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These guidelines are only applicable if this is your **first application** for accreditation through NLPtCA for registration with the United Kingdom Council for Psychotherapy (UKCP).

Applicants who have previously applied to NLPtCA for accreditation and are considering **re-applying** should consult the Accreditation Registrar before applying. **GG2 for contact details**

Accredited members who wish to renew their existing accreditation should consult the Re-Accreditation Guidelines. **RAG**

An explanation of the terms and acronyms used in these guidelines is given in **section PP6** of the NLPtCA Accreditation Policy and Procedure document.

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 each year - for administrative purposes</i> |
| Text in Red | <i>Updated within this version</i> |

GG1: Purpose of Accreditation, the process, documentation and these guidelines

The aim of the accreditation process is:

“to assure both the clinical competency of candidates within the context of their chosen theoretical model, and their ability to practise in an ethical manner.”

(UKCP Training Standards: Policy and Principles 2001, para. 3.4)

and

“for the applicant to demonstrate in written application, and if needs be by other means including at interview, a practical integrated knowledge and experience of the application of NLP as a methodology of behavioural modelling in their ongoing supervised practice of Neurolinguistic Psychotherapy (NLPT).”

(NLPTCA Accreditation Policy and Procedure)

The aim of the accreditation documentation is:

for the applicant to demonstrate in written application and in supervisor and trainer reports:

- Their clinical competency and ethical practice and
- A practical integrated knowledge and experience of the application of NLP as a methodology of behavioural modelling in their ongoing supervised practice of Neurolinguistic Psychotherapy (NLPT).

A completed accreditation application consists of:

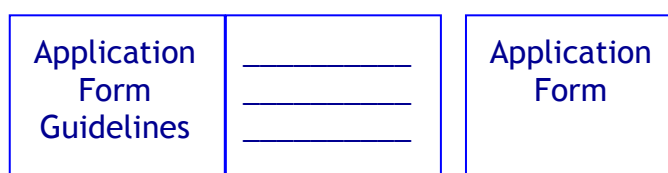


The purpose of these guidelines is:

to assist **New Applicants** to assess whether their knowledge and experience means they fulfil the Accreditation Criteria (GG5) and are therefore ready to apply for accreditation with NLPTCA and registration with UKCP, and if so, to assist them with completing their Application Form.

We recommend:

that you have the appropriate Guideline document alongside each form as you complete it.



GG2: Pre-Planning – twelve to eighteen months before the application deadline

This section aims to ‘headline’ the eligibility criteria that we recommend you explore and address long before you begin completion of the Application Form (AF), Supervisor Assessment Report (SAR) and Trainer Assessment Report (TAR).

If you are unsure whether you are eligible to apply, **you should email the Accreditation Registrar in advance of your application** accreditation@nlptca.com outlining the situation and your suggested solution. Communication should be in writing and you must include copies of your written communication with the Registrar if relevant to your application.

Registration of Interest

Applicants are required to give a minimum of 12 months notice of their intention of applying for accreditation. This provides you, your supervisor and the Registrar, with a reasonable period to explore eligibility and for you to address the specific requirements for submission.

You are required to inform the Accreditation Registrar and the Supervisor responsible for completing your Supervisor Assessment Report (SAR) in writing. Any relaxation of this criterion needs to be requested in writing to the NLPTCA Registrar.

You can notify the Registrar of your intention by email at the address above. Your message will be reviewed by the NLPTCA administrator, who will update the Registrar and will, in the December before the application deadline, send you:

- General Guidelines
- Application Form
- A link to the online filestore
- Confirmation of the closing date for application

Membership of NLPTCA

Please ensure that you have paid your NLPTCA membership. 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*.

We want to keep you informed of relevant information relating to accreditation. It is your responsibility to keep your accreditation records up to date (both during the accreditation process and once you are accredited).

