

## Contents

PP1	General Policy
PP2	The Accrediting Team
PP3	Interviews
PP4	Appeals
PP5	Annual Report
PP6	Terms and Definitions
PP7	NLPtCA Accreditation Document Set
PP8	NLPtCA Re-Accreditation Document Set

**For the Accreditation and Re-Accreditation of Psychotherapists through the Neurolinguistic Psychotherapy and Counselling Association (NLPtCA) for registration with the United Kingdom Council for Psychotherapy**

**NLPtCA is a Member Organisation of the Constructivist and Existential College**

*This document replaces all previous accreditation documents and guidelines.*

<i>Key to colour coding within the accreditation document set</i>	
<i>Text in Pink</i>	<i>Reference to another document / section of another document in the set</i>
<i>Text in Purple</i>	<i>Information that is updated each year - for administrative purposes only</i>
<i>Text in Red</i>	<i>Updated within this version</i>

## PP1: General Policy

### **Purpose of this Document**

To provide the Board of NLPtCA, the Accrediting Team, applicants, and their supervisors and trainers with a description of the policies and procedures of accreditation and re-accreditation.

This document contains an overview of the accreditation policy. The detailed criteria and procedures are contained in the supporting document sets listed in [PP7](#) and [PP8](#) below

### **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).

Ensure the applicant demonstrates 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).

### **Route to Accreditation**

The Board of NLPtCA recognises that applicants may have acquired their knowledge and experience from a diverse range of sources. The Accrediting Team will accredit any applicant who demonstrates that they fulfil all the quantitative and qualitative criteria specified in General Guidelines ([GG5](#)) and amplified in the Application Form Guidelines ([AFG](#)), SAR Guidelines ([SARG](#)) and TAR Guidelines ([TARG](#)) via the process outlined in General Guidelines ([GG](#)).

### **Equal Opportunities**

The Accrediting Team are committed to equal opportunities as set out in Section 1.4 of the Criteria and Guidelines of the Experiential Constructivist Section of UKCP: "There should be no discrimination on grounds of gender, race, nationality, sexual orientation, age, disability, political or religious persuasion" (UKCP Constructivist & Existential College: Criteria and Guidelines for Members).

If an applicant feels discriminated against they should report this to the External Moderator.

### **Changes in Policy**

The Accreditation Moderator will not make substantive changes to this document and its appendices without prior agreement of the Professional Standards Committee and approval of the Board. These changes must be published on the NLPtCA web site and notice given to members twelve months prior to those changes becoming effective.

Changes which relax the criteria for accreditation may be introduced without 12 months notice. Corrections and changes that update the wording but do not alter approved policy and procedure can be made with agreement of the PSC.

# Accreditation Policy and Procedure 2018

Final: December 2017

Changes will be made in response to:

- Changes in the guidelines and requirements from UKCP.
- Changes in the guidelines and requirements from the Constructivist and Existential College.
- Feedback received from applicants, their trainers and supervisors, and the External Moderator.
- The Accrediting Team's own reflection on the need to continually improve the accreditation process and the standards of training, supervision, and practice of Neurolinguistic Psychotherapists.
- Parliamentary developments in the professional standing of psychotherapists.

## PP2: The Accrediting Team

### 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. The Accreditation Registrar will preferably have at least one year Accrediting Panel experience prior to appointment. **RAR** describes The Role of Accreditation Registrar.

### Accrediting Panel

The Accrediting Panel will be composed of at least four members (including the Registrar) who are experienced UKCP registered psychotherapists practising NLPt. Each member will be approved by the Board for a period of four years after which they can continue with the permission of the Board.

### Internal Accreditation Moderator

The role of the Internal Accreditation Moderator is to oversee the policy and procedure. The Internal Moderator guides the Accrediting Team in matters of policy and procedure. The Internal Moderator has no input into the verification of individual applications.

### External Moderator

As required by the Guidelines of the Experiential Constructivist Section, the Board of NLPtCA will appoint an External Moderator to oversee the process of accreditation. The role of the External Moderator is to ensure fairness, facilitate transparency and continuous improvement in the delivery of the NLPtCA accreditation process. The External Moderator will document their observations and recommendations in a report to the Board. The person appointed shall be suitably qualified and not be a member of NLPtCA. **REM** describes The Role of the External Moderator.

