

The Gottman Institute

CERTIFICATION CONSULTATION POLICIES, TERMS, & CONDITIONS

Gottman Method Couples Therapy is based on Dr. John Gottman's four decades of research in what makes marriages succeed or fail. From this research, Dr. John Gottman and his wife, Dr. Julie Schwartz Gottman, have created a therapy that emphasizes a "nuts and bolts" approach to improving relationships. The focus of your consultation will primarily be on these structures and methods designed by the Gottmans. Your Consultant may, however, make suggestions about other areas of study as appropriate, as some of the Gottman interventions may be altered or contraindicated in various co-morbidities.

These Policies, Terms and Conditions are subject to change without notice at the discretion of The Gottman Institute. By entering the Gottman Certification Track, you are agreeing to the Policies, Terms and Conditions in its current format. Updates to these Policies, Terms and Conditions will be available via electronic media from time to time and are available upon request.

The Consultant-Consultee Relationship

For the sake of clarity and in keeping with the Washington Administrative Codes, the definition of the role and functions of a Consultant/Consultee relationship are as follows:

- The Consultant provides requested education, information, knowledge, points of view, discussion, wisdom, and/or perspective on cases and/or issues presented by the Consultee. The Consultee sets his/her own agenda for consultation he/she needs, using cases from his/her own practice. Neither The Gottman Institute nor the Consultant is a supervisor of the Consultee's practice.
- The Consultant has no authority over the Consultee
- The Consultant, who is not responsible for the decisions and/or acts of the Consultee, has therefore no responsibility for the treatment provided by the Consultee.
- The Consultant bears no liability for the Consultee, who is free to follow suggestions, or not, based on his or her own professional judgement, in all cases.
- The Consultant shall not give specific advice or direction about what the Consultee should do with any specific client/situation.
- The Consultee, though receiving training from the Consultant and Gottman Institute, is an "independently licensed" individual who, as a sole proprietor, provides psychological services to their own clients, and thus, assumes complete responsibility for the care of said clients. The Consultee is not functioning as an auxiliary staff for the Consultant or the Gottman Institute. The Consultee will provide this page of this packet for clients to read should he/she present said clients in consultation.
- The Consultee protects the confidentiality of his/her own clients, thus limiting the information shared to issue focused consultation.

- The Consultee will maintain on Gottman Institute file current copies of his/her annual licensure/certification and malpractice insurance coverage. A minimum of \$1 million each occurrence and \$3 million aggregate is required.
- The Consultee may identify to clients and/or colleagues, his/her current consultation and training with the Gottman Institute, but such identification should not imply that the Consultant or The Gottman Institute is directing and/or responsible for the treatment any client is receiving from the Consultee.
- The Consultee will adhere to all aspects of the financial agreements with their Consultant and The Gottman Institute.

Policies

While each of our Consultants has their own office policies that govern their practices, the following are policies that are specific to the Gottman Certification Program and the consultation process.

1. The following are consultation options, terms and conditions.
 - Group Consultation: Group sessions are highly encouraged. A minimum of twelve group sessions are required. There will be two to four Consultees per group. A Consultant will be assigned after the Level 3 training, and your Consultant will contact you to schedule your first meeting. The Gottman Institute will provide a telephone conference option; however, each Consultee is responsible for costs associated with long-distance charges and consultation fees to the Consultant.
 - In the event that you miss a group consultation meeting you will be required to pay for the missed session and privately schedule an individual make-up session with your Consultant. The fee for a make-up session is payable directly to your Consultant. **Out of respect for other members, please notify your Consultant and your group at least 48 hours in advance should you need to cancel.**
 - Individual Consultation Option: **Individual Consultation requires a minimum of eight 45 minute sessions.** A Consultant will be assigned following the Level 3 training and consultation sessions will be scheduled with the Consultant directly. *The full fee will be charged for missed sessions unless the Consultant is notified at least 48 hours in advance.*
 - Combined Group and Individual Consultation: This format attempts to combine the best of group and individual consultation formats. Initially, a group format will be used and then individual sessions will be interspersed with group sessions to allow for individual attention to aid in progressing through the consultation process. **The number of individual sessions may vary but will include a minimum of three sessions. A minimum of ten total sessions are required, which includes both individual and group formats.** Fees and the cancellation policy for group and individual consultations are the same as outlined above.
 - Additional Consultation Sessions: If you would like to schedule individual sessions over and above the twelve Group consultations or the eight Individual sessions, these can be scheduled directly with your Consultant.