Please, therefore EMAIL accreditation@nlptca.com or WRITE (address at GG8) to the NLPTCA Accreditation Administrator with any changes to your name, address, telephone number or other details related to your practice as a Neurolinguistic Psychotherapist.

For general information about NLPTCA membership and how to join, please contact the NLPTCA Administrator: admin@nlptca.com 01684 252005

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Code of Ethics

Adherence to the NLPtCA Code of Ethics is a requirement of membership of NLPtCA. By signing your application form you are agreeing to abide by, and comply with, the current NLPtCA Code of Ethics in all respects. (A copy is available at www.nlptca.com)

NLP Master Practitioner Qualification

Applicants must have held a recognised NLP Master Practitioner's certificate for not less than twelve months prior to application. (AFG4.2)

NLP Practitioner Qualification

Applicants must hold a recognised NLP Practitioner certificate. (AFG4.2)

NLP / NLPt courses

It is the applicant's responsibility to demonstrate that courses they choose to attend have an obvious NLP/NLPt application or content (AFG4.4).

Length of Training

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.

Suitability of Supervisor/s and Trainer

It is the applicant's responsibility to ensure that the Supervisor(s) (SARG) and Trainer(s) (TARG) who complete the Assessment Reports fulfill the suitability criteria specified.

Please note that the supervisor who completes your Supervisor Assessment Report must be **personally and professionally independent** of the person who completes your Trainer Assessment Report (AFG7).

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.

Please advise the Registrar in advance of any (personal or professional) relationship with either your supervisor or your trainer in case additional verification is required. (SARG9 & TARG9)

Completion of a Trainers Assessment Report

If your route to accreditation is such that a suitable trainer is not available to complete the Trainer Assessment Report, you should consult the Accreditation Registrar and agree a precise alternative set of documents to be submitted, and you must then submit exactly this agreed set of documents. (TARG3 & TARG20).

If you wish to make any changes to the agreed alternative documentation set, you must first obtain explicit written consent from the Registrar.

Please note that there is no 'APL route' to accreditation. There are specific requirements for all applicants to follow, to demonstrate and evidence your eligibility.

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Suitability of Psychotherapist

It is the applicant's responsibility to ensure that their psychotherapist is suitably qualified. You must be personally and professionally independent of your psychotherapist (AFG9).

Supervised Client Hours

Client work must be within the applicant's area of competence (AFG8)

Applicants must have completed their supervised client hours over a minimum period of 3 years and are normally to be allowed up to 5 years to meet this criteria. Where there is good reason, up to 6 years can be allowed. (AFG8).

The requirement is one hour of primary supervision for **every** 6 client hours in **every** year. You will also have to meet a requirement for secondary supervision. The number of hours required is based upon the year when you apply and the period of your application in years (AFG7).

Breaks of more than 6 months within the last two years should be communicated to, and approved by, the Registrar before application (AF8.4).

Supervision Hours

Supervision with a spouse / partner or business associate does not count towards the required supervision hours (AFG7).

Supervision via 'remote media' (eg Skype, Face Time, phone) will be allowable up to a maximum of 40% of Primary Supervision from 1st April 2015. Until that date the allowance is 20%. (AFG7).

Your application must include your Clinical Practice Logs covering the period of your application and Annual Development Reviews or a 'mini SAR' for any other primary supervisors that you worked with during the period of your application. (AF7.4).

Applicant does not have a first degree

Those applicants who do not hold a first degree (for example BA or BSc) will need to demonstrate that they are capable of graduate-level thinking and communication (AFG3).

If you do not meet the quantitative requirements

If you do not meet the quantitative requirements in full, the accrediting team may take into account other factors (AFG11). If you are unsure whether your experience will enable you to apply, you should contact the Accreditation Registrar in advance of your application.

GG3: Overview of Accreditation Process

We want to offer you a context for these accreditation documents. We know that they are lengthy, in-depth, detailed and formal in nature. We hope that they are also clear to use and understand.

