



GUEST IN THE PROGRAM PROCEDURES

People who are not students or graduates of CTP may attend a lecture or lectures under the following conditions:

- 1) They have been invited by a student, graduate or faculty member.
- 2) They are interested in applying to enter the CTP training program and have had an initial interview with a faculty member who has invited them to attend a lecture.
- 3) They have contacted CTP and asked if they could attend one or more lectures.

In all of the above instances, there must be discussion with and approval by a faculty member before guests are admitted to the lectures.

With respect to guests under 2) and 3) above, the interviewing faculty member is directed to follow the procedure outlined in the **Initial Faculty Interview Guidelines**. It is repeated below:

Inform eligible and /or seriously interested individuals that they may attend a Monday night lecture. Discussion of the lecture topics and times is usually helpful. Give them the contact information of the Foundation Coordinator who will arrange to meet them before the lecture and introduce them to the lecturer and individual students if desired.

Attendance at this lecture is free of charge.

In case the person may wish to attend more than one lecture, provide them with a guest in the program form to complete and to give to the Foundation Coordinator. Alternatively, the faculty interviewer may ask the Coordinator to give the form to the guest when they meet before or at the lecture.

After the interview, the faculty interviewer should communicate to the Foundation Coordinator the name and contact information of the prospective guest in the program, and the lecture they wish to attend if they have chosen one. Since the Foundation Coordinator is present at and aware of those attending the lectures, it is recommended that he or she should discuss the method of payment with the guest in the program.



Centre for Training in Psychotherapy
316 Dupont Street, Toronto
Ontario M5R 1V9 416-964-7919

CTP Guest Registration Form

Name _____

Email _____

Address _____

Telephone (indicate cell/home/bus)

Each evening lecture: \$15 Each Saturday Lecture : \$30

Payments for **SEP-DEC** are to be paid no later than **DECEMBER 15th**.

Payments for **JAN-APRIL** are to be paid no later than **APRIL 30th**.

Please make the payment for the amount due by cheque payable to CTP. Payments are collected by the Foundation Coordinator.