

Application Form Guidelines (AFG) 2020

Approved: November 2019

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Key to colour coding within the accreditation document set

Text in Pink	<i>Reference to another document / section of another document in the set</i>
Text in Purple	<i>Information that is updated every year - for administrative purposes only</i>
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AFG1: Personal Details

Accreditation is only open to psychotherapists who have been fully paid-up members of NLPtCA for a period of at least 12 months before the date of their accreditation application, who are members of NLPtCA at the time of their application, *and who maintain their membership.*

AFG3: Graduate Level Education

A graduate level of education is required at the commencement of psychotherapy training; however equivalent work experience which satisfies MA/MSc course-entry requirements will be acceptable. Please supply either:

A copy of your degree certificate.

or

Evidence of BA/BSc equivalence through APL (Accreditation of Prior Learning).

Those applicants who do not hold a first degree (for example BA or BSc), or equivalence, will need to demonstrate that they are capable of graduate-level thinking and communication. This may be evidenced by the applicant having (for a minimum of 5 years):

- Held a position of responsibility such as managing others, running a department, retail outlet or project in industry.
- Held a management position where it has been necessary to write reports or give an account to others.
- Run or designed training courses in business, NLP or psychotherapy that meets national quality standards.
- Work experience within the caring professions as part of a team where the applicant has been required to write reports or give an account of their work to others on a regular basis.
- Written articles or critiques as a regular part of a job.

Applicants may also be asked to demonstrate their level of education by providing a 4000 word paper on a mutually agreed topic. The decision of whether your work experience is equivalent to a graduate level of education will be at the discretion of the Accrediting Team. If you are in any doubt whether you qualify under APL you should seek confirmation from the Accreditation Registrar in advance of your application.

AFG4: Training in NLP/NLPt and Related Subjects

Relevant to AFG4, AFG5 and AFG6

The Experiential Constructivist Section of the UKCP issued a set of Training Guidelines (Version No. 1.9, dated 10 July 2008), stating:

- 1) that the period of theoretical training with direct tutor contact should be not less than 500 hours
- 2) that training courses should ensure that at least half of the course material specifically covers constructivist theory and practice

Following the publication of these Guidelines, the NLPtCA Board approved the changes (Board meeting 1 December 2008) outlined below:-

Applicants will need to have completed a minimum of **500 hours** of formal training
This should comprise:

Certified NLP Practitioner and Master Practitioner	240 hours	(AF4)
NLPt Theory and Clinical Practice *	80 hours	(AF4)
Other NLPt and related subjects	60 hours	(AF4)
A Critical Understanding of Psychotherapy Studies *	80 hours	(AF5)
Knowledge of Other Psychotherapeutic approaches *	40 hours	(AF6)

In order to permit the consolidation and integration of theoretical knowledge and clinical experience, the length of training should *be a minimum of four years* from commencement of an NLP Practitioner training.

* It is also expected that these 200 training hours will have taken place over a *minimum of two years*:

It is not permitted to transfer excess hours in one of the above categories to another category to make up a shortage in that category.

Calculation of hours of training

Courses vary in the length of the teaching day so teaching time is always calculated in 'hours' rather than 'days' with lunch and other breaks outside of that time. Where documented by the training provider you may use actual hours in your calculation (to a maximum of 8 hours in any day). Otherwise a day of training is calculated to be six hours of actual learning time based on three hours in the morning session and three hours in the afternoon session (excluding breaks of longer than 30 minutes). Please make clear for each training the number of contact hours per day you are using in your calculations.

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Accelerated learning courses can be included but only the hours spent with an NLP/NLPt trainer present count towards the 500. Time spent learning at a distance (i.e. without an NLP/NLPt trainer present) on ANY course cannot be included within the training hours.

Courses which last for *less than three hours cannot be counted* unless they form part of a longer course syllabus such as an evening class.

IMPORTANT: Hours for any course can only be counted once in your application.

Confirmation of Attendance

Photocopies of all relevant certificates should be included as your application cannot be processed without these enclosures.