- **Video Review:** In preparation for final video review, you are expected to send videos to your Consultant for feedback and assessment throughout the consultation process. Segments may be as short as 15 minutes and may be longer. The fee for video review is the same as for individual sessions; \$140 per 45 minutes, prorated for the time spent reviewing the video. Review of final certification videos is included in the Certification Track fees that were paid at the time of application.

2. Though consultation and video review requires focus on couples work in sessions, the concentration of the consult will be primarily centered on the Gottman Method, rather than specific recommendations about the couples you discuss or video. In this way, establishing proficiency in the Method will more likely result in a keen grasp of the model.

3. Videotaping of your couples for review requires that your **clients each sign** the *Permission for Digitally Recording and Video Taping Therapy Sessions* form and that the **therapist signs** a *Therapist Release Attestation* form. The Consultee is to maintain the Permission for Digitally Recording and Video Taping Therapy Sessions form in the couple's chart and send the Therapist Release Attestation to their Consultant and to The Gottman Institute when sending the final video review for certification.

4. You will have two years to complete consultation and submit videos for final review. Your deadline to submit videos will be determined by the date of your Consultant assignment, and will be clearly communicated to you via email. Those who need longer than two years will be required to re-take Level 3 in order to continue. Most certified clinicians become certified within 1-2 years of completing Level 3.

5. When you and your Consultant have agreed on your readiness for certification, you may send your videos to The Gottman Institute for review. Videos will not be returned to you unless you specifically request it. Videos may only be submitted and reviewed a maximum number of three times to achieve certification. In the event a video does not pass, it is up to the discretion of the Consultant to review any additional certification videos before they are resubmitted. If the third submission does not pass, the Consultee will be required to retake the Level 3 Training at the Alumni Rate.

In the event that any video segments must be resubmitted for additional reviews, please note the following timelines for re-submissions:

- 2nd Submission - within 6 months of review outcome notification. It is highly recommended that second submissions be reviewed by the Consultant prior to re-submission.
- 3rd Submission - within 3 months of review outcome notification. All third and final review submissions must be reviewed by the Consultant prior to Consultee re-submission.

Along with your videos, please send your I 00 Gottman Method Clinical Hours Documentation form, Gottman Treatment Plan, Gottman Assessment Scoring Summary

Sheet, and Therapist Attestation Form for each couple. If you are in need of the documentation form, please contact the Professional Development Department at training@gottman.com.

6. As we require that your Certification file at The Gottman Institute contain complete and current information, we request that you provide us with a current copy of your professional licenses, business and home address, phone numbers and email address. For liability purposes, The Gottman Institute must have on file a current copy of your malpractice insurance policy. Lapses in such policies will interrupt proceeding with your Certificate process until the policy is reinstated and on file with The Gottman Institute.

7. As part of the Certification consultation process your Consultant will document the focus and subject matter covered for each consult, including review of your videos. It may be helpful for you to have a copy of this documentation for your own records. Please request a copy from your Consultant if you would like one. These documentation forms will become part of your Certification record with the Gottman Institute.

8. The Gottman Institute Clinician Records Policy: As part of the certification process, we receive candid feedback from Consultants and Gottman Institute staff about your progress. You are entitled to receive copies of documents you provide us (such as copies of professional licenses and liability insurance) as well as documentation of the focus and subject matter covered for each consultation (obtainable from your Consultant), but information from candid evaluations of your progress and performance are confidential and not accessible by the clinician.

After certification, ongoing clinician records, including any confidential feedback received about the clinician, remain confidential and not accessible to the clinician. The files we maintain pertaining to the certification process and Certified Gottman Therapists are the property of The Gottman Institute. The content of these files remain confidential within The Gottman Institute.

9. The applicant may choose to terminate training at any point and The Gottman Institute may terminate training on the basis of the applicant failing to perform according to Gottman standards and any fees paid will not be refunded.

