



International Society of  
Schema Therapy

## **ISST Policy Statement on procedures for making translations of the Case Conceptualisation form and supporting materials**

*Revised version approved by the Executive Board on 7th August 2018*

1. The ISST's updated Case Conceptualization form (CCF) was developed in English and released in March 2018 with two supporting documents: The Instruction Guide (CCIG) and a Filled-in Example (CCFE). Collectively these will be referred to as the CCF materials.
2. The ISST is concerned that these materials be translated into as many languages as are needed to support the development of schema therapy internationally. At the same time the ISST is concerned to ensure that translations are accurate and of good quality and that there are no competing translations. To this end the following procedures will be put in place.
  - 2.1. A CCF Translation (CCFT) Committee, reporting to the Certification and Training Co-ordinator, and consisting of a Chairperson and one or more other members, has the responsibility to oversee the process.
  - 2.2. Any full member of the ISST may formally apply to the CCFT committee to make a translation of. the CCF materials.
  - 2.3. The CCFT Committee will normally give authorization to translate to an ISST certified Trainer/Supervisor. However, the Committee has the discretion to waive this requirement where it seems appropriate to do so because of particular circumstances. Where more than one applicant expresses an interest in making the translations, preference will be given in the following order: 1) Leaders of National Societies of ST (preference given to societies that have been officially designated by the ISST); 2) Leaders of ISST approved Training Programs; 3) ISST certified trainer/supervisor, based on the date of his/her certification as trainers/supervisors; 4) ISST certified Advanced level Schema Therapists, based on the date of their certification.
  - 2.4. Authorized translators will be required to sign a contract in which they undertake to make the translations within a reasonable time limit and in which they agree that copyright of the translation will be held by the ISST.
  - 2.5. Once the CCFT Committee has given approval to an applicant to make a translation, this information including the applicant's name, will be posted on the website.
  - 2.6. Once approval has been given, the applicant will undertake the translation and submit it to the CCFT committee for approval.
  - 2.7. The CCFT Committee will arrange for the translation to be independently checked by at least one other first language speaker of the language the CCF materials are being translated into. The Committee will take steps to ensure that the person doing the check is familiar with the schema therapy concepts (and is preferably though not necessarily, an ISST certified Trainer/Supervisor).
  - 2.8. The CCFT Committee will supervise a process of negotiation between the first translator and the checker to ensure that solutions are found with respect to any discrepancies. The

Committee will also take whatever other steps it deems appropriate to finalize the translation.

- 2.9. Once the CCFT Committee is satisfied, it will formally approve the final translation and publish it on the ISST website in a format that (1) indicates that it is the official ISST approved translation, (2) is consistent with the format of the English versions, and (3) carries a copyright notice indicating that the ISST holds the copyright.
- 2.10. The authorized translator may, in the first instance, submit a translation of the CCF alone. However, s/he must undertake, in due course, to provide translations of the CCIG and CCFE. If the authorised translator fails to submit the outstanding translations within a reasonable time limit as determined by the CCFT Committee, the Committee may withdraw the authorization and offer it to someone else
- 2.11. A notice will be posted on the website inviting members who believe they have found discrepancies or inaccuracies in a translation to draw this to the attention of the CCFT Committee. On receipt of such information the CCFT Committee will take appropriate steps to address the problem.
- 2.12. In the event of a translation being updated for any reason, the new translation will become the ISST approved translation and this will be indicated on the form together with the date on which the updated version was approved.

Those wishing to receive approval to make a translation should apply the Chairperson of this committee via the ISST website at <https://schematherapysociety.org/CCF-Translation-Committee>