Written confirmation of attendance is required for non-certificated courses that you wish to include in your training requirement. The Accrediting Team will accept a typed sheet which details the information requested in the current Application Form. This should include the signature of the lead trainer or organisation providing the training.

4.1 Example table of hours trained in NLP/NLPt and related subjects

Box Ref	Course Dates	Course Title	Training Provider	Number Of Days	Hours Per Day (max 8)	Total Hours	Certificate Reference
Certified NLP Practitioner and Master Practitioner - Criteria is 240 hours							
4.2.1	m/y to m/y	Practitioner	ABC	20	6.0	120	Ref x
4.2.2	m/y to m/y	Master Practitioner	ABC	20	6.0	120	Ref x
<i>Total hours Certified NLP Practitioner and Master Practitioner</i>						240	
NLPt Theory and Clinical Practice - Criteria is 80 hours							
4.3.1	m/y to m/y	NLPt Theory & Practice Module A	XYZ	8	6.25	50	Ref x
4.3.2	m/y to m/y	NLPt Theory & Practice Module E	XYZ	8	6.25	50	Ref x
<i>Total hours NLPt Theory and Clinical Practice</i>						100	
Other NLPt and related subjects and Assisting on courses - Criteria is 60 hours							
4.4.1	m/y to m/y	Trainers Training	DEF	16	6.0	96	Ref x
4.4.2	m/y to m/y	NLP Conference	GHI	2	6.0	12	Ref x
4.4.3	m/y to m/y	Ericksonian	JKL	5	6.5	32	Ref x
4.4.4	m/y to m/y	NLPt Conference	NLPtCA	2	6.0	12	Ref x
4.4.5	m/y to m/y	Assisting Practitioner	DEF	20	50%	60	Ref x
Total Hours NLPt and related subjects						212	

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Note: EACH entry in the table should have a detailed entry in the Application Form as described in 4.2, 4.3, 4.4 and 4.5 below.

Please note that NLPtCA do not accredit trainings.

4.2: NLP Practitioner and Master Practitioner Courses

Your training must include certified NLP Practitioner and Master Practitioner experiential training courses. This means at least 120 hours of training per course. The courses must have been recognised by the original Association for NLP (ANLP), INLPTA, the Professional Guild of NLP or another NLPtCA recognised association or awarding body.

4.3: NLPt Theory and Clinical Practice

Aims: A study of the theory and practice of Neurolinguistic Psychotherapy that provides a basis for competent and ethical practice from clinical assessment to closure with special reference to developing the ability to model and work with a wide range of clients' models of the world.

Applicants need to provide evidence that the **80 hours** training of NLPt Theory and Clinical Practice includes:

- A model of the person and mind.
- A model of gendered and culturally influenced human development.
- A model of human change and ways in which change can be facilitated.
- A set of clinical concepts to relate theory to practice.
- Knowledge of philosophies, paradigms and models influencing the development of NLP, particularly as they relate to therapeutic applications and the differences when applying NLP as a psychotherapy based on a methodology of behavioural modelling.
- A review of relevant literature which includes a critique of the model and a critical evaluation of the research evidence relating to the effectiveness of NLPt.
- Working from an experiential constructivist perspective, respecting the uniqueness of each individual's map of the world and operating within the Presuppositions of NLPt.
- Use of behavioural modelling to gather information, to define problems and desired outcomes, to detect patterns, and to determine appropriate interventions.
- Development of the ability to remain outcome-orientated, track the client-process and monitor progress towards the client's desired outcome.
- Ethical and ecological issues, and development of the ability to assess the effect of interventions.
- An understanding of roles of other professionals and agencies, and development of the ability to recognise when to seek other professional advice.

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- Arrangements to ensure that trainees can identify and manage appropriately their personal involvement in and contribution to the therapeutic relationship and processes of the psychotherapy.
- Reviews of trainees' clinical experiences that involve interactive and introspective emphases with the aim of promoting reflexive self-awareness and understanding the purpose of supervision and key features of its good practice.
- Business management of a psychotherapy practice.

Training in NLPt Theory and Clinical Practice will be at post-graduate level and have been designed and delivered by a trainer who is a UKCP Neurolinguistic Psychotherapist or equivalent.