When NLPtCA was in its first incarnation in 1992, hard-working groups of NLP psychotherapists endeavoured to create an accreditation process worthy of our craft and of sufficiently high standard to be worthy of UKCP recognition. They succeeded. We greatly value their dedication, time and effort which provided the option for NLPtCA members to apply for Accreditation as an Neurolinguistic Psychotherapist and Registration with UKCP.

Over the years, it has been necessary to add pieces of information for clarification and as requirements have been adjusted. In 2013, another hard-working team attempted to consolidate the now rather unwieldy documents in to a more manageable format. We hope we have made your considerable and demanding task of applying for accreditation a little more straightforward.

All those involved in the accreditation process are taking their turn as volunteers to support our organisation. Please bear in mind that whilst the Team are keen to support and help you, they are also all busy volunteers so please check all documentation very carefully to answer any queries before you request advice. Thank you for your consideration and may we wish you all the very best for a successful application.

Role of the NLPtCA Accreditation Registrar

Chairs the Accrediting Panel and implements the policies and procedures of accreditation in conjunction with the appointed Panel, the Internal Accreditation Moderator, the External Moderator, the NLPtCA Administrator and other Accreditation Support.

Throughout the process a small Accreditation Team made up of NLPtCA members and administration provide support to the Accreditation Registrar. (PP2)

Role of the Accreditation Panel

The Accrediting Panel are assembled specifically to:

- i. Verify the evidence submitted for the quantitative criteria
- ii. Verify whether the Supervisor and Trainer Reports provide sufficient evidence of the qualitative criteria having been fulfilled*

**Providing both supervisor and trainer reports state that the applicant has demonstrated that they fulfill the UKCP requirements of clinical competence and ethical practice, and those statements are supported by appropriate examples supplied in the format specified in the Guidelines for Supervisors and Trainers (SARG & TARG) this will be accepted as sufficient evidence of (ii) above.*

Since applications are assessed by the Accrediting Panel as a whole, the Registrar cannot say in advance whether you will be accredited or not, nor can they give you definitive answers about whether you fulfill particular criteria. The NLPtCA Board and Accrediting Panel are not able to discuss the content of your application with you. This ensures that the integrity of the accreditation process is maintained.

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Timetable for New Applicants

Applications for accreditation from members of NLPtCA are invited from 01 January 2020 with a closing date of 31st March 2020.

Please note that applications arriving after the closing date will be returned to the applicant without going through the accreditation process. The NLPtCA Board and Accrediting Panel will not enter into any discussions about incomplete or late applications.

| Date | Action |
|----------------|---|
| December 2019 | Documents for New Applicants dispatched to those members who have registered an intention to apply. |
| 1 January 2020 | Submission of New Applications accepted. |
| 31 March 2020 | Closing date for submission of New Applications. |
| April 2020 | Accrediting Panel meeting. |
| May 2020 | NLPtCA send letters with results of Accrediting Panel meeting to New Applicants. Those who are accredited will be sent a UKCP New Registrant form to complete. |
| May 2020 | Closing date for return of UKCP New Registrant forms & fee to NLPtCA. |
| July 2020 | Closing date for submission by NLPtCA of list of accredited members to UKCP. |
| October 2020 | Accredited members appear on the UKCP Register of Psychotherapists. |
| Mar – May 2021 | Annual Re-Accreditation process. |

GG4: How to access the correct documents for application

Please note that all accreditation documentation must be typed up and submitted in electronic format using the 2020 version of all the necessary forms and guidelines. All previous documents are null and void, and handwritten applications will not be accepted.

All documents relating to accreditation are available to members of NLPtCA at the NLPtCA website: www.nlptca.com / About NLPtCA / Becoming an NLPtCA Psychotherapist / Accreditation / Applications for Accreditation. Forms for completion are available in both PDF version and MS Word version.

