

## Interim Certification Training Guidelines Update

William Glasser International (WGI) offers a five-part sequential course of study leading to Choice Theory®/Reality Therapy® (CT/RT) Certification:

- 1) Basic Intensive Training
- 2) Basic Practicum
- 3) Advanced Intensive Training
- 4) Advanced Practicum
- 5) Certification

There are no educational prerequisites for attendance at a Basic Intensive Training, or for pursuing the course of study leading to CT/RT Certification. Participants may proceed through these steps at their own pace.

### DURATION

A minimum time period of at least 12 months is usually required between a basic training and certification. This length of time is dependent upon the availability of scheduled training, as well as the competencies achieved.

### INTENSIVE TRAINING STRUCTURE

Intensive trainings are designated as either **open or closed**.

Open intensive trainings are those open to the public. They are publicly advertised and may be attended by **any interested persons over the legal age of adulthood in that country or with signed parental permission**.

Closed intensive trainings are not publicly advertised and are attended by people who are employees or otherwise connected with the sponsoring organization. All Intensive trainings, whether Basic or Advanced, consist of a **minimum of 24 contact hours**.

### Basic or Advanced Intensive In-Person Training Format Options:

- a) Three or four sequential days;
- b) Two days followed by two days with one or two weeks in between;
- c) Three-hour consecutive weekly sessions over a two-month period, with organized learning experiences between sessions;
- d) Four one-day a week sessions over a one-month period with learning experiences between sessions.

d) Four Professional Development/Continuing Education days over a year. Organized learning experiences would be required between sessions. In this case, WGI fees would be due after the first session.

### **Virual Synchronistic (In-Person Online) Basic or Advanced Intensive Training**

1. Competence and confidence of instructor to offer this
2. Challenges with people taking training out of their MOs
3. How to inform MO and pay WGI training fees?

### **Online Hybrid Training:**

WGI has approved three different online training hybrid options that meet WGI's core curriculum content. Any Individual or group that creates an online training program can submit that program to their MO for consideration. If it meets the cultural considerations and WGI core content requirements, then the MO will forward it to WGI for final approval, endorsement and credentialing. The application will be forwarded to the training committee who will review the content for alignment and make a recommendation to the board. This process can take up to six months for completion.

### **Curriculum:**

The teaching material needs to include the components of Choice Theory, Reality Therapy and Lead Management. This portion can be done online without an instructor. There also needs to be a role play component, with a basic instructor supervising the process, of at least eight hours of role play.

### **INSTRUCTORS**

To ensure that all trainees receive a variety of training experiences, WGI recommends that trainees have at least three different faculty members over the course of their training. WGI believes that by exposing trainees to at least three different faculty members, they will be best able to develop their own styles.

### **NUMBERS**

The maximum number of participants for an open training is 16, and the minimum is 1. The maximum number for a closed training is 16 with one Instructor and up to 20 participants if the Instructor has an approved Practicum Supervisor working with them for the entire time. However, the first day of the training (whether open or closed) and scheduled over four consecutive days, can be open to the public or to additional employees or connected individuals in a given organization.

If a Basic and an Advanced training are being given at the same time and in the same place, the participants of each Intensive Training must be taught separately for all major role play practice or other small group work. It may be appropriate for the two groups to be together for the major lecture presentations. In such cases, the instructor of record (**listed on the Participant Data Form**) should be the one who conducts the small group work. Any requests for an exception to the required structure should be submitted in writing to the Executive Director prior to the start of the training.

## FEES

The standardized fee for open Intensive Trainings and certification is determined by the Member Organization. MO's or the instructor of record are responsible for sending a \$20 USD participant fee to WGI.

The fees for closed Intensive Trainings are negotiated between the agency and the instructor, and the MO or Instructor still sends the \$20 USD fee to WGI. The link for making this payment is: [- William Glasser International \(mcssl.com\)](#).

## SCHEDULING AND COORDINATING INTENSIVE TRAININGS

Each Member Organization is responsible for the training that occurs in their country. The process for scheduling intensive training is done differently from country to country, therefore an **individual (faculty member)** must be in contact with either the training officer, the regional director or the person assigned this responsibility in their MO to register their training by completing the Intensive Training Approval Application [form](#).

**Individuals, groups or agencies wishing to sponsor** an open or closed intensive training, should contact the aforementioned people to get on the training schedule and would be assisted in locating a trainer, if they have not already contacted an instructor. The person approving the training should complete the Intensive Training Approval Application [form](#). The sponsor of the intensive training negotiates with an approved instructor to teach the training for an agreed-upon fee. The sponsor makes all arrangements for facilities, instructor(s), and other administrative details. Please refer to **Figure 1, Guidelines for Sponsors of Intensive Trainings**, for a detailed checklist.