4.4: Other NLP/NLPt Courses and Related Subjects

Applicants are recommended to attend courses with a variety of training organisations in order to get a rich experience of NLP/NLPt.

'Related subjects' means training that includes NLP or NLPt orientated content. The latter includes Timeline Therapy™, NLP and Health, Ericksonian Hypnosis, Therapeutic Metaphor, Advanced Language Patterns, etc.

Training with NLP/NLPt orientated content is expected to have been designed and delivered by a trainer who him/herself holds at least a NLP Master Practitioner qualification.

It is the applicant's responsibility to demonstrate that courses they choose to attend have an obvious NLP/NLPt application or content. If you are not sure whether a particular course can be included or not, please contact the Accreditation Registrar.

Courses, workshops or trainings that have no obvious NLP/NLPt application or content cannot contribute to the 60 training hours of NLPt and related subjects.

Assisting on Courses

50% of the hours spent assisting on only one NLP/NLPt recognised certificated training course i.e. Practitioner, Master Practitioner, Trainer's Training, etc., can be counted. This is because assisting is considered to be a consolidation of knowledge rather than new learning. A certificate of attendance as an assistant is required.

The remaining 50% of the hours spent assisting on only one NLP/NLPt recognised certificated training, as outlined above, can be counted within the minimum 250 hours of personal development.

AFG5: Critical Understanding of Psychotherapy Studies

UKCP stipulate that as part of the training requirement, *in addition to the NLP/NLPt training specified in Criterion 4*, applicants must acquire a critical understanding of the relevance of studies and research findings in:

Human Development
Psychopathology (including Psychopharmacology)
Sexuality and Gender
Ethics
Research Methods
Social Science

Applicants will need to have completed a minimum of **80 hours** of formal training in A Critical Understanding of Psychotherapy Studies

Note: The clinical *application* of the above six psychotherapy studies should be reported in the Supervisor Assessment Report (**SAR**) and Trainer Assessment Report (**TAR**) under the qualitative accreditation criteria 16.1 to 16.6.

5.1 Applicants need to provide evidence that the **80 hours** training of Psychotherapy Studies is approximately evenly distributed between the above six topics and includes:

- Human development from infancy to old age.
- Human sexual development.
- Theories and models of psychopathology centred around DSM-IV categories.
- The capacity to recognise clients with severely disturbed mental health.
- Elements of psychopharmacology – drugs commonly used in treatment.
- Sexuality and Gender differences and influences.
- Philosophy of human nature and ethics.
- Standards of practice, ethical issues in therapy and ways of responding to them.
- Social theory and social control paradigms and their relevance to psychotherapy.
- Cultural differences and influences in psychotherapy.
- Approaches to research and their strengths and weaknesses.
- Basic research techniques and their application to the investigation and evaluation of psychotherapeutic interventions from assessment to termination of treatment.

A critical understanding of the above is to be founded on a philosophy of Experiential Constructivism and the practise of Neurolinguistic Psychotherapy.

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Training in Psychotherapy Studies will be at post-graduate level and have been designed and delivered by a trainer who is UKCP, BACP (psychotherapist) or BPS registered or equivalent. See **AFG4** for how to calculate training hours. Training hours can only be counted once in your application.

- 5.3** In addition to your formal training, please detail any voluntary or paid work which you consider has provided you with knowledge and experience related to the above six subjects. If you have not acquired your critical understanding of the six subjects through formal training, please explain how your voluntary or paid work has provided you with an understanding *equivalent* to that acquired on a formal training as listed in 5.1 above.

Claims for APL (Accreditation of Prior Learning) must account for:

Relevance - This means that there must be a demonstrable relationship/link/association/correlation between the learning you have achieved and upon which your claim is based and the learning outcomes in the relevant Accreditation Criteria.

Currency - When making an APL claim the certificate/award must have been achieved within the **five year period prior to starting your NLP Practitioner training** unless you can demonstrate ongoing application and that you have kept your learning up dated.

Equivalence – Your claim for APL must demonstrate learning at the same academic level and volume.