- GG General Guidelines
- AF Application Form
- AFG Application Form Guidelines
- SAR Supervisor Assessment Report
- SARG Supervisor Assessment Report Guidelines for Supervisors of New Applicants
- TAR Trainer Assessment Report
- TARG Trainer Assessment Report Guidelines for Trainers of New Applicants

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Your **2020** Application Form can be completed electronically using the *MS Word* version. It is your responsibility to ensure that your supervisor(s) and trainer(s) also have the *MS Word* versions for the **2020** Supervisor Assessment Report and Trainer Assessment Report respectively.

Where there is a particular need, the documentation set can be emailed to you, or sent on a computer disc, or sent to you as a paper version by The Accreditation Administrator:

accreditation@nlptca.com

Administration phone number: +44(0)1 684 252005

GG5: Criteria for Application

The criteria used by the Accrediting Team in considering and verifying applications are laid down by the NLPTCA Board. Quantitative criteria are governed by UKCP Training and Supervision Standards and Constructivist and Existential College Training and Supervision Guidelines. Qualitative criteria are taken from the UKCP generic Psychotherapy Training curriculum and the Neurolinguistic Psychotherapy Curriculum.

To be accredited with the Neurolinguistic Psychotherapy and Counselling Association (NLPTCA) and therefore eligible for registration with the United Kingdom Council for Psychotherapy (UKCP), applicants must provide evidence of fulfilling all the quantitative and qualitative criteria listed below.

QUANTITATIVE CRITERIA

| Application Form Section | Applicants are required to: | Detailed guidelines |
|--------------------------|---|---------------------|
| AF1 | Have been a fully paid up member of NLPTCA for a minimum of 12 months before the date of their application. | AFG1 |
| AF2 | Adhere to the NLPTCA Code of Ethics. | AFG2 |
| AF3 | Have a first degree or equivalent. | AFG3 |
| AF4,5 & 6 | Have completed a minimum of 500 contact hours of formal NLP/NLPT training consisting of: Certified NLP Practitioner and Master Practitioner 240 hours NLPT Theory and Clinical Practice* 80 hours A Critical Understanding of Psychotherapy Studies* 80 hours Human Development Psychopathology (including Psychopharmacology) Sexuality and Gender | AFG4,5 & 6 |

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|------|--|-------|
| | <p>Ethics Research Methods Social Science.</p> <p>Knowledge of Other Psychotherapeutic Approaches* 40 hours Other NLPt and related subjects 60 hours</p> <p>The length of training should be a minimum of four years from commencement of an NLP Practitioner Training.</p> <p>* These training hours must have taken place over a minimum of two years.</p> | |
| AF7 | <p>Have one hour of primary supervision for every 6 client hours in every year.</p> <p>Have accrued the required hours of secondary supervision relevant to the year and period of your application</p> | AFG7 |
| AF8 | <p>Have completed a minimum of 450 supervised face-to-face client contact hours using NLPt.</p> <p>This will include seeing at least two clients over a period of 25 or more hours.</p> <p>The 450 hours are to be completed within a minimum of 3 years and maximum of 5 years prior to application.</p> | AFG8 |
| AF9 | <p>Have completed 250 hours developing self reflexivity – including a minimum 25 hours of personal therapy.</p> | AFG9 |
| AF10 | <p>Have malpractice and public liability insurance.</p> | AFG10 |
| AF11 | <p>Describe (If the applicant does not meet the quantitative requirements in full) other factors such as published research; publications or other contributions to the field of NLP and psychotherapy; and accreditation or qualifications from related professions that the Accrediting Team may take into account (e.g. medicine, psychiatry, psychology, social work, or counselling).</p> | AFG11 |
| AF12 | <p>Sign the declaration and pay the administration fee.</p> | AFG12 |