It is recommended that training applications be received at least 60 days before the start of the proposed intensive training, whether open or closed. Once received, the person approving the application ensures that an open, proposed training does not directly conflict (i.e., same dates and locations) with other trainings already scheduled in that region, and that the training meets the required format (content, required contact hours, etc.).

Member Organizations will have a process for providing the training forms to instructors and receiving the [Participant Data Form](#) once training has been completed. After the training has taken place, the instructor verifies that all forms are completed and then, sends the fees to their MO. The MO subsequently provides the fees to WGI.

## CANCELLING AN INTENSIVE TRAINING

If an intensive training is cancelled, it is the instructor/sponsor's responsibility to notify the MO where the training was scheduled.

## BASIC INTENSIVE TRAINING CONTENT

There are no educational prerequisites for attendance at a Basic Intensive Training. The training is designed to provide participants with a basic understanding of Choice Theory, Reality Therapy and Lead Management practices. The instructor is expected to establish an environment that is conducive to learning and practicing new skills. The training is conducted using Lead Management principles so that a participant not only gains a theoretical understanding of Choice Theory, but also experiences these applications in practice. This involves teaching the value of the Reality Therapy questioning process.

During the training, there will be a combination of lectures, demonstration role plays, practice, experiential exercises, and discussions on the historical development of Dr. Glasser's ideas. The instructors expose participants to Dr. Glasser's Basic Concepts Chart and The International of Choice Theory & Reality Therapy. It is suggested that instructors also have some copies of Dr. Glasser's books available for review.

Approximately 40% of the training's focus needs to be on Choice Theory, and the information contained on Dr. Glasser's Basic Concepts Chart. The key elements include:

- The Basic Needs
- Quality World
- Perceived World
- Comparing Place
- Total Behavior
- Total Knowledge and Valuing Filters
- Understanding the difference between Situation A and Situation B

Approximately 40% of the time should be spent on Reality Therapy with major emphasis on the following concepts:

- the environment
- the procedures that lead to change
- practicing the Reality Therapy process in a variety of settings, with opportunity to role play as both the helper and helpee
- self-evaluating and processing role play practice sessions

Participants should not be encouraged or permitted to play themselves in role plays in which they discuss their own personal or family issues, since our training mandate is educational, not therapeutic or real counseling. Approximately 20% of the time should be spent on Lead Management concepts. It is important that participants be exposed to:

- the "Conditions of Quality"
- the work of Dr. Edward Deming
- Dr. Glasser's position on discipline programs [moving away from identifying the problem person]
- the need for systemic change [addressing what's in the system preventing the desired outcomes]

Participants should develop a basic understanding of when Lead Management is used and when Reality Therapy is utilized. Along with the concepts of Choice Theory, Reality Therapy and Lead Management, part of the time during the training should focus on administrative aspects of WGI, such as:

- demonstrating proper completion of required forms
- awarding certificates
- providing information on college credits and CEU's
- discussing WGI membership and related publications (The International of Choice Theory & Reality Therapy)
- covering MO information, i.e., meetings and networking opportunities
- explaining the certification process
- providing information about the National and International Conferences

If the training is for schools, approximately 40% of the training's training should focus on using Lead Management to deal with systemic problems and 20% (Reality Therapy) on dealing with problems that are essentially non-systemic in nature. This emphasis should be reflected in the role play practice as well as in discussions.

#### ADVANCED INTENSIVE TRAINING REGISTRATION/APPLICATION PROCESS

Upon registering the training, the instructor/sponsor requests from all candidates the completed [Application to Attend an Advanced Intensive Training](#). This form should be completed toward the end of the basic practicum. It requires self-evaluation by the candidate, co-verification from his/her Basic Practicum Supervisor, and is to be submitted to the instructor/sponsor prior to the start of the Advanced Intensive Training. This ensures that participants are ready to attend the training, and that they are ideally placed with a different instructor than the one with whom they took their Basic Intensive Training.

At the completion of the training, the [paperwork](#) and participant fees are submitted to the MO, who in turn, submits participant information and fees to WGI.

#### CONTENT

The Advanced Intensive Training is primarily designed to afford the participant an opportunity to study Choice Theory concepts in much greater depth and build their skills. During this training, participants are expected to participate more actively than during the Basic Intensive Training. There is more time allotted to role playing and processing of the role plays. During this training, participants increase their knowledge of the interrelationship of the various components of the Reality Therapy process. It is also encouraged that participants become familiar with some of Dr. Glasser's books.

Participants are expected to participate fully in role playing as both the helper and the helpee and explore the utilization of Reality Therapy process with a wide variety of client populations. Instructors place more emphasis on the need to understand the behaviors of both the helper and helpee from the perspective of Choice Theory.

