

National Consortium of Torture Treatment Programs

APPLICATION FOR MEMBERSHIP

[www.ncttp.org](http://www.ncctp.org)

INTRODUCTION

Dear NCTTP Applicant,

Thank you for your interest in joining the National Consortium of Torture Treatment Programs (NCTTP). Having grown from an informal network to a formal 501(c)3, the NCTTP is an effective network providing collegiality, a sharing of best practices, dissemination of topical information, and a platform for national advocacy on issues impacting torture survivors. Each year, NCTTP holds an annual meeting in Washington, DC providing members the opportunity to address issues such as public education and advocacy, program evaluation and outcome measures, and discussion of shared concerns.

The Membership Committee, currently chaired by Celia VanDeGraaf of Center for Survivors of Torture in Austin, Texas, is forwarding the Application Procedure for New Members, Membership Policies and Membership Application Form to you, including the criteria governing the various levels of membership in the NCTTP.

Once your application is received, the NCTTP Membership Committee will review it, and share it with the NCTTP Executive Committee. If all criteria are met, the application is presented to the Consortium membership for a vote, either electronically or in-person at the Consortium’s Annual Meeting or before.

If you have any questions, please do not hesitate to contact us.

Sincerely,

The NCTTP Membership Committee

***Hawthorne E. Smith, Ph.D.***

***NCTTP President***

Director; Bellevue Program for Survivors of Torture

Associate Clinical Professor, NYU School of Medicine

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***Celia VanDeGraaf, M.A.***

***NCTTP Membership Chair***

Executive Director, Center for Survivors of Torture

Austin, TX 78758

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The **National Consortium of Torture Treatment Programs (NCTTP)** is a U.S.-based network of programs which exists to advance the knowledge, technical capacities and resources devoted to the care of torture survivors living in the United States. NCTTP also serves as a platform for members to act collectively to prevent torture worldwide.

**History:**

### In the early 1990s, the Center for Victims of Torture (CVT) in Minnesota arranged periodic national conference calls for existing torture treatment programs, to build relationships and advocate around shared policy agendas. In 1998, with funding from the federal Office for Victims of Crime (OVC), this network of torture treatment programs held its first in-person meeting. The National Consortium of Torture Treatment Programs (“NCTTP” or “The Consortium”) emerged out of these initial gatherings, officially incorporating in 2001. Today, an Executive Committee and other member committees (e.g., Research & Data; Membership; Policy) convene monthly through conference calls and online discussions. Each year NCTTP holds an Annual Meeting, involving all member centers; an Annual Research Symposium, which features national experts in torture treatment and provides an opportunity for NCTTP centers across the U.S. to share their work; and an Annual Advocacy Day, to increase awareness of the needs of torture survivors in the U.S. among lawmakers and other key decision makers at the national level. In 2017, NCTTP received the American Psychiatric Association (APA) Human Rights Award.

**Structure:**

The NCTTP Executive Committee consists of a President, a Vice-President, a Treasurer, a Secretary, a Policy Chair, a Membership Chair, the U.S. International Rehabilitation Council for Torture Victims (IRCT) Council Representative, and two At-large members. A list of current Executive Committee members as well as a complete list of NCTTP member organizations/centers can be found at www.ncttp.org.

**Annual Dues:**

The voting members shall have the right to determine the dues or other payments to be made by the members of the Consortium. Currently the Consortium’s fiscal year is January 1 – December 31. The membership year is the same as the fiscal year of the Consortium. Any member not current with payment of membership dues is not a member in good standing and will not be entitled to vote on Consortium issues, until the member pays all outstanding amounts. Current dues structure is detailed below.

**Application Procedure for New Members**

1. Programs/organization/centers (hereafter referred to as “programs”) requesting membership in the Consortium should **complete an Application Form, which includes narrative program descriptions, staffing plans and partnership agreements.** Applications are accepted on a rolling basis and are reviewed as they are received by the Membership Committee.