AFG6: Knowledge of Other Psychotherapeutic Approaches

UKCP stipulate that *in addition to the training specified in Criteria 4 and 5* an applicant must acquire a critical understanding of a range of psychotherapies and counselling other than NLPt.

Representative models of psychotherapy and counselling **recognised by UKCP and BACP** include: Gestalt Therapy, Cognitive Behavioural Therapy, Analytical Psychology, Transactional Analysis, Psychodynamic and Rogerian counselling, etc.

Applicants will need to have completed a minimum of **40 hours** of formal training in Other Psychotherapeutic Approaches

Note: The clinical *application* of other psychotherapeutic approaches should be reported in the Supervisor Assessment Report (**SAR**) and Trainer Assessment Report (**TAR**) under the qualitative accreditation criterion 16.7.

- 6.1** Applicants need to provide evidence that the **40 hours** training of Other Psychotherapeutic Approaches includes:

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- An introduction to the range of short- and long-term psychotherapies and counselling commonly practised in the UK.
- Knowledge of distinctions commonly made between counselling and psychotherapy.
- An understanding of how the day-to-day practice of some common psychotherapies are similar and different to Neurolinguistic Psychotherapy.
- Knowledge in a range of models of change.
- The ability to understand how NLPt as an experiential constructivist approach fits within the wider perspectives of psychotherapeutic theory and practice.

Training in Other Psychotherapeutic Approaches will be at post-graduate level and have been designed and delivered by a trainer who is UKCP, BACP (Psychotherapist) or BPS registered or equivalent.

See [AFG4](#) for how to calculate training hours. Hours for any course can only be counted once in your application.

- 6.3** In addition to your formal training, please detail any voluntary or paid work which you consider has provided you with knowledge and understanding related to other psychotherapeutic approaches.

If you have not acquired your knowledge of other psychotherapies and counselling through formal training, please explain how your voluntary or paid work has provided you with a critical understanding *equivalent* to that acquired on a formal training as listed in 6.1 above.

See the criteria for APL in [AFG5.2](#).

AFG7: Supervision

The Supervision guidelines are determined by: Constructivist and Existential College (CEC) Supervision Policy and Guidelines, September 2013; UKCP Supervision Policy 2012 and; CEC Standards of Education and Training 2017.

UKCP require a trainee supervision: client work ratio of 1:6.

Until 31st October 2017 College Organisational Members were aligned with the European Association for Psychotherapy Standards which require a ratio of 150 hours supervision for 450 hours of client work, a ratio of 1: 3. In order to conform with this requirement NLPtCA ask for a minimum ratio of 1:6 (Primary supervision) and an equivalent additional number of hours through a broader definition of supervision experience (Secondary supervision) for client hours accrued during this period.

From 1st November 2017 NLPtCA ask for a trainee supervision:client work ratio of 1:6

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Primary Supervision

Primary Supervision is the main clinical supervision for the registrant in training, and will consist largely of face-to-face supervision, either one-to-one or in a group. **From 1st April 2015, supervision via 'remote media' (eg Skype, Face Time, phone) will be allowable up to a maximum of 40% of this Primary Supervision.** Until that date the allowance is 20%. Please note: if telephone supervision is utilised, that there must be at least one face-to-face session in any six-month period.

The Primary Supervisor should be kept informed and made aware of all Secondary Supervision undertaken.

Primary Supervision is aligned to the criteria of 450 supervised face-to-face client hours. For the purposes of your accreditation application you are required to confirm that you have 450 client hours over a minimum period of 3 years prior to application and a maximum period of (usually) 5 years prior to application, supervised at the Primary Supervision Ratio.

For at least 2 of the 3 years prior to the date of your application you must have had regular one-to-one and face-to-face Primary Supervision as a mandatory requirement.

Primary supervision should be with either an NLPt supervisor recognised by NLPtCA; or a supervisor, registered as a psychotherapist, with UKCP, BACP, BPS (or other recognised organisation) who is also an experienced NLP Master Practitioner.

