

ROLE OF ACCREDITATION REGISTRAR (RAR)

Content updated by Accreditation Registrar November 2012

Format updated 12.5.14

Content revised October 2017.

RAR1: Role of Registrar

- 1.1 To maintain a Register of Accredited NLPtCA Psychotherapists in accordance with requirements, regulations and criteria of UKCP.
- 1.2 To Chair the Accrediting Team and to implement the policies and procedures of accreditation in conjunction with the appointed Team, the Internal Accreditation Moderator the External Moderator and the Professional Standards Committee.
- 1.3 To ensure strict adherence to the Accreditation Policy and Procedure as approved by the Board.
- 1.4 To maintain records of all applications and the process by which the Accrediting Team arrived at their decisions.
- 1.5 To ensure that all necessary documentation is available for panel meetings.
- 1.6 To report to and actively liaise with the Board including advising the Chair of any issues likely to be of concern to the Board or wider membership.
- 1.7 To provide accreditation advice and support for members of NLPtCA.

RAR2: Appointment

- 2.1 To be appointed by the NLPtCA Board for a minimum of two years and maximum of four years.
- 2.2 To be an experienced accredited NLPtCA psychotherapist ideally having served on the Accrediting Team for a period of at least one year prior to appointment.

RAR3: Function

- 3.1 To manage the accreditation process as specified by the Accreditation Policy and Procedure and to ensure adherence to PP2 "The Accrediting Team".
- 3.2 To ensure transparency of the process by liaising between the Accrediting Team and the Board, and reporting a summary of the results of the accreditation and re-accreditation processes to the Board on an annual basis.
- 3.3 To work within a budget for income and expenditure of the accreditation and re-accreditation process as agreed by the Board.
- 3.4 To manage and keep secure all accreditation documentation. Maintaining an audit

ROLE OF ACCREDITATION REGISTRAR (RAR)

Content updated by Accreditation Registrar November 2012

Format updated 12.5.14

Content revised October 2017.

trail of decisions reached and ensuring that these are copied to the accreditation email address to support reference requirements of future Registrars.

- 3.5 To ensure that all documents relating to applications are available at the panel meeting, specifically those which have not been circulated to all panel members, for example, certificates and letters.
- 3.6 To be available by telephone and email to members of NLPtCA to provide information on matters relating to the accreditation process.
- 3.7 To declare all relevant interests and hand over the Chair's responsibility to an Acting Chair (decided by the remaining Accrediting Team members) when a prior or existing relationship with an applicant suggests a potential conflict of interest.
- 3.8 To ensure the panel acts collectively in decision making by seeking to achieve a consensus. Where this is not possible and the panel is unable to agree the outcome of an application, the collective decision will be based on a majority vote with the Registrar having a second or casting vote, in line with NLPtCA Articles voting procedure.
 - For example: Total number present 10:
 - Yes: 4 / No: 3 / Abstain: 3
 - Result motion passes
- 3.9 To ensure a fair accreditation process by working with the External Moderator and Internal Accreditation Moderator.
- 3.10 If an applicant appeals, to write a report and, if necessary, attend an Appeals Panel hearing.
- 3.11 To appoint an Arbitrator in the event of a dispute between a supervisor and their supervisee ([see RAG4](#)).
- 3.12 To liaise with the Complaints Officer, and in the event of a complaint, to provide information requested by the Complaints Officer.
- 3.13 To liaise with the Internal Accreditation Moderator.