The Application Form and Letter should be sent to the current NCTTP Membership Chair:

**Celia VanDeGraaf, NCTTP Membership Chair** [**director@cstnet.org**](mailto:director@cstnet.org)

1. The Membership Committee will review all applications and, if necessary, interview applicant program to request additional information. The Membership Committee will then submit a report to the Executive Committee containing the Membership Committee’s evaluation and recommendation (if any) of the applicant.
2. Once the Executive Committee has reviewed the Membership Committee’s recommendation, the Executive Committee will submit the application materials for a vote of NCTTP Voting Members. Voting will occur via internet voting or at the Annual Meeting. Once the membership has made its determination, the NCTTP Membership Chair will contact the applicant with the applicant’s status.
3. NCTTP new membership determination process will take a maximum of four months from receipt of application to the Membership Committee.
4. In order to have a determination by the next calendar year’s NCTTP Annual Meeting (typically held in February or March), the applicant must submit their application by October 30th of the prior year.

**NCTTP Membership Policies**

There are two types of membership: Voting Membership and Associate Membership. The specific details regarding each membership type are detailed below:

I. Voting Membership – Allows member program to gain voting rights in the NCTTP. A Voting Member is expected to vote, and each voting member is expected to send one representative to the Annual Meeting, held in Washington, DC. Voting Members are eligible to serve on the NCTTP Executive Committee.

Voting Members must meet the following criteria:

Policy 1: Provide at least one of the following core services to survivors of torture in the U.S.: medical, mental health, social or legal. Voting Members must also be able to show that all the above-mentioned core services are available to clients served by their program, either in-house or through community partnerships. If the member program does not provide all core services on its own, it must be able to verify how it organizes all services that it does not provide itself. For example, a provider of medical services only must be able to document how it organizes mental health, social and legal services. Similarly, a provider of medical, mental health and social services must be able to verify how it organizes legal services.

If some services are provided by community partners, partnerships with these community partners must be documented with statements on letterhead signed by the applicant and its community partner(s). This documentation must describe the mechanism and frequency of training and consultation between the torture treatment program and its community partner(s).

Members must also list (on their applications and re-certifications) the title and credentials of each key staff member involved in extending services to torture survivors. Members must have on their services to torture survivors program at least one full time equivalent licensed professional staff member at one of the following levels: MD, PhD, PsyD, MA/MS in Psychology, LCSW, MSW, LPC, LMFT, Psychiatric Nurse, or JD.

Policy 2: All professionals working within the member program (and/or its community partners) who are engaged in serving torture survivors have received specialized training in the treatment of survivors of torture. This training includes emphasis on the ethical considerations involved in working with vulnerable and culturally diverse populations.

Policy 3: Provide services to a minimum of 50 clients annually.

Policy 4: Be willing and committed to contribute resources and leadership skills to the Consortium. Voting Members agree to send at least one participant to the Consortium’s Annual Member Meeting. Voting Members agree to actively participate in at least one NCTTP Committee per year. (Note: Associate Members are highly encouraged to participate in at least one NCTTP Committee per year).

Policy 5: Demonstrate meaningful diversification of funds, such that no more than 70% of annual cash operating income is received from a single funding source.

Policy 6: Maintain full payment of NCTTP annual dues in order to remain in good standing as a

voting member and to have voting rights.

Each Voting Member must complete a NCTTP recertification process once every five years demonstrating continued compliance with criteria for Voting Membership status.

*Note:* If criteria for Voting Membership is not met with the first NCTTP application, a program may join as an Associate Member (see below) and may re-apply as Voting Member if/when criteria are met.

II. Associate Membership – Is open to those programs that share the Consortium’s values and goals but do not qualify for Voting Membership. Associate Members may be invited to participate in Consortium events and the Annual Meeting. Associate Members do not maintain voting rights. Like Voting Members, Associate Members must complete an initial NCTTP membership application, submit to the NCTTP Membership Committee, and receive approval by vote of the voting NCTTP membership.

Both Voting and Associate Member Agencies must follow the criteria listed below:

Policy 7: Be a legally recognized nonprofit organization, either directly or indirectly through an affiliated organization. Nonprofit status must be stated clearly on the program’s/organization’s website.

Policy 8: If services are provided to a designated community of torture survivors only, must provide referral services to torture survivors who do not fall within the scope of the member’s treatment or service program.

Policy 9: Be committed to contributing to the body of knowledge concerning the needs of torture survivors and be willing to share this body of knowledge with other Consortium members and with the public. This includes participation in NCTTP’s Research & Data projects.

Policy 10: Conform to human rights and civil rights standards (commonly known as “Title 6”), in providing linguistically and culturally appropriate services to torture survivors.

If an Associate Member believes it qualifies for Voting Membership status, it may apply for this status at any time of the year by applying demonstrating it meets the criteria described above in Policies 1 – 6.