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QUALITATIVE CRITERIA

The applicant is also required to provide evidence that they have demonstrated - within the Supervisor Assessment Report (SAR) and Trainer Assessment Report (TAR) – clinical competence and ethical practice to UKCP standards in the following areas:

| SAR or TAR Sections | Applicants are required to demonstrate: | Detailed guidance |
|---------------------|---|-------------------|
| SAR13 TAR13 | Clinical application of Relationship with Client Critical understanding of Relationship with Client | SARG TARG |
| SAR14 TAR14 | Clinical application of Relationship with Self Critical understanding of Relationship with Self | SARG TARG |
| SAR15 TAR15 | Clinical application of Relationship with Methodology of NLPt Critical understanding of Relationship with Methodology of NLPt | SARG TARG |
| SAR16 TAR16 | Clinical application of Psychotherapy Studies and other Psychotherapeutic Methods Critical understanding and clinical application of Psychotherapy Studies and other Psychotherapeutic Methods | SARG16 TARG16 |
| SAR17 TAR17 | Clinical application of Relationship with Other Professionals Critical understanding of Relationship with Other Professionals | SARG TARG |
| SAR18 TAR18 | Clinical application of Practice Management Critical understanding of Practice Management | SARG TARG |

Changes introduced to NLPtCA Accreditation Criteria and Guidelines

The purpose of the summary is so that panel and applicants are clear about criteria for years past.

Following Training Guidelines issued by the Constructivist and Existential College of the UKCP (Version No 1.9 dated 10-07-08) the NLPtCA Board approved a number of significant changes to key aspects of the Accreditation process (Board meeting 1 December 2008).

The NLPtCA Board also approved changes to the criteria resulting from recommendations made by the Accrediting Team and the Accreditation Registrar, and changes resulting from a review of the Supervision process in NLPtCA and the process for recognising supervisors.

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From 1st April 2014

The 2012 Quinquennial Review feedback from Constructivist College advised that tertiary supervision was not valid for inclusion in the 150 hours of supervision needed.

The Tertiary Supervision table within the application form was removed in 2020

2015:

- Clarification that the tertiary supervision allowance is to be replaced with secondary supervision from 1st April 2014
- Clarification within the Application Form Guidelines and the Supervisor Assessment Report that primary supervision must be completed over a minimum period of 3 years. (Previously stated within the Application Form)
- Clarification that supervised client hours must be completed over a minimum period of three years.
- Clarification that any (personal or professional) relationship between the applicant and the Supervisor or Trainer completing their assessment reports must be advised to the Registrar before application.

Changes implemented in 2015:

- Client hours must be signed off by the Supervisor, within the SAR.
- Secondary supervision hours must be evidenced
- Removal of reference to “Core Training” within the guidelines
- Telephone and Skype supervision will be allowable up to a maximum of 40% of Primary Supervision from 1st April 2015

2016:

- From 2016 the TAR will include confirmation of completion of a thesis and a mental health placement by the applicant.
- Clarification of year – following re-accreditation pattern – year runs 1st April to 31st March.
- Clarification of annual ratios for primary supervision and overall ratios for primary and secondary supervision
- Inclusion of Clinical Practice Logs for all primary supervision, signed off by relevant supervisor

2017:

- From 2018 the supervisors completing the SAR will be required to sign off relevant secondary supervision
- Re-instatement of requirement to evidence secondary supervision – accidentally omitted during update of 2016 documentation.
- Clarification of framework for secondary supervision
- Provision of psychotherapy – clarification that psychotherapy cannot be received from trainees, friends, family, colleagues or business partners.

2018:

From 1st November 2017 applicants will no longer have to meet an overall 1:3 ratio of client hours to total (Primary and secondary) supervision. Applicants will have to evidence secondary supervision (pro-rata) up to 31st October 2017. The number of

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secondary supervision hours required is now based upon the year when application is made and the period of the application in years. This is a relaxation of criteria and has been actioned without notice / notified to members in the October 2017 Board Newsletter

2020:

Confirmation that TAR eligibility criteria for the *minimum of 15 days* that the Trainer *will have been present* is equivalent to 90 hours *over a period of at least one year of the applicant's psychotherapy training.*

GG6: Submission Content

Accreditation only takes place once a year. ANY omissions or inaccuracies (including calculations) may mean your application will not be considered and you will have to apply again next year. There can be no refund of your fee.

