

IAACT Handbook

International Association for Applied Control Theory
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Purpose

The International Association for Applied Control Theory (hereafter referred to as IAACT) was established in February 1997 as a non-profit, tax-exempt organization. It was founded in order to promote research in the applications of Perceptual Control Theory (hereafter referred to as PCT) and to teach those applications in the helping professions including schools, counseling, justice, addiction and mental health.

Mission

Together, we build the art and heart of Perceptual Control Theory

Motto

We live it!

Principles of Perceptual Control Theory

- ❖ People are internally motivated
- ❖ Behavior is the control of perception
- ❖ All behavior is purposefully intended to reduce error.
- ❖ We operate on multiple levels, with the higher levels providing reference perceptions for the lower levels.
- ❖ Change comes through effective self-evaluation

Definition

Perceptual Control Theory is a scientific theory of human motivation and behavior. It provides an explanation of internal motivation. It helps us understand how we act continuously and purposefully at many levels to achieve our goals in an ever-changing world. (Note: This definition was drafted by Mary and Bill Powers and adopted by IAACT in November 1998)

Governance

In 2009, IAACT faculty voted to recruit an independent Board of Directors. During its formative years, IAACT's Board consisted of all dues paying ACT I and ACT II faculty. The Board met two times a year. As a new Board is now recruited and constituted, the Executive Council, which is elected by the IAACT faculty, is delegated all powers and responsibilities described in the IAACT by-laws as being those of the Board of Directors. The Executive Council is composed of the IAACT officers, the IAACT Liason/Assistant Treasurer and the Director of Professional Development. The Executive Council meets monthly via teleconference. New decisions are brought to the next scheduled faculty meeting for final approval.

Certification in Applied Control Theory

IAACT Faculty Members and affiliated organizations frequently offer seminars and workshops in the applications of PCT as well as supplementary workshops that encourage the use of PCT in various contexts. For a list of upcoming seminars and workshops, please visit the training schedule on our web site at IAACT.com. For more information about independently-offered, faculty-sponsored workshops, visit the individual web sites of our faculty members.

Most individuals achieve certification through a five-step process: ACT I, ACT I Practicum, ACT II, ACT II Practicum, ACT III: Certification. Alternative paths to certification may also be pursued by contacting the IAACT Professional Development Coordinator and developing an appropriate plan for approval by the faculty. Participants achieve certification through leadership training programs, life skills courses, and participation in a variety of other programs/courses. Though the curriculum of these courses may vary, they must meet the standards and criteria set by the organization as a whole.

IAACT Certification Process

IAACT grants certification to those who have successfully completed the following series of five training programs and have demonstrated their knowledge in some basic applications of PCT, both personally and professionally, in one or more of these areas: education, counseling, management, corrections, family and individual growth. The five training programs are described below.

Course descriptions

ACT I (Applied Control Theory I)

A four day course intended for those with little or no exposure to PCT. The emphasis is on small group work, where the major activity is practicing the use of PCT through case study scenarios. Other workshop activities include lectures, discussions, problem solving, viewing video tapes and planning for implementation of the ideas and techniques studied during the week. Limited to 18 participants per group.

ACT I Practicum (Applied Control Theory Practicum I)

Prerequisite: ACT I

ACT I Practicum involves 30 hours of supervision done with an accredited IAACT facilitator in a small group setting. The thirty hours must include a minimum of 16 hours of face to face contact with an IAACT practicum facilitator. The goal is to assist participants in becoming familiar with the use of the basic concepts of PCT through practice. Participants are expected to have a work or volunteer setting in which to practice their skills between practicum sessions. If you have a group of participants, a practicum can be arranged in your community. Verification of ACT I Practicum MUST accompany registration for ACT II week.

ACT II (Applied Control Theory II)

Prerequisite: ACT I and ACT I Practicum

This four day seminar is designed to develop and refine skills in applying the principles of PCT to real life situations. One on one case study scenario exercises and group practices are provided. Limited to 18 participants per group.

ACT II Practicum (Applied Control Theory II Practicum)

Prerequisite: ACT II

ACT II Practicum involves 30 hours, 16 face to face hours of supervision in no less than three months. This is done with an accredited IAACT facilitator in a small group setting. Participants will concentrate on case study scenarios and focus on learning ways to give positive and constructive feedback effectively. Participants will develop the ability to deliver a short presentation on the principles of PCT. Arrangements may be made to conduct on-site groups. Verification of ACT II Practicum MUST accompany registration for ACT III (Certification Week).

