



### **Checklist, Description, and Procedures for Application for the International Solution-Focused Practitioner Certificate**

- Possess a terminal degree in a service field (counseling or therapy, education, social services, business consulting, nursing).
- Are licensed or credentialed to practice in your field within your jurisdiction, or are working in an organized system under supervision.
- Submitted the Application for Certification, which will list the following:
  - Completed 50 hours of approved Direct Training in Solution-Focused Brief Therapy, 20 of which were through the Denver Center for Solution-Focused Brief Therapy or their staff.
  - Completed 100 hours of approved Personal and Professional Activities in Solution-Focused Practices over a one year period of time, and submitted the log of those Activities for evaluation. It must include a reflection of lessons learned for every 20 hours logged.
  - Completed 10 hours of individual or small group consultation with Denver Center for Solution-Focused Brief Therapy or their staff over a six month period that overlaps with your Personal and Professional Activities.
  - Payment of \$250.00 Application and Exam Fee (refundable minus a 10% administrative fee if it is determined prior to administering the exam that you do not possess the minimum qualifications).
- Once the Direct Training, and Personal and Professional Activities are approved, the exam is discussed and scheduled.
- Passed the three part exam:
  - Received 70% on the Multiple Choice Exam on Solution-Focused Foundations
  - Passed an oral (in person or telephone/Zoom) role play with the examiner exemplifying your skill level utilizing Solution-Focused Practices
  - Passed an oral (in person or telephone/Zoom) Interview to demonstrate integration of Solution-Focused Practices with your work.
- Upon successful completion of these requirements, the International Solution-Focused Practitioner Certificate is awarded.**

## **Description of Requirements and Procedures for Certification**

It is the desire of IASTI and the Denver Center for Solution-Focused Brief Therapy, LLC to certify qualified practitioners who are committed to providing excellent professional work using the principles of Solution-Focused Brief Therapy. It is also our intention to make the process of certification an affirmative, interesting, and collegial one. As such, we have designed a process which, we believe, assures those obtaining certification indeed possess the needed education, training, experience, and skill level in Solution-Focused practices, while at the same time making the process itself a positive experience.

### ***Have a Terminal Degree and Possess a License or Certificate to Practice in a Service Field***

A terminal degree is required for certification, and refers to the final degree necessary to work in your respective field. That may be an M.D. in medicine, a Ph.D. in clinical or counseling psychology, a Master's in Counseling or Social Work, an Bachelor's in Education or nursing, or a Specialist or Associates degree in Substance Abuse Counseling, or a Bachelor's or Master's in Business Administration. It would *not* include students who are working *toward* a degree unless they also have a terminal degree (e.g. a person with a Master's in Social Work who is working toward a Ph.D. in Social Work). A license or credential to practice means that you possess the required license or certificate to practice within your jurisdiction, or are working in an organized social service setting (for example, a mental health center, substance abuse agency, school, institute, etc.).

The logic behind this requirement is that the International Solution-Focused Practitioner Certificate recognizes specialized education and training in Solution-Focused practices, but is not a practice degree or certification itself, and is not intended to supplant the required degrees and certificates required to legally practice in a given jurisdiction.

### ***Complete 50 Hours of Direct Training in Solution-Focused Brief Therapy***

Direct training is the organized formal, live, training that can take place in a classroom with a teacher/trainer. It includes the trainer describing the model, but also; exercises targeting specific Solution-Focused techniques, the live studying/discussion of videotaped sessions, watching live interviews with clients and other work on specific example cases. Direct training could be provided via formal university academic, synchronous online courses in Solution-focused Brief Therapy, or professional workshops conducted by IASTI institutes or their equivalent. In all cases, the decision to accept a course or workshop toward the requirement for Certification rests with the Denver Center for Solution-Focused Brief Therapy, LLC.

Twenty hours of the Direct Training must be provided by the Denver Center for Solution-Focused Brief Therapy, LLC or its staff in order to obtain the certification from Denver Center for SFBT. The rest of the training hours will be evaluated by the staff of the Denver Center for SFBT to determine their acceptability toward certification.

### ***Complete 100 Hours of Personal & Professional Activities***

These are activities that the trainee will be able to exercise in part during their normal working hours. Since the training and practice of the Solution-Focused model is meant to be done at least in part within the context of trainees' every day professional activities, trainees do not necessarily need to allocate exclusive

time for all required hours toward certification. Examples of these training activities include: Using Solution-Focused techniques in clinical sessions or in the classroom and evaluating the result, role plays, daily professional diaries, or other Solution-focused learning activities identified by the Denver Center for SFBT. You must complete 10 hours of individual or small group consultation with the Denver Center for SFBT over a six month period of time that overlaps with your Personal and Professional Activities. These consultation hours are meant to provide a learning environment in which to discuss lessons learned, questions that arise, etc. from the activities.

