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SUBJECT: Institutional Accreditation

Dear Friends and Esteemed Colleagues,

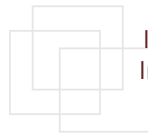
in this information sheet you will be led through the steps of the accreditation process. First however, we would like to take the opportunity to thank you for your active contribution to Logotherapy and Existential Analysis (LT & EA), and to express our commitment to provide our loyal support to you and your institute.

Through the accreditation process your institute will become a member of a global network currently active in 36 nations, representing over 110 accredited institutes for Logotherapy. Accredited institutes are independent and autonomous initiatives that either offer training in Logotherapy, Logotherapeutic counselling, or psychotherapy. Other member institutes are active in the promotion of LT & EA, as well as conducting research in the field.

Accredited institutes will be registered in a publically-accessible directory on the website of the Viktor Frankl Institute (www.viktorfrankl.org) and will be published in the appendix of the forthcoming *Annual Review for Logotherapy and Existential Analysis*; publishing 2014 onwards). This directory will also be printed as a stand-alone brochure with a brief description of LT & EA, to be made available at congresses and instructional and informational conferences for attendees. This directory has been in place for about 25 years and is regularly consulted by heads of institutes and representatives of schools, universities, and members of the media whenever the services of experts associated with LT & EA are required.

Up until the present time, an entry in the international directory did not necessarily imply that the listed institute was an *accredited* institute for Logotherapy. Given that this has led to confusion from time to time, from now on, only institutes and initiatives that have gone through the Viktor Frankl Institute's (VFI) new accreditation process will be registered on the list (see the VFI's July 2013 newsletter for further explanation).

What this means for those institutions that have already been listed in the directory prior to this change is that going forward they must also seek accreditation in the second half of 2013 in order to remain listed in the VFI's directory in future editions. In order to ease the transition to the new regulations for these institutions, we have already provided listed institutes with a several-month transition period.



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The accreditation process for institutes that are not currently listed in the directory or that have been listed for years in the institute directory as a member institute of the International Association for Logotherapy and Existential Analysis of the Viktor Frankl Institute are in all other respects identical. The accreditation process is simple and straightforward and consists of the following steps:

Step 1: Apply

To begin with, we request that you fill out the enclosed accreditation form, attaching the supporting documents as directed in the form, and send an email or post to:

registration@viktorfrankl.info or Viktor Frankl Institut Wien
z.Hd. Univ.-Prof. Dr. Alexander Batthyany
Prinz Eugenstr. 18/12
A - 1040 Vienna
Austria

Step 2: Verification of Documents

After we receive the documents we subsequently verify them for completeness and compliance with the formal minimum criteria for accreditation.

Step 3: Removal of Identifying Information and Review

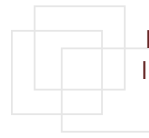
Identifying information is then removed from the documents and the application is sent confidentially to professional peers/qualified training therapists for further review. The removal of identifying information ensures against biased evaluations, and as an additional measure to ensure fairness the assessments will be entrusted to several different independent reviewers.

Step 3: Feedback

Depending on how the reviewers evaluate the documents submitted, after 2-4 weeks your institute will either be informed that it has positively fulfilled the accreditation criteria, or you will be sent a few suggestions from the reviewers indicating either revisions or amendments to your training curriculum.

We wish to express that institutes and initiatives are not bound to adopt recommended changes or amendments to their curriculum. Instead, we understand this peer assessment to be a collegial and unpaid service provided by the council of the VFI. Accordingly, the majority of proposals for modification will only carry the weight of suggestions, with your decision regarding whether or not to implement not standing as a requirement for accreditation.

However, please note that in a few particular cases the adoption of recommended revisions or amendments stands as a prerequisite for accreditation by the VFI, and consequentially also for



acceptance into the international association of accredited institutes. For example, this would be the case whenever a central content aspect of LT & EA is not present in the curriculum, or when such content is covered in insufficient depth. In such cases it is not necessary for the institute to resubmit a new application, but simply to incorporate the recommended revisions or amendments into the curriculum. Upon request, colleagues of the VFI will gladly provide assistance in the process of adopting and implementing the required modifications.

Step 5: Accreditation

When the requirements for accreditation are fulfilled, your institute will be provided with a certificate of accreditation, as well as an official seal for unlimited use in the course of your public activities. These items are provided to certify that your institute has been accredited for a period of 2 years by the Viktor Frankl Institute in Vienna, and that your institute is a member institute of the International Association for Logotherapy and Existential Analysis. Your certificate and seal will specify which area(s) your institute is active in (Professional Training, Counselling, or Research).

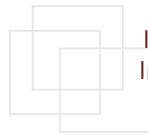
Step 6: Fees and Registration in the Directory of Accredited Institutes

Given that the accreditation process is associated with additional expenditures related to personnel and administration, we are compelled to charge a nominal fee for accreditation and acceptance into the international directory. At the same time, we have made an effort to keep your member dues and our administrative costs as low as possible by establishing a two-year fee schedule for member dues. The fees currently amount to **100 Euro/year** (the two-year membership dues are 200 Euro), with this fee structure applying to institutes and initiatives that have already been in operation for two years or more. To provide financial assistance to **recently or newly founded institutes** (under two years in existence at time of accreditation) the fees amount to **50 Euro/year** (100 Euro for the two-year period). Further reduction of accreditation fees is possible in exceptional cases, where justifiable.

Upon receipt of fees your institute will be registered as an accredited institute for Logotherapy and Existential Analysis in the international directory, and will become an accredited member of the International Association of Logotherapy and Existential Analysis in association with the Viktor Frankl Institute.

Step 7: Renewal

Renewal after two years: After the course of two years accredited institutes are able to renew their accreditation status. This will provide an opportunity for you to declare any changes or expansions of your curriculum and/or your profile of activities. Renewal of accreditation generally involves a minimal amount of effort on the part of applicants, and follows the usual two-year membership schedule.



Internationale Vereinigung für Logotherapie und Existenzanalyse
International Association of Logotherapy and Existential Analysis
Asociación Internacional de Logoterapia y Análisis Existencial



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We hope this overview has made the accreditation process clear and straightforward. If you have further enquiries or comments, please write to us at registration@viktorfrankl.info or abatthyany@iap.li.

In anticipation of a fruitful collaboration,

Univ.-Prof. Dr. Alexander Batthyány
on behalf of the Board of the VFI