## ATTENDING ADDITIONAL INTENSIVE TRAININGS

A person wishing to attend an intensive training over again, may do so with the permission of the instructor without paying full cost. It is expected that the instructor of the training will exercise good judgment in deciding if more than one non-certified person should attend.

Attendance at intensive trainings is also a requirement for **instructors-in-training**, who may attend any intensive training without paying a further tuition fee, but they must first secure the approval of the intensive training organizer and instructor(s).

People should not drift in and out of the trainings but should establish their visiting schedule in advance and have it approved by both the instructor(s) and the organizer.

## PRACTICUM SCHEDULING AND STRUCTURE

The names of approved, current dues-paying Basic and Advanced Practicum Supervisors are made available to people on the [WGI website](#). When you don't find a practicum supervisor near you, please contact the MO in your country or in the absence of an MO, contact WGI.

The fees for Basic and Advanced Practicum are either set by the MO or negotiated between the practicum supervisors and trainees. WGI does not collect fees from practicums. Participants need to arrange their practicum with a WGI-approved practicum supervisor who is a current dues-paying member. It is the responsibility of the practicum supervisor to verify that the participant attended an WGI-approved Basic or Advanced Intensive Training prior to beginning the practicum.

In terms of the Basic Practicum, there can be no more than eight participants to one practicum supervisor. Also, there needs to be a minimum of six months between attendance at a basic and an advanced training, during which time the practicum must consist of a minimum of 30 hours. At least 18 of these hours are to be face-to-face. These time requirements are stated as minimums. It is the responsibility of the Basic Practicum Supervisor to determine, based upon demonstrated knowledge and skills, the actual time requirements for each participant. Any exceptions to the above require prior approval from WGI's Executive Director.

The Advanced Practicum is scheduled in the same manner and with the same time, numbers and financial arrangements as the Basic Practicum.

Fees do not guarantee a participant's readiness to be recommended to an advanced training or certification. If the agreed-upon time of supervision has expired and the participant is not yet ready for the next level of training, further negotiation might take place for additional supervision.

## PRACTICUM ONLINE

Both Basic and Advanced Practicum can be offered online. Working online requires different skills and practicum supervisors need to prepare in advance to handle the challenges of engagement, difference in attention span in this format, materials to be used, screen sharing and excellent technology protocols.

## CONTENT

The basic requirements of the online practicum are the same as the current practicum outlined in this policy. This applies to participant numbers, fees, face-to-face contact (i.e. at least 18 hours in DIRECT communication and 12 in indirect communication) etc.

### BASIC PRACTICUM CONTENT

The purpose of the Basic Practicum is to assist the participant in becoming more familiar and comfortable with Choice Theory, Reality Therapy and Lead Management. Emphasis is placed on role plays and casework so that the participant gains sufficient experience and feedback in preparation for their attendance at the Advanced Intensive Training. The value of journaling and other self-evaluation tools is stressed.

The participant is expected to read more of the works of Dr. William Glasser, particularly the book, *Counseling with Choice Theory: The New Reality Therapy*, and submit case reports that demonstrate their utilization of these ideas in their work and everyday life situations. During this stage, the participant strengthens their awareness of the relationship between Choice Theory, Reality Therapy and Lead Management.

### ADVANCED PRACTICUM CONTENT

During the Advanced Practicum, preparation begins for attendance at Certification. The participant is expected to read more of the works of Dr. William Glasser and continue the process of integration to embody the Choice Theory principles. Participants concentrate on more intensive practice as helpee and helper. In addition, they focus on learning more about how to give constructive feedback to other participants. Each participant develops and practices their own 15-minute presentation, which teaches some aspect of Dr. Glasser's concepts, with their Advanced Practicum Supervisor and group. This presentation is then made to the small Certification group, and is one of the requirements at Certification.

The Advanced Practicum Supervisor serves as quality control, it is therefore extremely important that the Advanced Practicum Supervisor gives every participant the feedback they need for their skill development and to be able to self-evaluate their readiness for Certification. Advanced Practicum Supervisors need to be careful not to recommend participants who are unlikely to be successful. Provide extra time as needed. The philosophy is that Certification is an opportunity for participants to celebrate their knowledge and skills, as well as continuing their learning journey through fellow participants and their Certification instructor. Once recommended to attend Certification by the Advanced Practicum Supervisor, the participant will generally be expected to become Choice Theory/Reality Therapy Certified (CT/RTC) after completing Certification.