It is recommended that applicants receive Primary Supervision from an NLPt supervisor recognised with NLPtCA where possible. If a supervisor is not NLPtCA recognised then this must be approved by the Accreditation Registrar and approval should be sought as early as possible

Supervision with a spouse/partner or business associate does not count towards the required supervision hours.

Your supervisor(s) will need to complete a signed statement that these supervision requirements have been met. Requirements for primary supervision are described at [AF7.5](#).

The supervisor who completes your Supervision Assessment Report must be personally and professionally independent of the person who completes your Trainer Assessment Report.

Primary Supervision Ratio

The ratio criteria is at least one hour of primary supervision for **every 6** client hours **every** year. This ratio is evidenced annually within your application using the accreditation year (1st April to 31st March)

Secondary Supervision

Secondary Supervision may include varying kinds of work with an experienced or qualified NLPtCA Supervisor, NLPtCA trainer, or UKCP registered psychotherapist (or similar).

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For secondary supervision to be valid, supervision must have taken place within the framework of psychotherapy and/or counselling. This is to be conducted by a NLPtCA Supervisor, or a supervisor as recognised by UKCP Supervision Directory or BACP equivalent. Possibilities include didactic (teaching/training) where there is discussion, one-off group supervision days, specialist supervision (e.g. working with couples, or with learning disabled people), and facilitated group events where there is live client work with a discussion based around supervision issues at some stage during the day.

Secondary supervision must be evidenced: Photocopies of all relevant certificates must be included, or written confirmation of hours of eligible activity, signed by the supervisor / trainer / UKCP psychotherapist as appropriate.

From 2018, the supervisor completing the SAR will be required to sign off relevant secondary supervision.

Secondary Supervision Hours

Secondary supervision was aligned to the whole period (3 to 5 years usually) of the application. Applicants were required to confirm that they had accrued 75 hours of secondary supervision. From 1st November 2017 secondary supervision is no longer required – BUT must be evidenced for the period of your application to 31st October 2017.

To support applicants, supervisors and the panel through this transition, which may take until 2023 to conclude, we have established pro-rata expectations for secondary supervision.

Secondary Supervision requirements for applicants, by year and period of application.

Period of application - in years (1.4 - 31.3)	Hours of Secondary Supervision required if apply in:						
	2018*	2019	2020	2021	2022	2023	2024
3	65	50	25	0	0	0	0
4	67	56	38	19	0	0	0
5	69	60	45	30	15	0	0
6	70	63	50	38	25	13	0

* 2018 is adjusted pro-rata Nov-March inclusive

Eg Application for period of 5 years made in 2019

Secondary supervision pro-rata = $75/5 = 15$ hours per year

Therefore an applicant with an application covering a 5 years period, applying in 2019, would require 60 hours of secondary supervision. (4 years at 15 hours per year to 31st March 2018, no secondary required thereafter)

Any excess of primary hours can be counted against your secondary supervision requirement ie listed in table 7.2 rather than table 7.1. You may count tertiary supervision accrued to 31.3.14, to a maximum of 25 hours, within your combined supervision hours.

Types of Supervision

It is highly recommended that applicants have at some time experienced more than one type of supervision or more than one supervisor. This could be supervision:

- With a second NLPt supervisor.

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- With a supervisor from another modality (previous or parallel to NLPT supervision).
- As part of a case-work team.
- In a group of up to 5 members (see details below).

Group supervision

Hours of supervision in a group will be divided between Primary and Secondary Supervision. The calculation will be made on the following basis:-

- Primary Supervision: each supervisee counts the first hour of the session and the remaining time is divided by the number of supervisees present.
- Secondary Supervision: the remaining hours can be counted as Secondary Supervision. Any excess of secondary supervision can be listed as self-reflective activity.
- An example: A group of 4 supervisees having a 2-hour session would each record 1 ¼ hours as Primary Supervision, and ¾ hrs as Secondary Supervision. (The formula is taken from the revised documents on Supervision approved by the NLPTCA Board on 1 December 2008).

