

Credentialing Coordinating Committee Operating Procedures
As charged by ABS Council and adopted in Committee July 21, 2000

Purpose: The Credentialing Coordinating Committee is a standing committee of the American Balint Society, charged with reviewing the credentials and nominating candidates for Leader Credentialing to the Council of the American Balint Society, whose vote is the final credentialing decision. The Committee also monitors and administers the credentialing and its supervision process.

The work of the Credentialing Coordinating Committee includes:

Drafting and recommending to the ABS Council for adoption a fair hearing policy for candidates or supervisors when they are not satisfied with the way their supervision problem or credentialing decision was handled.

Suggesting to the ABS changes in supervision fees, policies and procedures for credentialing leaders.

Nominating candidates for credentialing as Balint leaders to the ABS Council, based on review/verification of their application, training and supervision evaluations in keeping with the ABS rules governing credentialing Balint Leaders.

The Committee works with the Coordinator of Intensives to identify candidates who are ready to attend their final credentialing intensive and to make modifications in the Intensive process where it involves credentialing of candidates.

The Committee works with the Coordinator of Supervision to establish initial training/procedure-setting sessions for leader supervisors; to create a process for ongoing meta-supervision for supervisors; to further explicate supervisor competencies; to help decide if a candidate's supervision should be modified or terminated if proper progress is not being made.

Membership: Five members, who must be credentialed leaders, are elected by the Council and serve staggered 3 year terms. Two of the five members are the Coordinator of Intensives and the Coordinator of Supervision, also elected by the Council, who also serve 3 year terms. Each member of the Committee may serve a maximum of two 3 year terms. The President of the ABS attends as a non-voting, ex-officio member.

Procedure: The Committee meets monthly by conference call. At least three members must be in attendance at a regular meeting to do official business. Decisions are made by consensus when at all possible, with a vote taken only if consensus can't be reached. If a decision is made by vote, a simple majority is required to pass, and the vote is reported to the ABS Council along with the recommendation being made. The Credentialing Coordinating Committee understands that its decisions in matters of policy and its decisions on who will become a credentialed Balint Leader are recommendations to the ABS Council who has final vote in these matters. Matters of procedure may be decided by the Committee with the possibility of being called into question by the ABS Council if they deem it necessary. The Chair of the Committee is elected by the committee from among its five members, however, the Coordinator of Intensives may not serve as Chair of the Credentialing Coordinating Committee. The chair conducts the meeting and records minutes of each meeting. Minutes are circulated to the committee for approval and another version to the Council with confidential discussion of credentialing applicants/candidates removed and candidate names only attached to final recommendations of the committee. The Council version should also go to the archivist.

Chair of the Credentialing Coordinating Committee: In addition to conducting and recording the meetings of the committee and reporting them to Council, the Chair of the Credentialing Coordinating Committee is concurrently appointed to be a member of the ABS Council, if not already elected to that post in his/her own right. The Chair also maintains communication with all applicants and candidates for credentialing through a series of official letters and emails which; acknowledges their interest and supplies an application, acknowledge receipt of their application, request further information or clarification of information, if needed for the committee to consider the application, inform the applicant/candidate of the progress of their candidacy through the process and of decisions made about their candidacy by the committee, inform them when they are ready for their credentialing intensive, inform them of the Council's finally vote to credential them or not, and sends them a signed certificate. A brochure with information for applicants interested in credentialing is sent by the chair to people inquiring about

credentialing. The chair maintains the information in the brochure up to date. The Chair may also need to verify or clarify information on a credentialing application by reaching supervisors, co-leaders and others indicated by the applicant who have information about their Balint or group work. The Chair maintains a file for each applicant/candidate with their application, copies of correspondence, decisions on their candidacy and a tracking record of where they are in the process. Once credentialed, a Balint leader's file is stored by the Chair for such time as is deemed necessary by the Committee.

Coordinator of Supervision: Approves the assignment of candidates for Balint leader credentialing to their supervisors for the purpose of credentialing. Monitors the supervision process and addresses, mediates problems between supervisor and candidate that cannot be satisfactorily resolved between those two parties on their own. Receives and reviews written reports and communication from supervisors on their candidate's progress and suitability for credentialing. Records and tracks fees paid for supervision by candidates and verifies to ABS treasurer amounts and times of payment to supervisors for their work. With the Credentialing Coordinating Committee, the Coordinator of Supervision establishes initial training/procedure-setting sessions for leader supervisors; creates a process for ongoing meta-supervision for supervisors; further explicates supervisor competencies; decides if a candidate's supervision should be modified or terminated if proper progress is not being made. The Coordinator of Supervision maintains a file for each active candidate in supervision with their supervision evaluation forms, until supervision is completed when the forms are passed on to the Chair of the Credentialing Coordinating Committee for inclusion in their candidate file.

Coordinator of Intensives: A separate policy establishing Coordinator of Intensives and Committee on Intensives was passed by the ABS Council in 2004 stating: The Coordinator of Intensives also serves as a standing member of the Credentialing Coordinating Committee. However, she/he may not serve as Chair of that Committee. The role of the Coordinator of Intensives is to:

1. Maintain policy documents;
2. Keep records (financial, syllabai, faculty, etc.) of each Intensive
3. Propose new policy and procedures, if necessary, dealing with legal, liability, financial issues surrounding Intensives. The Coordinator will take any suggestions regarding substantive change to the Council which has the power to decide on all matters of policy and significant new procedures.
4. The Coordinator will carefully review the proposed budget and contractual agreements in the hosts' proposal and make the Council aware of any potential financial or liability risks.
5. The Coordinator will indicate the decision and development points at which the Intensive host(s) must consult with them.
6. The Coordinator will develop new sites and hosts for intensives in keeping with existing guidelines and help/support them through the process of hosting an Intensive, especially for the first time.
7. The Coordinator of Intensives has the authority to implement all guidelines involving Intensives, as outlined by the Council in the document "Structure of a Balint Leaders Intensive."
8. This would include serving as consultant to hosts concerning choice of faculty in keeping with the guidelines and needs of the organization as a whole. These guidelines state that the Coordinator of Intensives will approve all faculty proposed for each Intensive. The Coordinator will keep an up to date list of who has served as intensive faculty and who is due to be invited, working with the opportunities committee and credentialing committee to ensure this.
9. In the event the Coordinator of Intensives applies to host an Intensive, another person from the Committee on Intensives will be designated to represent the interests of the ABS and assume the duties of Coordinator of Intensives as they apply to that Intensive.