



Admission Requirements

Admission Requirements Basic to All Training Programs Courses;

The student must have a desire to learn.

The student must have the ability to learn.

The student must demonstrate a capacity for responsible self care, responsible self organization and sound mental health.

The student must understand and speak English unless attending a program course that offers translation.

If one or more of these criteria are questionable during the registration process, an interview is arranged for the prospective student to discuss their readiness for the training program course with either the program leader (instructor) or the Director of Intern Training. Confirmation of the student's capabilities may be required from the student's physician or therapist.

Admission Criteria – Certificate in Haven Counselling Skills

The student must have completed the Certificate Prerequisites in order to apply for the Certificate level. To be accepted into the Certificate training program a student must:

- (a) Complete a Student application form for the Certificate program and submit a \$150 application fee.
- (b) Schedule an interview with the Director of Intern Training to discuss and determine suitability/readiness for the Certificate program.

This is an important meeting because students accepted for Certificate studies become an intern at The Haven Institute and will participate with course leaders and assistants in conducting groups.

The Director of Intern Training may solicit input from relevant faculty regarding the student. The Training Coordinator's interview with the student takes the form of a frank and supportive dialogue that may include reviewing the student's career and future expectations for their ongoing studies, and strengths and challenges. The Director of Intern Training will consider all information and communicate her decision to the student.

- (c) Upon approval from the Director of Intern Training, the student
 - i. Completes the Student Registration Agreement: Certificate in Haven Counselling Skills.
 - ii. Reads and signs the Haven "Code of Ethical Conduct" contract.
 - iii. Reads the "Initial Interning Information" document.

Admission Criteria – Diploma in Haven Counselling Skills (Dip. HCS) or Diploma in Haven Group Facilitation (Dip.HGF)

The student must have completed all of the programs courses of the Certificate in Haven Counselling Skills to apply for entry into either of the Diploma training Programs.

To be accepted into a Diploma Program, a student is required to:

- (a) Complete a Student application form for the Diploma program and submit a \$150 application fee.
- (b) Schedule an interview with the Director of Intern Training to discuss and determine suitability/readiness for Diploma studies.

The Director of Intern Training will review the student's file and performance records and, as necessary, solicit input from relevant faculty. The Director's interview with the student takes the form of a frank and supportive dialogue that may include reviewing the student's career and future expectations for their ongoing studies, and strengths and challenges. The Director of Intern Training will consider all information and communicate his/her decision to the student.

- (c) With approval from the Director of Intern Training, the student completes a Student Registration Agreement for the applicable Diploma.

Withdrawal from Training Program

A student has withdrawn from student status if they

- a) Provide notice in writing that they have decided to no longer be a student or
- b) Do not attend a required or elective program for a period of two (2) years.

Any person who has withdrawn from the student training program may re-apply to become a student, by completing the usual procedures. Information and application forms are available from the Registrar or the Director of Intern Training.