At the completion of the Advanced Practicum, it is recommended that the [Application to Attend Certification](#) form be reviewed. This form is the first step in the certification application process, and it's best practice to review this form while the participant is fresh in your mind. It is the responsibility of the

candidate to see that their Advanced Practicum Supervisor completes the designated portion of the form. When applying for Certification, the candidate then submits the entire application to the MO sponsoring the Certification.

#### CERTIFICATION REGISTRATION PROCESS

Those who have been recommended for attendance by their Advanced Practicum Supervisor are eligible to attend. As previously stated, there needs to be a minimum of 12 months between attendance at a basic intensive training and attendance at certification. The [registration form](#) for applying to Certification is available on the WGI website.

#### CERTIFICATION STRUCTURE

Participants at Certification are divided into small working groups, with a maximum of twelve participants per instructor, keeping in mind the additional time necessary if translation is required. Ideally during Certification, participants would have a different instructor than they had previously. Certification is scheduled over 4 consecutive days, with a minimum of 28 contact hours, not including lunch.

#### CERTIFICATION CONTENT

Certification is an opportunity to demonstrate knowledge and expand one's learning. Each participant is expected to demonstrate their skills in using Reality Therapy to deal with familiar and unfamiliar clients. Each participant is also expected to role play as both helper and helpee, and show their ability to self-evaluate and give and receive feedback to and from their peers and instructor.

WGI is committed to the ongoing standardization and improvement of the certification program. Although it is essential that instructors and practicum supervisors maintain their own individuality in teaching methods and approaches, it is necessary to have consistency in content in order to establish and maintain a high level of credibility. There are some basic requirements that apply to all participants in the certification program.

Dr. Glasser's books, *Choice Theory: A New Psychology of Personal Freedom* and *Counseling with Choice Theory: The New Reality Therapy* are required reading prior to attendance at Certification, although familiarity with all his books is encouraged. Of key importance is his booklet, "Defining Mental Health as a Public Health Issue."

One of the requirements for completing Certification is a short 15-minute presentation to the small group of certification candidates. The purpose is to demonstrate the ability to teach, through involvement, an aspect of Choice Theory, Reality Therapy and Lead Management to a group of interested listeners. This presentation could reflect how the participant has used the principles in their work situation, how the principles have been implemented in their own personal life, or how they expect to teach the ideas to others. Effective presentations in the past have included innovations, ideas for colleagues' shared use and fresh applications of the core idea. Commonalties of successful previous presentations are: involvement of group members; relevant, thought-provoking and well-timed ideas;

accuracy in concepts; use of humor; and the use audio-visual aids such as posters and charts. Personal testimonials are acceptable; however, the presentation itself should not be a “therapeutic event” for the presenter. The main goal of the presenter is to demonstrate knowledge of Choice Theory, Reality Therapy and Lead Management in an interesting manner. Most candidates bring additional copies of their presentations for each member of their working group. The use of notes is acceptable, but the presentation should not be read verbatim. Accommodations can be made for persons needing visual, hearing, translation or other adaptive devices.

Certification participants are encouraged to submit their presentation, if appropriate, to the International Journal of Choice Theory and Reality Therapy for consideration.

Participants are required to be in attendance during the entire program, and certification is completed at the conclusion of the graduation ceremony. CT/RTC is the recognition by WGI that a person has completed the certification process and demonstrated knowledge and skill in Choice Theory, Reality Therapy, and Lead Management. Those completing the certification process are entitled to use the designation of "Choice Theory/Reality Therapy Certified" or "CT/RTC." The use of the designation, "Certified Reality Therapist" is only appropriate where the individual is entitled, under the licensing laws of the jurisdiction in which they reside, to use the term "therapist." **WGI does not confer this title upon anyone.** Certification is not a license to practice counseling or psychotherapy. Again, these practices are governed by the appropriate licensing authorities in the legal jurisdictions where people work.

For the appropriate practice of counseling/psychotherapy, members of WGI should refer to the “Codes of Ethics” of the various professional organizations to which they belong and the licensing laws pertaining to such practice. While CT/RTC individuals are encouraged to utilize and share Choice Theory concepts with others, the certification is not an endorsement to teach as a representative of WGI.

#### ATTENDING ADDITIONAL CERTIFICATIONS

Those who are already CT/RTC may attend an additional Certification but must first obtain approval from the Executive Director and the instructor of choice. There can only be one observer per group. Visitors are advised that when making a request to attend as an observer that they commit to being with the certification group the entire 28 contact hours. They are also asked to remember that the certification is being conducted for the benefit of the trainees.

#### EXCEPTIONS

Any requests for unusual exceptions for compelling reasons beyond what is stated above need to be put in writing and directed to WGI’s Executive Director. Either the Executive Director or the person requesting the exception may ask for the Board to review the exception if either is uncomfortable with the decision.