10. Completion of consultation does not guarantee Certification. Upon completion of all requirements, your mastery and proficiency will be determined by a Senior Certified Gottman Consultant/Reviewer. You may be requested to resubmit any combination of your video segments at which time you will receive feedback from your Consultant regarding strengths and/or recommendations for improved proficiency in the Gottman Method. Once approved, you will receive a certificate specifying you are a Certified Gottman Method Couples Therapist. Upon receiving Certification, you may advertise yourself with the Certified Gottman Therapist designation.

11. In addition to the above listed policies, the Certification requirements will be considered complete upon payment in full of all tuition and fees due The Gottman Institute and/ or your Consultant, and the submission to TGI of all required records on the

Ethical Practices

As you begin your consultation in the Gortman Method, we wish to establish the standards of ethical practice that guide Washington State psychologists and therapists, and thus, Consultees in the certification track of the Gottman Institute. They are as follows:

1. That all therapists provide clients with written information about their qualifications, treatment philosophy and methods, and service policies.
2. That all therapists keep a written record of services provided, and that clients have privilege to read that record and request changes in that record should they so wish.
3. That the therapeutic relationship be maintained with appropriate respect and boundaries as described in the American Psychological Association standards regardless of the professional discipline in which the therapist has been trained and licensed.
4. That all therapists comply with relevant local, state, and federal laws pertaining to their practice.
5. That the therapist secures written permission for videotaping of sessions to be submitted to The Gottman Institute for review as required for certification.
6. That all information discussed and disclosed in the course of the therapy, from whatever source, be held confidential, save the exceptions to confidentiality as outlined below:

- If the client (or dependent child), is in immediate danger to himself/it self or becomes mentally ill and unable to take care of their basic needs, the law demands that the therapist acts to protect the life of the client and/or dependent child. This may require notification of family or other appropriate persons, including the County Designated Mental Health Professional, who will decide if involuntary hospitalization is necessary
- If the client threatens harm to another person, and there is a possibility of injury or death, the law demands that the therapists act to protect the lives of potential victims. This may require various appropriate interventions, including informing the police and the potential victims.
- If the client reports his/her behavior or action against a child, elder, or other dependent adult which is considered abuse, including physical violence, neglect, and/or sexual molestation, or if the client reports such acts by another, the law mandates that the therapist must make a report of suspected abuse to the legal authorities.
- If the client is involved in legal action where he/she places his/her psychological condition before the court, the client forfeits his/her right to confidentiality in matters before the court. In such cases, the therapist will attempt to discuss the situation with you in order to clarify and seek alternatives.
- If I am aware that an identifiable individual is being unknowingly exposed to HIV infection, I will discuss the case with the local health officer or an authorized representative to determine what actions should be taken to protect the

public health . Identifying information about the HIV-infected individual or their partners will be released consistent with state law, rules, and regulations.

- The therapist may disclose protected health care information if audited or investigated by a local, state or federal regulatory board or agency.
- Any exceptions as deemed legal in the state where the Consultee practices.

Terms and Conditions

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- You have a Master's or doctoral degree in a mental health field .
- You are licensed or certified as a mental health professional in my field of study in the state, province or country in which you practice.
- You carry professional liability insurance with a minimum amount of coverage of 1M/3M.
- You have not been convicted of a misdemeanor or felony.
- You have never had any licensing board or professional ethics body require me to surrender my license or been found guilty of a violation of ethics code, professional misconduct, unprofessional conduct, incompetence or negligence in any state, province or country.
- You do not have any complaints, charges, or investigations pending against me by any licensing board or professional ethics body for violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state, province or country.
- You have never had any insurance company or Lloyd's decline, cancel, refuse to renew or accept only on special terms any professional liability insurance.
- You have never had a professional liability claim or suit against you .
- You are not aware of any circumstances which may result in any professional liability claim or suit being made against you.
- You are not engaged in any sexual misconduct with any of your current or former patients or any current or former patient's spouse or any person with a direct relationship to the patient or former patient.
- You will notify The Gottman Institute in writing within 30 days if any of the above answers or information change
- You have added the following statement to the disclosure statement you give your clients:
"While I have taken training in the Gottman Method Couples Therapy, I want you to know that I (or my agency, if applicable) am completely independent in providing you with clinical services and! alone am fully responsible for those services. The Gottman Institute or its agents have no responsibility for the services you receive."