You are encouraged to discuss with the Denver Center for SFBT staff the different possible activities to make certain that they will apply prior to completing them. You will log these activities onto an Activity Log Sheet. The log must include the details of the activity, the hours spent per day, and lessons learned for every 20 hours of activity. When a minimum of 100 hours are complete, submit that with your Application.

### ***Complete Application and Pay Fee***

After you have determined that you possess the required practice degree, have completed 50 hours of training in Solution-Focused Brief Therapy, and have completed 100 hours of appropriate personal and professional Solution-Focused activities, you will submit the Application for Certification, which is available from Denver Center for SFBT. This application will, besides asking for basic contact and general education and work experience information, also ask for a listing of the specific training that you have had in Solution-Focused Brief Therapy. In addition, you will attach the Log of Personal and Professional Activities to the application. Your application will be reviewed by the Denver Center for SFBT's staff to determine if you have met the initial requirements, and that your direct training is acceptable.

There is a \$250.00 USD Application and Exam fee required at the time the initial Application for Certification is submitted. If for some reason you do not qualify for the Certificate --- for example, you do not possess the requisite degree in a service field, or your training hours are not acceptable --- you will receive a refund minus a 10% administrative fee. If your initial application is accepted, but you later do not take or pass the exam, your fee will not be refunded. The fee to retake any part of the Exam is \$75.00 per part.

### ***Exam***

Once the initial Application for Certification has been approved, the exam will be scheduled. The purpose of the exam will be to demonstrate your basic knowledge of the foundations, history, tenets, etc. of Solution-Focused Brief Therapy; to demonstrate your skill in interviewing and applying Solution-Focused Brief Therapy with a simulated session; and to demonstrate how you have integrated your training, and personal and professional activities with your practice in your field.

The exam will consist of three parts:

1. **Objective Test:** You will take a multiple-choice objective test on the history, foundations, and tenets of Solution-Focused Brief Therapy. You must receive at least 70% to pass this objective test component, and you must pass it before the rest of your exam will be administered.
2. **Role Play:** One of the Denver Center staff will role play with you in person or via telephone/Skype. You will tell the examiner the general type of client you would like him/her to play, and you will play the part of the solution-focused practitioner. The examiner will ad lib in order to ensure you have the basic level of skill to follow and assist a client in a solution-focused manner. This is your opportunity to demonstrate your skill level and ability to apply the concepts learned.

3. **Oral Interview:** This will be the final chance to demonstrate your knowledge and fluidity with Solution-Focused practice. One of the Denver Center staff will interview you in person or via telephone/Skype, to discuss your training, your personal and professional activities, and how you have integrated these into your work. This will obviously be a subjective evaluation, to determine how well you have integrated your training in Solution-Focused practices with your work. This part is most often done during the same session as the role play.

#### ***If You Do not Pass the Exam***

It should be noted that the purpose of this exam is not to “weed out” people, but to assure that those who wish to be certified actually possess the requisite knowledge, training, experience, and skill level to call themselves Solution-Focused practitioners. Our intention is to help those who desire the certification.

If you do not pass the exam, we will make reasonable efforts to work with you to be able to pass it at a later date. In those situations, we may recommend further training, or further study, or both. We may suggest more time pass during which you can have experience working in a Solution-Focused way.

In all cases, the decision of Denver Center for Solution-Focused Brief Therapy, LLC to award the International Solution-Focused Practitioner Certificate rests solely with the Denver Center for Solution-Focused Brief Therapy. Taking training from us, participating in consultation, or submitting an Application for Certification alone does not guarantee certification from Denver Center for SFBT. You must meet all training, and personal and professional activity requirements, and pass all three sections of the exam before the certificate is awarded.

#### ***Disclaimers***

The training in Solution-Focused practices offered by the Denver Center for Solution-Focused Brief Therapy, LLC does not constitute nor replace clinical or administrative supervision. The training offered is solely educational. The clinical, educational, social service, or business consultative work performed by trainees is the trainees’ sole responsibility. It is the responsibility of the trainee to obtain supervision, both clinical and administrative, from appropriate professionals.

