Form (available as a digital form on The Seattle School website) to the Academics Office no later than March 31st following the year of entry into the MACP program showing the number of hours of psychotherapy completed to date.
 - d. Required Psychotherapy hours must be completed within 18 months of starting the required hours and the Final Psychotherapy Verification Form (available as a digital form on The Seattle School website) turned into the Academic Office. Failure to turn in the completed verification form by March 31st of the year the student is enrolled in CSL 553 Pre-Internship will result in no credit being awarded this class.
6. Appeals.
- a. Students have the right to appeal the provisions of this policy with the Director of Practicum, who will convene a committee of other MACP faculty to render an appeal decision. Appeals should be made via the [appeal form](#) and will be reviewed on a case by case basis.

***Disclaimer**

The Seattle School cannot serve as an agent for endorsement of a particular psychotherapist. Therefore, it is very important that you check your therapist's qualifications to see if they are in accordance with The Seattle School's requirements. (Refer to Section 2, above).

The therapist must be a licensed, independently practicing clinician who holds a doctorate or a Master's Degree in a mental health field and is licensed to practice in the appropriate state. This therapist must practice under the official state license in the practice of mental health (e.g., psychology, psychiatry, LCSW, MFT, MHP). The Washington State Examining Board of Psychology and the Health Professions Quality Assurance are the state agencies in Washington state responsible for overseeing the practice of mental health care. These agencies review credentials and administer examinations to individuals applying for licenses to practice psychology in the state of Washington. They also handle consumer complaints against individual Mental Health professionals, and conduct disciplinary hearings to determine whether a mental health professional has acted contrary to practice regulations. *Each state will have a similar department to regulate these professions.*

A student may not receive psychotherapy from a Faculty or Staff member, Administrator, or Board of Trustees member of The Seattle School. Anyone who is in therapy with someone elected to The Seattle School Board, or hired as a Faculty, Staff or Administrator member can request a review from the Director of Practicums, and if within ethical bounds will be given up to six months of grace to complete the 40-session psychotherapy requirement.

All Required Psychotherapy Forms are to be completed using the following links:

[Psychotherapy Verification: Acknowledgement & Release Form](#)

[Psychotherapy Verification: Initial Hours](#)

[Psychotherapy Verification: Final Hours](#)

[Psychotherapy Appeal Request Form](#)