Terminating Training and Consultation

The Gottman Institute reserves the right to terminate participation in further training and the consultation process for the following reasons:

- If the clinician fails to maintain their license or certification to practice independently
- If the clinician fails to maintain professional liability insurance with a minimum amount of coverage of 1M/3M
- If a Disciplinary Board finds against the clinician in any complaint (including non-Gottman Institute clients)
- If The Gottman Institute receives a serious complaint that the Institute credits as having merit
- If a judgment is made against a clinician in a court of law for any misdemeanor or felony
- If The Gottman Institute has reasonable evidence to believe that the clinician is abusing alcohol and/or other drugs
- If a judgment is made against a clinician in a court of law for any misdemeanor or felony
- If The Gottman Institute has reasonable evidence to believe that the clinician is abusing alcohol and/or other drugs
- If The Gottman Institute has reason to believe that the clinician's functioning is impaired by physical, emotional, mental or other reasons
- If The Gottman Institute has reasonable evidence to believe that the clinician has committed a breach of the American Psychological Association Ethical Principles and Code of Conduct
- If the clinician fails to fulfill agreed upon financial commitments to The Gottman Institute
- If The Gottman Institute has reason to believe that a clinician has failed to exercise that degree of skill, care, and learning expected of a reasonably prudent provider of the same specialty under the same or similar circumstances
- If The Gottman Institute has reason to believe that a clinician's public presentation is inconsistent with the mission, goals and/or ideals of The Gottman Institute or in any way damages our name and reputation
- If the clinician fails to meet the Terms and Conditions for the Gottman Certification Track and consultation process

Harassment Policies and Procedures

General Prohibition of Harassment/Discrimination

Harassment and discrimination of any kind is not tolerated by The Gottman Institute.

We are committed to providing a professional environment that is free of discrimination and harassment. Each Consultant, Consultee and workshop participant of The Gottman Institute is expected to be sensitive to and respectful of others with whom you communicate while involved with The Gottman Institute. We prohibit all forms of

harassment or discrimination based on race, age, religion, color, creed, sex, national origin, physical, sensory or mental disability, marital or veteran status, sexual orientation, political ideology, ancestry, or any other classification protected by law.

Discrimination means different and unfair treatment of an individual because of his or her race, color, sex, religion, national origin, age, disability or 1)'protected group status as denned by law. Harassment is behavior perceived by the recipient as unwelcome, demeaning or offensive conduct directed at another workshop participant, Consultee, Consultant or representative of The Gottman Institute, and can include such things as threats, demands, and requests for sexual favors, teasing, abuse, taunts, insults, heckling, or other similar action. It includes conduct that may not be unlawful, but has been determined to be inappropriate in our workplace, our workshops and by the licensing boards in every state.

If at any time you believe you are the subject of harassment or discrimination in violation of this policy, or if you believe or become aware of such conduct being directed to a workshop participant, Consultee, Consultant or representative of The Gottman Institute, you must immediately notify the Assistant Clinical Director or another senior representative of The Gottman Institute. If you feel uncomfortable discussing this matter with the Assistant Clinical Director, then the complaint procedures provide other avenues for complaint.

We strongly urge you to report all incidents of potential harassment, discrimination or other inappropriate behavior as soon as possible. We strive for a respectful, pleasant, and productive professional environment at The Gottman Institute, but we cannot ensure such an environment unless these issues are brought to our attention.

Sexual Harassment

Discrimination of any kind, based on any classification protected by law, within The Gottman Institute is unacceptable conduct that should not be condoned by any member of our management, any employee, contractor, customer, Consultee, Consultant, workshop participant, vendor, client or representative of The Gottman Institute. This includes conduct in any seminar that is sponsored by or associated with The Gottman Institute.

Sexual harassment is an unacceptable form of discrimination. Sexual harassment does not mean occasional compliments of a socially acceptable nature. Rather, it refers to deliberate, repeated unsolicited sexual advances, requests for sexual favors, and other behavior that has the purpose or effect of interfering with an applicant's or employee's job placement, performance or advancement, or creating an intimidating, hostile, or offensive work environment. Even conduct that is intended to be "innocent" may still constitute sexual harassment under this policy if the recipient of that conduct reasonably perceives it to be otherwise.