ACT III (Certification Week)

Prerequisite: ACT II and ACT II Practicum

This four day seminar is designed to complete the certification process. Participants will deliver a short presentation on the concepts of PCT. IAACT grants certification to those who have proven competence in understanding and applying PCT. Limited to 13 participants per group.

Guidelines for sponsoring IAACT training

Cost for participants is set at \$550.00* per training week.

Sponsors pay IAACT \$150.00 per group.

Participants are limited to 18 per instructor for ACT I and ACT II. ACT III is limited to 13 participants per instructor. Any exception to these numbers must be approved by the executive council of IAACT.

Remuneration to instructors is left to the discretion of each sponsor and the instructor(s).

Instructors may also set fees based on a daily rate for closed weeks.

*All funds are shown in US dollars other countries will base their fees on the current exchange rate.

Procedures for sponsoring IAACT training

Sponsor/Instructor sends IAACT office notice two weeks in advance of intent to sponsor an ACT with anticipated number of participants (Registration Form).

IAACT office sends out packets, IAACT brochures and the latest IAACT Newsletter, IAACT Participant Data Form, IAACT Certificate Verification Form

Sponsor/Instructor faxes IAACT Certificate Verification Form to IAACT office at the end of the first day of training.

IAACT office will generate certificates and send (overnight if necessary) to sponsor/instructor for distribution to participants.

Sponsor/Instructor faxes or mails completed IAACT Participant Data Forms to IAACT office.

IAACT office will enter all names and corresponding information from IAACT Participant Data Forms into database and send letters congratulating participants on completing ACT training and inviting them to become full members.

Professional Development Committee

The Professional Development Committee (PDC) of IAACT is charged with facilitating the process of developing, clarifying and communicating policies and procedures for faculty development which reflect the general consensus of the organization. The committee seeks input from the membership in order to develop policies that will lead to quality. Final policies must be approved by the IAACT Board of Directors and faculty. The current Professional Development Committee Facilitator is Dr. Barnes Boffey, available at the following address:

113 True's Brook Rd.
W. Lebanon, NH 03784
Phone and Fax: 603-298-1010
E-Mail: Barnes_Boffey@alohafoundation.org

Faculty Training Program

This information describes the current faculty training process. These procedures and policies have been approved by the IAACT Board after much input and discussion, and we hope to evaluate and improve the process as years go on. Our goal is to create a process which is congruent with our beliefs as an organization and with the principles of PCT. Where difficult decisions had to be made, we hope we have opted for those choices which are based on trust, flexibility and creativity, and a desire to preserve and enhance our professional association as well as the individuals within it.

There are currently four faculty levels in IAACT:

Act I Practicum Facilitator

Act II Practicum Facilitator

Act I Instructor

Act II Instructor

There are competencies developed for each of the above levels. The program is designed so that competencies build one level upon the other. Faculty, therefore, move through the levels in sequence. The process is based on competency and varies in length based on the experience of the individual.

Mentors and Faculty Advisors

IAACT differentiates between faculty advisors and mentors.

As faculty advance through the program, they will choose two faculty advisors to help them develop a program to fulfill the competencies for each level in the raining process. This is a special long term relationship in which the advisor agrees to serve as advisor, counselor, preceptor, teacher, instructor, tutor, monitor and proctor. Faculty advisors and candidate will be expected to negotiate with each other as to any financial arrangements involved.

Mentors, on the other hand, are persons with whom the candidate works in a less formal manner, generally to learn a specific set of skills or to experience new ways of teaching. Various people may add breadth, depth and understanding of Applied Control Theory as they serve as mentors.

Mentoring is a process which we see as part of our professional responsibility to improve the organization and the quality of everyone's teaching and learning. There is no financial remuneration involved in mentoring.

A participant will have two faculty advisors at each level, but there may be many mentors who assist in that process, and they will serve as the primary contact between the candidate and the organization.

Fee structure

Training program entry and exit fees go to IAACT to support its operation and enhance the quality of the Association. These fees are not part of the financial arrangements to be negotiated with faculty advisors. Faculty status enables a person to generate revenue by teaching through IAACT. All checks should be made out to IAACT.

Below is a list of entry and exit fees for each level:

	Entry	Exit
Act I Practicum Facilitator	\$100	\$100
Act II Practicum Facilitator	\$100	\$100
Act I Instructor	\$200	\$200
Act II Instructor	\$200	\$200

In situations where the above amounts present a hardship, payment plans may be negotiated with the PDC.

The Faculty Training Process

To enter the Faculty Training Program, the first step is to send a letter of intent to the Chair of the Professional Development Committee (PDC) expressing one’s desire to begin the training process. The candidate will be sent the current competencies for faculty programs and a list of all current IAACT faculty. The candidate then contacts two faculty advisors to assist him/her in developing a program to meet the specified competencies.