If all the information requested has been supplied (see GG8) on or before the closing date (see GG3) (the application is passed to the Accrediting Panel.

GG7: Required Standards for Application

Providing detailed, accurate and high quality information is essential to enable the Accrediting Team to come to their decision. Your application should demonstrate Masters level thinking, understanding and learning. Your application should supply the evidence necessary to establish your acquired knowledge, skill and experience; your integrity and responsibility to the well-being of your clients; your commitment to your own personal and professional development and your recognition and application of the theory and aims of Neurolinguistic Psychotherapy.

If any information supplied is subsequently disproved, or considered by the Accrediting Team to be inaccurate or misleading, or you have omitted any information which is later found to be relevant or material to your accreditation, the Accrediting Team may decline to deal with your application and reserve the right to withdraw, vary, terminate or suspend your accreditation. **Knowingly providing false information could result in a withdrawal of the right to practice.**

- Use the electronic versions of the Application Form, Supervisor Assessment Report and Trainer Assessment Report. TYPE and clearly present your application in the given format. (Hand-written applications will not be considered).
- The application form and assessment reports have been designed to facilitate assessment of your application. Do not amend or delete HEADINGS, QUESTIONS, CONTENT and REFERENCE NUMBERS. Your application will not be considered if you do.
- Answer ALL questions comprehensively. The applicant must ensure that **all** quantitative and qualitative Accreditation Criteria have been fulfilled, making it clear to the Accrediting Team, how the evidence presented meets the specific requirements

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of each criterion. (Using second-position skills to take the position of the Accrediting Team may help you to achieve this.) Do not use abbreviations for qualifications, training schools etc., with the exception of the most common abbreviations (e.g. BA, BSc, MA, MSc, PhD, UKCP, BACP, BPS).

- Photocopies of all relevant certificates, or written confirmation of attendance on trainings, must be included. Applications will not be considered without these enclosures.
- Letters of recommendation may be checked for authenticity.

GG8: Submission Process and Requirements

YOUR APPLICATION SHOULD INCLUDE:

The original copy of your completed Application Form

- Signed and dated
- Initialed on each page
- Plus 6 collated copies*
- Please staple or bind each copy (Panel members may wish to transfer to a ring binder - please ensure any binding can easily be removed)

The original copy of your completed Supervisor Assessment Report

- Signed and dated on each page by the supervisor
- Plus 6 collated copies*
- Please staple or bind each copy (Panel members may wish to transfer to a ring binder - please ensure any binding can be easily removed)

Also include (AF 7.4) copies of your clinical practice logs covering the period of your application, signed off by the relevant supervisor

And

For every other supervisor providing primary supervision, for the period of your application:

- The original copies of any previously completed *Supervisor Annual Development Review* forms
or
- Sections 1 to 12 of the Supervisor's Assessment Report - Previous supervisors may add a note to the declaration, stating the applicable period

The original copy of your completed Trainer Assessment Report

- Signed and dated on each page by the trainer
- Plus 6 collated copies*
- Please staple or bind each copy (Panel members may wish to transfer to a ring binder - please ensure any binding can be easily removed)

If you are unable to provide a Trainer Assessment Report, you should consult the Accreditation Registrar and agree a precise alternative set of documents to be submitted, and you must then submit exactly this agreed set of documents. If you wish to make any changes to the agreed alternative documentation set, you must first obtain explicit written consent from the Registrar.

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Documents that are not signed / dated or initialed as required will be returned and you may miss the deadline. All signatures/ initials on original copies must be handwritten.

*One copy of each document is required for each member of the Accrediting Panel and the External Moderator, and the top copy will be kept in the Association's files.

One photocopy of each certificate/confirmation of attendance, insurance certificate etc.

- You do not need to duplicate certificates.
- Do not send original documents as no responsibility can be accepted for their loss or return.