**Annual Dues**

Annual membership dues are calculated on a sliding scale, based on a program’s annual budget. (There is no difference in dues payments for Voting and Associate members). “Annual program budget” should be interpreted to mean total direct expenses associated with the delivery of rehabilitation services (e.g., salaries, benefits, rent, utilities, transportation, program supplies, etc.), including the costs of local training and capacity building.

* For members that are stand-alone non-profit organizations, “annual program budget” includes both direct costs plus the cost of support services such as finance, administration, human resources, information technology, etc.
* For members that are programs operated by larger health, human services, educational or other institutions, “annual program budget” includes direct costs plus the value of support services as finance, administration, human resources, information technology, etc. that are provided by the larger organization in which the program is embedded.
* For Associate members that do not deliver rehabilitation services, the dues payment should be calculated based on the direct and indirect costs of the services associated with the torture-related program.
* The value of in-kind/*pro bono* services that are provided to survivors by persons and organizations outside of the torture treatment organization or program should not be included in the budget calculation.

The sliding scale dues structure is as follows:

**Annual Program Budget Annual Dues**

Less than $200,000 $100

$200,000 - $400,000 $500

$400,000 - $600,000 $750

$600,000 - $800,000 $1,000

$800,000 - $1,000,000 $1,250

$1,000,000 - $1,200,000 $1,500

More than $1,200,000 $1,750

Dues payments are based on a January – December fiscal year, and dues notices are issued each December. Dues are prorated for members who join mid-year. For example, a member who joins in April would pay 75% for the year while a member who joins in July would pay 50%.

**NCTTP APPLICATION FORM**

Applicant Organization/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone)

1. Are you applying for (please check one):

Voting Membership  Associate membership  Re-Certification of Voting Membership

2. Are you a registered non-profit organization? Yes\_\_\_ No\_\_\_\_

If no, what is your organizational status? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

3. Do you provide services to at least 50 survivors annually? Yes\_\_\_ No\_\_\_\_

4. How long have you been providing services for international torture survivors? \_\_\_\_\_\_\_

5. Describe/List services provided:

6. Describe community served:

7. Do you address the needs of refugees? \_\_\_\_ Asylum seekers? \_\_\_\_

Others? \_\_\_\_\_\_\_\_\_\_\_\_

8. Are you committed to contribute resources and leadership skills to the consortium Annual

Meeting? Yes: \_\_\_\_ No: \_\_\_\_\_ Unsure: \_\_\_\_\_

9. Staffing in FTE:

MD: \_\_\_\_\_\_\_ Psychiatrist: \_\_\_\_\_\_\_

PhD/PsyD Psychologist: \_\_\_\_\_\_\_ Counselor/LPC/MA Psychology: \_\_\_\_\_\_\_ Psych RN: \_\_\_\_\_\_\_ Social Worker/LCSW/MSW: \_\_\_\_\_\_\_

Case Manager: \_\_\_\_\_\_\_ Attorney: \_\_\_\_\_\_\_

Certified Legal Rep. \_\_\_\_\_\_\_ Paralegal: \_\_\_\_\_\_\_

Other: (give name with FTE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

10. Did the staff receive special training in treatment of torture survivors? If yes, please document

relevant trainings. Add attachments if needed.

11. Please attach organization chart (include current affiliations with other agencies, if any)

12. Please answer the following questions in narrative form.

1. If your program cannot provide comprehensive services, do you have a network of appropriate referral resources? If yes, please list them.
2. Does your program conform to the standards in Title 6 for hiring and services to torture survivors? Please describe. Please describe appropriate referral resources in your community to insure access for all people.
3. Is your program willing to participate in NCTTP’s national data and research project by submitting data? Yes\_\_\_ No\_\_\_\_ (If No, please provide an explanation below):
4. In what other ways is your program willing to contribute to the knowledge base of the torture treatment field of knowledge?

13. Is your funding diversified such that no more than 70% of annual operating income is derived from a single funding source? Yes\_\_\_ No\_\_\_\_

14. Is your program willing to participate in NCTTP Committees or Leadership? If yes, please

check off areas of interest:

\_\_\_\_ Executive Committee \_\_\_\_\_ Policy Committee

\_\_\_\_ Research and Data Committee \_\_\_\_\_ Membership Committee

15. How did you learn of the NCTTP?