

This document is based upon the Constructivist and Existential College (CEC) *Continual Professional Development Requirements* and the United Kingdom Council for Psychotherapy (UKCP) Generic CPD Policy.

It is applicable to all NLPtCA members and replaces *NLPtCA Continuing Professional Development Policy (Jan '12; amended Oct 15)*

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### CPD1: Introduction

NLPtCA seeks to maintain and consistently improve the level of practice of all its members, accredited and non-accredited. The ethos of this policy is that CPD approaches are developed as an extension of reflective and reflexive practice in a manner consistent with the philosophy of NLPt.

The UKCP has defined CPD as, 'the systematic maintenance, improvement and broadening of knowledge, awareness of skills, abilities and the development of personal and professional qualities necessary for effective practice throughout the practitioner's working life

There is a duty for all members to undertake CPD, especially at a time when they are returning from a period of absence from practice, for whatever reason. The underlying ethos is to support autonomy, reflection and professional development. Accordingly, the CPD process aims to provide an opportunity for psychotherapists to reflect on their development from an authentic, autonomous, creative and self-supportive stance.

The Continuing Professional Development (CPD) Policy aims to:

- Provide clear and transparent CPD requirements for re-accreditation
- Support the development of clinical practice within all practising members, whether accredited or non-accredited
- Promote CPD activities that have a clear and demonstrable application to NLP and NLPt psychotherapy practice

# CONTINUING PROFESSIONAL DEVELOPMENT

Updated: November 2019

This document should be read alongside NLPtCA Accreditation Policy and Procedure, in particular:

- Criteria for Accreditation: (AF9) *to have completed 250 hours developing self reflexivity – including a minimum 25 hours of personal therapy.*
- Criteria for Re-Accreditation: (RAAF3.6 declaration) *to have undertaken at least 20 hours of CPD, in accordance with the CPD policy, [per annum], which has a clear and demonstrable application to my psychotherapy practice. I am maintaining my annual records of CPD to demonstrate 250 hours over a 5-year rolling period.*
- Sabbaticals and Elective Lapse of Registration **SELR**

**From April 2020, your CPD must show engagement in at least three of the eligible activities listed at CPD3**

## CPD2: Minimum practice for re-accreditation and UKCP re-registration

The UKCP requires that all individual members be re-registered annually and re-accredited at least every five years. NLPtCA policy is to re-accredit members annually. Members must therefore demonstrate that they have undertaken CPD during the period concerned.

The requirement is that accredited members normally conduct a minimum of 250 hours of CPD over any five-year period and a minimum of **20 hours in any one year**. See CPD5 below for information applicable in the case of breaks in practice.

Confirming that you have met the minimum requirement is an essential component of your Reaccreditation application form. Maintaining an accurate and up to date CPD portfolio/log will ensure that you are able to provide clear information about the CPD conducted. This may be called upon to be reviewed in further detail with a five-year cycle.

Normally a proportion of CPD will address the awareness of developments in contemporary thinking and best practice, particularly regarding diversity and equality and give evidence of reflective/reflexive practice.

Your CPD will be reviewed at your annual re-accreditation. Members must undertake an appropriate range of CPD activities. It is up to the Member to determine the correct mix for themselves, and to be able to justify it. Each member needs to demonstrate a balance of activities which are applicable to their level of practice.

*Members must be able to demonstrate a proportion of their activities via objective processes (e.g. certificates of attendance) and be able to justify the reason why they cannot if that is the case.* The aim is to provide maximum flexibility while recognising that as a regulator UKCP needs to see evidence to back up members' claims.

Due to the wide scope that members have to gain CPD hours and the nature of psychotherapy with clients, there are no pro-rata hours for part-time therapists. This is with the spirit "to

promote high standards of training and practice in psychotherapy and the wider provision of psychotherapy for the public”

## CPD3: Eligible Continual Professional Development Activities

All CPD should be recorded and reviewed in Supervision. It is recommended that you keep a log for your records and validation of all your CPD activities.

CPD time should be spread over a number of activities. Long and short term training courses can contribute to the whole of the CPD requirement. Otherwise CPD must show engagement in **at least three** of the activities listed below:

- Education and training in any recognised modality through long and short-term courses
- Attendance at relevant conferences and seminars of an educative nature.
- Attendance at internal training programmes with employers or practice institutions relevant to the practice or management of psychotherapy.
- Imparting knowledge in areas relevant to psychotherapy such as writing articles, books or conference and seminar papers. Preparation of courses and trainings as a professional or non-professional tutor.
- Contributing to the profession or community in activities relevant to the delivery of psychotherapy such as Involvement in NLPtCA board, committee, panel or work group activity, UKCP or other professional committees and charitable works.
- Engagement in research activities, the application or development of new ideas or models.
- Written reflection on learning and personal development via:
  - Attending personal therapy.
  - Other structured forms of personal contemplation or practice.
  - Reading related books, journals, and other publications, including the internet.
  - Accounts of any experiences that have enriched your work as therapist, including TV, film, documentaries, theatre, travel.
- Peer review/practice reflection groups.
- Clinical supervision in one-to-one, group, or peer group settings, that is in excess of the minimum required supervision hours. For example if 20 hours of supervision has been undertaken and 12 hours of supervision required per annum, then 8 hours would be classified as CPD.

Topics and subjects that can be added to your CPD portfolio may include (and is not limited to);

- Clinical Practice
- Clinical Supervision
- Human Development
- Psychopathology
- Sexuality & Gender
- Ethics
- Research
- Social Science
- Other Psychotherapeutic Approaches
- Specific training for working in specialised areas\*
- Reflective practice, facilitated in supervision

\*In accordance with our Code of Ethics and Guidelines; for areas such as Child Psychotherapy, Couples therapy, Group and Family therapy specialised training is required.

## CPD4: Sabbaticals and Periods out of Registration

Please refer to NLPtCA Sabbaticals and Elective Lapse of Registration **SELR** guidelines.

Sabbaticals are periods during which a Member remains registered but does not participate in client work or clinical supervision.

Members intending not to see clients for a period beyond three months must inform the Registrar. Whatever the length of the sabbatical the CPD requirements must be met.

An elective lapse of registration occurs when a Member chooses to take a break from practice and wishes to allow registration to lapse for a period of time. As the UKCP registration fees are payable annually any such election can only take effect from the next registration date and fees are not refundable once paid.

It is the guiding principle that it is necessary to undertake CPD in order for Members to maintain fitness to practice (and thus entitlement to registration), and marketability, and to keep up-to-date with changes and other advances in the profession.