A letter of confirmation of the required hours of personal therapy from your psychotherapist.
(AF9)

Copies of any written communication with the Registrar relevant to your application (GG2)

If you have provided an email address we will acknowledge receipt by email. Otherwise, please send a stamped self-addressed envelope for us to send you an acknowledgement of receipt of your application.

Send your application in a securely wrapped package and ensure you have the correct postage, as we cannot take responsibility for late postal deliveries.

WE RECOMMEND YOU SEND YOUR PACKAGE BY RECORDED DELIVERY.

Address to send to:

NLPtCA Admin Office
8-9 Acorn Business Centre
Hanley Swan
Worcestershire
WR8 0DN

PDF OF APPLICATION

Please also submit PDFs of your submitted Application Form, Supervisor and Trainer Assessment Reports (including initials /signatures on each page) and any other reports, certificates, letters etc included within your submission to:

accreditation@nlptca.com

APPLICATION PAYMENT

Payment to cover the application fee is to be made via BACS

Bank: Barclays
Name: NLPTCA
Sort Code: 20-15-70
Account Number: 33900592

GG9: What happens after you submit your application

Please note, an important role for the NLPTCA is to review accreditation criteria annually to ensure fit for purpose including alignment with UKCP and other professional standards.

Applicants who are asked to apply again as a New Applicant are required to meet ACCREDITATION CRITERIA OF THE CURRENT YEAR i.e. the YEAR OF THEIR RE-APPLICATION NOT the YEAR OF THEIR ORIGINAL APPLICATION.

The Accrediting Team is committed to dealing with all applications fairly and reasonably and in a timely manner.

Applications are strictly confidential. Only the Accrediting Team and (should the applicant appeal) the Appeals Panel will have access to any information submitted.

The decision of the Accrediting Team, including any further requirements, will be given to the applicant in writing. The Team will reach one of three decisions:

1. INCOMPLETE EVIDENCE PROVIDED

If the evidence provided shows significant shortfalls in a number of the accreditation criteria, the applicant will be advised, in writing, of the areas of shortfall and requested to apply again as a New Applicant when they have fulfilled *all* the quantitative *and* qualitative criteria.

Each year all criteria are reviewed and the document set updated in line with UKCP and College requirements. If you are asked to apply again as a new applicant you will be required to meet those criteria in place for the year of your new application.

2. APPLICANT TO RE-APPLY

If the accreditation criteria are substantially fulfilled but some criteria are not fully met, the applicant will be informed of the further evidence required to fulfil the accreditation criteria and asked to re-apply.

Comprehensive written guidance will be offered to support the applicant to subsequently gain accreditation before the closing date of the following year's accreditation process.

A plan of how the applicant intends to demonstrate their clinical competence and ethical practice in the areas of insufficient evidence before the closing date of the following accreditation process will be agreed with the applicant, and if necessary, with their supervisor and/or trainer.

- If the extra evidence is provided within the agreed time scale the application will move to Accreditation.
- If by the end of the agreed time scale, the applicant does not provide the requested evidence, or the extra evidence provided is still insufficient, they will lose their Re-Apply status and they will need to apply again as a New Applicant.

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3. APPLICANT AWARDED NLPtCA ACCREDITED PSYCHOTHERAPIST

When an application is verified as having met *all* Accreditation Criteria the applicant will be accredited and the administrative process of registration with UKCP will proceed.

You must inform UKCP of changes to your contact details. The UKCP 'Change of Detail Form' can be downloaded from their web site:

www.psychotherapy.org.uk/psychotherapists.html

and returned to them as advised.

GG10: Appeals process

If an applicant is dissatisfied with the determination of the Accrediting Team, the applicant has the right to appeal within *two months* from the date of the letter sent to the applicant notifying them of the decision of the Accreditation Team — first to the External Moderator and then, if necessary, to the Appeals Panel of NLPtCA. See the current Appeals Procedure **AP**