If at any time you believe you are the subject of harassment or discrimination in violation of this policy, or if you believe or become aware of such conduct being directed to another workshop participant, Consultee, Consultant or representative of The Gottman

Institute, you must immediately notify you're the Assistant Clinical Director or otherwise follow the complaint procedure. If you feel uncomfortable discussing this matter with the Assistant Clinical Director, then the complaint procedures provide other avenues for complaint.

Illustrative Examples

Examples of the types of conduct that is likely to violate this policy when unwelcome or uninvited include, but are not limited to, the following:

- Unwelcome, deliberate or repeated unsolicited verbal comments, jokes, epithets, slurs, or stories that are based on an individual's membership in a protected group;
- Sexually suggestive touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body;
- Grabbing, groping, kissing, fondling;
- Questions about a person's sex life or experiences;
- Sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding a person's sex life, body, sexual activities, deficiencies or prowess;
- Threats affecting status if sexual favors are not provided;
- Sexual assault;
- Offensive communication such as sexually explicit internet sites, calendars, photographs, cartoons, posters, graffiti, documents (including letters, poems, etc) or drawings which have the effect of creating a hostile and offensive environment;
- Sexually suggestive leering or staring;
- Implicit or explicit unwelcome sexual advances, requests for sexual favors, or repeated unwelcome expressions of sexual interest;
- Sexually explicit or suggestive e-mail or voice mail messages; and/or
- Any other harassing conduct or behavior deemed inappropriate by The Gottman Institute management

These are only some examples of inappropriate conduct. For such behavior to qualify as unlawful discrimination and/or harassment, it must be sufficiently severe or pervasive as to unreasonably interfere with a terms, conditions, or privileges and create a hostile environment.

Please understand however, that even though a behavior may not qualify as discrimination and/or harassment under the law, we may still treat the conduct as inappropriate behavior and discipline the individual(s) involved. Each complaint will be assessed on a case-by-case basis.

Complaint Procedure

We are dedicated to ensuring that harassment and discrimination do not occur in The Gottman Institute and committed to a prompt and effective resolution of any complaint. No workshop participant, Consultee, Consultant or representative of The Gottman Institute will be penalized for registering a good-faith complaint, participating in the investigation of a complaint, or opposing harassing or discriminatory behavior

prohibited by this policy.

If you feel you have been subjected to wrongful harassment or discrimination, you are expected and required to follow the following procedure:

Informal resolution. In many instances, the problem may be caused by a lack of awareness. We therefore encourage you to initially raise the problem respectfully with the person who

has offended you before you bring a formal complaint. If, however, you believe it would be inappropriate to discuss the matter with that person, the person does not respond as desired, or you are uncomfortable discussing the issue with that person, then you may always bypass the person and discuss it directly with the Assistant Clinical Director or Professional Development Director.

Complaint. If informal resolution does not occur or the problem persists, then you should report the matter to the Assistant Clinical Director or Clinical Director. In addition, we encourage any employee who observes inappropriate harassment or discrimination to immediately report what he or she has observed to the Assistant Clinical Director or Clinical Director. All reports or complaints will be investigated and kept confidential to the extent possible, consistent with our need to investigate the complaint and address the situation. Different circumstances will produce different responses and levels of investigation. If it is determined that a violation of this policy has occurred, then the offending party will be subject to disciplinary action up to, and including, program termination.

This complaint procedure is the sole vehicle for a workshop participant, Consultee, Consultant or representative of The Gottman Institute to bring a harassment or discrimination complaint. Failure to use the complaint procedure may bar you from bringing a claim for harassment, discrimination, or retaliation against The Gottman Institute.

Retaliation

The Gottman Institute prohibits any type of retaliatory action against a workshop participant, Consultee, Consultant or representative of The Gottman Institute who files a harassment or discrimination complaint, or assist in a complaint investigation.

We expect workshop participants, Consultees, Consultants or representatives of The

Gottman Institute to immediately report any concerns about retaliation to us. However, if it is determined after investigation that the complaint was made up of false charges or that a Consultee, Consultant or representative of The Gottman Institute has provided false information, disciplinary action will be taken against the employee who led the complaint or provided false information.