Applicants can count group supervision hours *provided as part of an NLPT training* as either NLPT training hours or supervision hours (using the above formula), *but not both*

7.1 Example table recording primary supervision hours

Supervisor	Report Ref	Dates From/to	1:1 or Group	Hours of Primary Supervision					Total
				2015/16	2016/17	2017/18	2018/19	2019/20	
X	x	m/y to m/y	1:1		4	11	12	13	40
Y	x	m/y to m/y	1:1	8	8				16
Z	x	m/y to m/y	Group of 3	10	10	10	10	5	45
Totals				18	22	21	22	18	101
Client contact hours				42	85	120	130	105	482
Ratio Primary Supervision to client hours				1:2.3	1:3.86	1:5.7	1:5.9	1:5.8	

7.2 Example table recording secondary supervision hours

Date	Description	Ref	Hours
May 15 to May 16	Specialist supervision from AA – working with learning disabled clients	X	13
April 2015 to October 2019	Secondary supervision element of Group Supervision 3 hour sessions with 3 group members = 1 hour 40 mins primary (listed at 7.1) and 1hr 20 mins x 27 sessions secondary supervision	X	36
2018/19	Excess of primary supervision hours with Supervisor x. Not included at 7.1	X	6
Total number of secondary supervision hours			55

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AFG8: Psychotherapy Practice and Casework

The following criteria have been taken from the UKCP and Constructivist and Existential College Guidelines. The six year maximum to complete the required caseload is aligned with BACP guidelines.

Applicants will need to have completed a minimum of 450 hours of supervised face-to-face client contact hours. The 450 hours will include seeing two or more clients for at least 25 hours each.

Applicants must have completed their supervised client hours over a minimum period of 3 years and are normally to be allowed up to five years to meet this criterion. Where there is good reason, such as being in full time employment other than psychotherapy, or taking time off for family reasons, providing that the minimum criteria are met in full, i.e., 450 supervised client hours, up to a maximum of 6 years can be allowed to meet the criteria. If you have had more than six months off from your practice within the last two years this should be approved by the Registrar before application.

For applications made from 2015, applicants will be required to obtain sign off of their supervised client hours by their supervisor at [SAR10](#).

Areas of Competence

Some areas of therapy deserve specialist training. These include, but are not limited to, child (under 18 years of age) psychotherapy, group, couples and family work, childhood sexual abuse and other severe trauma, body-oriented psychotherapy, sexual identity and sexuality work. (NLPtCA Code of Ethics)

Working with Minors

The UKCP Child Psychotherapy Guidelines are now in place. Work with minors (anyone under the age of 18) is only acceptable if the UKCP minimum training standards are met and the supervision of work with minors is carried out by a qualified Child Psychotherapy Supervisor.

Note: “NLPt” means the use of Neurolinguistic Psychotherapy in an overt and contracted psychotherapeutic setting. It may be voluntary or paid, private or employed, but it does not include coaching.

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8.1 Example table of NLPT client contact hours and number of clients:

Type of Client work	Client Hours					Number of clients	
	2015/16	2016/17	2017/18	2018/19	2019/20	Less than 25 hours	More than 25 hours
Individual 1:1	42	85	120	130	105	36	2
Couples							
Family							
Group							
Other							
TOTALS	42	85	120	130	105	36	2

TOTAL CLIENT HOURS FROM (Month) 2015 to (Month) 2020	482
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AFG9: Development of Self Reflexivity

“The personal development of self-reflexivity” (awareness of one’s own processes) is one of the four core areas of the UKCP Generic Curriculum. The attainment and maintenance of this reflexivity is expected to be achieved in part through the experience of being a client in personal psychotherapy.

Applicants are required to have completed at least 250 hours developing self reflexivity – including a minimum 25 hours of personal therapy

- 9.1** Applicants are required to have experienced a minimum of 25 hours of personal therapy:
- using NLPT as the therapeutic model
 - since starting their NLP training.
 - of which at least 12 hours must have been with the same therapist.
- Change work included in NLP course work does not count as personal therapy.

You will need to provide a letter signed by your Neurolinguistic Psychotherapist(s) stating:

“I have seen [name of applicant] for [number of hours] between the dates of and for Neurolinguistic Psychotherapy.” (No details of content are required or requested.)