A major goal of the Faculty Training Program is to create caring and collegial relationships among IAACT faculty. This leads to an appreciation and respect for various perspectives, personalities, and teaching styles. As a variety of role models and learning experiences are necessary to achieve these goals, the following guidelines have been agreed upon by the faculty:

- A) At least one of the faculty advisors must be new at each level. (A policy is also being discussed which would stipulate that in the interest of providing many kinds of experiences, no faculty advisor could work with a candidate for more than two levels.)
- B) Faculty advisors must be at or above the level for which the candidate is training.

In unusual circumstances where exceptions to the above policy seem warranted, the candidate may submit a letter to the PDC providing a rationale for that desired exception. A determination will be made by the PDC based on criteria currently being developed.

When the candidate has agreements from 2 faculty advisors to help him/her develop and co-evaluate program competencies, the candidate submits those names and the appropriate entry fee for that level of training to the Chair of the PDC.

Upon acknowledgement of program entry fee and faculty advisor choices, the candidate and his/her faculty advisors will develop an advising plan and program of study to achieve and demonstrate competencies at the specified level. Duration of program, specific learning activities, and use of mentors, financial remuneration, and program content are all negotiable between the candidate and faculty advisors. When all three have agreed that the competencies have been met, a letter of completion should be submitted to the PDC accompanied by the appropriate program exit fee.

Professional Development Checklist

1. Candidate sends letter of intent to the PDC indicating desired faculty level.
2. Materials sent to candidate by PDC include PDC Training Program Guidelines, current list of active IAACT faculty, competencies for Faculty Training Program.
3. Two faculty advisors found by candidate (see PDC Training Program Guidelines for choosing appropriate faculty advisors)
4. Letter sent to PDC with names of faculty advisors
5. Program entry fee sent to PDC (checks made out to IAACT)
6. Training program developed, evaluated and completed by advisors and candidate
7. Letter of completion and program exit fee sent to PDC by candidate and advisors

Faculty Membership

Practicum Facilitators pay annual dues of \$75.00. Instructors pay annual dues of \$250.00.

Current full membership is required to hold office within IAACT.

Current full membership is required of anyone serving as an instructor or seeking instructor status.

Faculty Retreats

IAACT sponsors an instructors' retreat each fall to strengthen the organization and to gain knowledge and grow as professionals. Contact the IAACT office for more information, or visit www.iaact.com.

Regional Conferences/events

Yearly regional conferences are open to all members both full and student. Regional conferences have been held in Australia, Canada and various parts of the United States. If an individual or group chooses to create an event which they want to co-sponsor with IAACT, they must submit a proposal to the Chair or Vice Chair of the Executive Council which includes a description of the event, the relationships and roles played by both IAACT and the co-sponsor, and a budget which spells out projected income and expenses. The IAACT Executive Council will determine whether the event is within the mission and resources of IAACT and develop a specific plan with the co-sponsor, spelling out agreements about finances, event policies, and other issues that need to be clarified.

Grants

The IAACT Executive Council Vice-chair is responsible for coordinating matters relating to grants obtained using the IAACT federal tax-exempt status and communicating such matters to the Executive Council and the Board of Directors. The following guidelines for obtaining IAACT approval for use of the tax-exempt status are briefly described below:

1. Project goals must be consistent with IAACT's mission;
2. Project summary and budget must be submitted to the Executive Council for approval by the IAACT Board;
3. An agreed upon fee for this service will be determined on a case by case basis.

Membership

IAACT is a member-based organization. Anyone interested in PCT and its applications is encouraged to support IAACT by becoming a regular member and by helping the organization develop and grow through volunteer service. If you are interested in becoming an IAACT volunteer, contact the IAACT office at www.iaact.com.

There are two categories of membership. They are described below.

Student members are automatically entered upon completion of an ACT week. Student members have on-line access to our newsletter as well as information on upcoming events, including training. Student members may upgrade at any time during the training process for \$25.00 thus becoming full members.

Full members receive an on-line copy of the IAACT newsletter, a copy of The Journal of Reality Therapy, a membership directory with all full members listed, access to our internet networking page, on-line highlights from all board meetings and a voice on pertinent issues. Membership dues are \$25.00 per year.

Communication

Website: www.iaact.com. Visit the website for copies of current and past newsletters, information about training events and links to member organizations.

An electronic newsletter is published quarterly. The newsletter provides information on training events, reports from members applying perceptual control theory in different professional settings as well as information on faculty advancement.

Please contact the Coordinator's Office directly at 919-942-8491 or contact Scott@IAACT.com for more information about IAACT.