**Figure 1: CBT Nurse's Project's Guide**

When initiating a request, it is crucial to adhere to the following protocol:

1. Introduce yourself.

2. Confirm with the applicant if it's a suitable time for the conversation and if privacy is ensured. If not, agree on a date and time that works for both the applicant and yourself.

3. Obtain the following information from the applicant, with their consent:

 - Age

 - Marital status

 - Support system (family, friends, or other therapists)

 - Current or past mental treatment (psychotherapy or medication)

 - Any history of mental disorder

 - Reason for seeking help

 - Specific areas the applicant seeks assistance with

4. Determine when the problem initially arose.

5. Inquire about any changes in sleep patterns, nutrition, social interactions, occupational function, leisure activities, or other areas of life.

6. If the applicant is receiving assistance from other therapists, encourage them to inform you to ensure coordinated care.

7. Provide an explanation of the meeting's process and structure, emphasizing anonymity.