“I am a psychotherapist registered with [name of accrediting body].” (If the therapist is not accredited through NLPTCA, then details of their NLP and psychotherapeutic qualifications and experience must be submitted.)

Please note: It is the applicant’s responsibility to ensure that their psychotherapist is suitably qualified. If you have any doubt whether they have appropriate qualifications and experience you should seek advice from the Accreditation Registrar before starting your therapy.

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Every effort must be made to receive psychotherapy from a NLPtCA accredited psychotherapist. In extremis, some therapy may be received from a fellow UKCP psychotherapist that practices NLPt or belongs to our College, with prior authorisation of the Registrar. Prior authorisation must be agreed as early as possible – and at least 12 months before application.

Psychotherapy cannot be received from trainees, friends, family, colleagues or business partners.

9.2 Your 500-1,000 word submission should demonstrate your self-reflexivity using examples different from those used in your Supervisor Assessment Report. Development of reflexivity is development of the self, our awareness and our role as a psychotherapist. This will include many influences, factors and experiences (including our learnings of different psychotherapeutic modalities) that will inform our growth, development and maturity.

9.3 Applicants are required to complete a minimum of 225 hours of self-reflective experience in addition to the personal therapy referred to above. Below is a list of typical activities that can be included as self-reflective experience, by way of an example. Please note: self-reflective activities for which you have a certificate can be counted from the date of starting your initial NLP training (i.e. starting your Practitioner training).

Sample list of self-reflective activities:

- Any counselling or personal therapy in addition to the required 25 hours at 9.1.
- Transformational coaching received (either Life Coaching or Executive Coaching) as the emphasis is on belief and attitude change.
- Attendance at personal development workshops or seminars. (These might carry a fee or be free of charge).
- Holidays with a personal development purpose (such as Skyros, Cortijo Romero or similar).
- Membership of a NLP/NLPt Practice group with a focus on self-development.
- Completion of psychometric measures and feedback, to include personality questionnaires, interest inventories and inventories of interpersonal style.
- Training in psychometrics as above.
- The remaining 50% of assisting at one certificated NLP/NLPt training (the other 50% may be included under formal training).
- Self-directed learning activities to include reading an article or a book, listening to audio material, watching a DVD, completing a Massive Open Online Course (MOOC).
- Keeping a self-development log or diary.

Where you have attended formal self-development workshops/trainings, please ensure that you include a copy of the certificate with your application.

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You are not expected to disclose details of diaries, or self-development logs. You are, however, expected to provide a summary covering the activities that you wish to include. An example is given below.

Activity	Dates	Time / Duration	Benefits/application to practice	Certificate Ref.
Workshop on emotional intelligence	Nov 2017	6 hours	Raised awareness of difficulty with endings	Ref P
Read book on mindfulness in practice	Jan 2018	5 hours	Ideas for helping self & clients to experience the present	N/A

AFG10: Insurance

You are required to maintain negligence and malpractice insurance and to include a copy of your Certificate of Insurance with your application.

If your certificate expires before the end of April it will not provide sufficient evidence of current insurance for the accreditation panel meeting. **It is your responsibility to ensure that the Accreditation Administrator and Registrar have a copy of your valid insurance certificate in advance of the panel meeting.** Electronic submission of your renewed certificate will be accepted.

If your professional insurance policy does not specifically state that you are covered for the practice of NLPt, please provide written evidence that you are covered to practice NLPt.

AFG11: Other Information

Please supply any other information which will assist the Accrediting Team to verify you have sufficient maturity, clinical competence and ethical practice to be accredited as a Neurolinguistic Psychotherapist.

If you do not meet the above *quantitative* requirements in full, the Accrediting Team may take into account other factors such as research; publications or other contributions to the field of NLP and psychotherapy; and accreditation or qualifications from related professions (e.g. medicine, psychiatry, psychology, social work, counselling).

If you are unsure whether your experience will enable you to apply, you should contact the Accreditation Registrar in advance of your application.

AFG12: Application Fee & Declaration

The administrative fee for the accreditation process is non-refundable.

Applicants who are accredited with NLPtCA will be required to pay an additional fee for registration with UKCP.