The Denver Center for Solution-Focused Brief Therapy further assumes no responsibility for the clinical, educational, social service, business consulting, or any other professional work of those professionals who received educational training from Denver Center for SFBT or its staff. All responsibilities and liabilities rest with the professionals providing those services.

Denver Center for Solution-Focused Brief Therapy has the right to modify requirements for the International Solution-Focused Practitioner Certificate at any time. Modification may be necessary to remain in compliance with changes made by IASTI or due to a wide variety of quality control reasons. Denver Center for Solution-Focused Brief Therapy will make reasonable efforts to notify those who are actively working on certification through this agency of changes in requirements when they occur.

***Basic Skills the Examiner is Looking for on All Three Areas of the Exam***

***Solution-Focused Specific Techniques***

1. Understand, demonstrate, and apply principles of Solution Development.

2. Understand and use Solution-Focused Questions and interview techniques.

The Trainee will be able to demonstrate competence in using and following up on a variety of Solution-Focused questions including:

- a. Scaling questions
- b. Solution-Focused Coping Questions
- c. Exception Questions
- d. Goal Development Questions

(Given a specific problem, trainee will be able to generate examples of scaling questions, coping questions, exception questions, and goal development questions, including following up on them.)

- e. The Miracle Question and Other Goal Formation Questions

(The Trainee will be able to demonstrate the Goal Formation questions and describe how to utilize them with clients, including following up on it.)

- f. Solution-Focused Safety Question

(Trainees will be able to demonstrate the solution-focused safety question as described, for example, by de Shazer & Dolan, 2006, in More than Miracles)

- g. Questions aimed to follow up and amplify change happening between sessions, for example using the EARS model

- h. Questions asked from a place of genuine curiosity and neutral stance

3. Solution-Focused Skeleton/Structure.

Trainee will be able to demonstrate a basic understanding and ability to follow the three sections of a solution-focused session, and how to be flexible to meet the client's needs.

4. Solution-Focused Road Map.

Trainee will demonstrate a basic grasp of Echo Words and which words/paths to follow (Listen>Select/Build) to develop a solution-focused conversation.

5. Solution-Focused compliments, acknowledgment, and validation.

The trainees will be able to formulate and deliver contextually appropriate compliments, acknowledgment, and validation.

6. Solution-Focused homework assignments

the trainees will be able to formulate and deliver situation appropriate homework assignments and follow up on changes during further sessions.

***Curriculum***

***The bigger picture and background to the Solution-Focused model***

Trainees must demonstrate the ability to differentiate the Solutions-Focused model from other approaches and also to relate it to other approaches. The trainee must be able to differentiate the Solution-Focused model from other relevant theories and approaches in the context of the trainee's professional circumstances and demonstrate the ability to integrate both into the Solution-Focused framework.

### **Attitude & Context**

Trainees must demonstrate the ability to create and work within a respectful, non-blaming, creative, and co-operative relationship; including the use of assuming good intent. Trainees must demonstrate this same attitude and stance toward other professionals both in formal and casual settings. Trainees must demonstrate the ability to work from a “yes/and” stance.

### **Relationship & Interaction**

Trainees must be able to use systematic, dialogical, creative, and situational (*carpe diem*) interaction that opens different perspectives and possibilities (co-construction).

### **Resources**

Trainees must be able to appropriately utilize and enhance hope, engagement, and positive emotions.

Trainees must be able to activate and mobilize the client’s and other local skills, resources, knowledge, and experiences. Trainees must be able to demonstrate an ability to focus on what already works and what is already achieved in relation to clients’ goals and visions.

### **Ideals and goals**

Trainees must be able to work effectively within the visions, hopes, and ideals of the client: Helping clients form well-formed goals

### **Problems and Safety**

Trainees will demonstrate an ability to allow appropriate time for clients to express worries and troubles. Trainees will also be expected to explore serious danger, harm, and risks and ensure safety for all involved in these situations. They will be expected to help clients do something different in problem situations to progress towards their goals. In addition, they will be able to verbalize how SFBT meets standard of care in this regard.

Trainees will be able to support the client’s progress by defining small actionable steps:  
Providing appropriate tasks and suggestions.

### **Ending work & Evaluation**

Trainees will be able to demonstrate an ability to reflect, evaluate, and end the working process appropriately. They will understand and demonstrate a general framework/skeleton for Solution-Focused sessions, for example as described in Pichot with Smock, 2009, *Solution-Focused Substance Abuse Treatment*. They will be able to develop their own Solution-Focused work and skills and the specific techniques for this that are provided in the training.