In addition to the presence of an External Moderator at the panel meeting, College and UKCP may periodically review applications within the Quinquennial Review process.

Past reports can be requested by emailing [accreditation@nlptca.com](mailto:accreditation@nlptca.com)

### Accreditation Support

#### Completeness Check

# Accreditation Policy and Procedure 2018

*Final: December 2017*

The NLPtCA Administrator provides support by reviewing emails sent to the [accreditation@nlptca.com](mailto:accreditation@nlptca.com) email address and liaising with the Registrar as appropriate. The Administrator also performs a basic check for completeness of applications received for the Accreditation Panel. Applicants are wholly responsible for ensuring that they provide all required documentation.

## Quantitative Criteria Check

In addition, a quantitative check may be carried out by accredited NLPtCA members, who although not members of the panel, act on behalf of the Registrar. The quantitative check establishes compliance with the quantitative criteria prior to the documents being shared with the panel. Having these members carry out the quantitative check allows the Panel to focus on the qualitative information during their deliberation.

## **The Aims of the Accrediting Team will be to:**

- Maintain and promote the standards defined by the Board of NLPtCA for the provision of the modality of NLPt for the protection of the public.
- Implement an efficient, transparent and supportive accreditation and re-accreditation process that assists applicants to successfully complete the process of accreditation.
- Verify that an applicant has provided evidence that demonstrates the quantitative Criteria of Assessment outlined in **GG5** have been met.
- Verify that an applicant's Supervisor and Trainer Assessment Reports provide sufficient evidence of the qualitative criteria having been fulfilled. (Criteria outlined in **GG5**)

The Panel and /or Accreditation Registrar may exercise limited discretion regarding minor departures from the quantitative requirements

## **The Accrediting Team is required to:**

- Hold all matters and information arising from the accreditation process in strictest confidence.
- Make decisions based on the evidence provided and to remain aware of how their own internal processes and values can influence their judgement.
- Be sensitive in their use of self-promotion materials that make reference to their work on an Accrediting Team. Whereas it is expected and encouraged that Team members will include this work in such things as curriculum vitae and professional biographies, they should not over state their role, or otherwise seek to mislead or influence others as to the nature or level of responsibility that they hold or have held.
- Announce any potential conflict of interest and declare any relationship with an applicant or other members of the Accrediting Team e.g. supervisor, trainer, business partner, family, friendship, etc.
- Take positive steps to avoid discrimination on grounds of gender, race, age, sexual orientation, disability or religion.
- Operate from the Presuppositions of NLP respecting the applicant's subjective experience.
- Publish in good time the timetable for accreditation.
- Give precise and clear guidance as to the evidence re-applicants need to supply in their re-application to fulfil the accreditation criteria.
- Provide an Annual Report to the Board of the findings of the Accrediting Team and make a summary available to the membership of NLPtCA and other interested parties (see **PP5** below).

# Accreditation Policy and Procedure 2018

*Final: December 2017*

- The Internal Accreditation Moderator will request feedback from all applicants, supervisors and trainers involved in that year's accreditation process to be submitted in writing.
- The Internal Accreditation Moderator will consider and incorporate feedback as provided by the External Moderator and the Accrediting Team and present proposed changes to the PSC and Board for deliberation.

## PP3: Interviews

Applicants who provide evidence of meeting all the quantitative criteria, and whose reports provide sufficient evidence of the qualitative criteria being fulfilled, will not be required to attend an interview, and registration with UKCP will follow automatically.

The aim of the interview process, when required, is to assist the applicant to demonstrate to the Accrediting Panel the fulfilment of particular Assessment Criteria notified in advance.

Conditions for offering an interview:

- Interviews may be offered to applicants who have not fulfilled all the quantitative criteria.
- Interviews may be offered where an applicant has been informed of any shortfalls in their qualitative evidence and has been given time to submit further evidence to meet the shortfall and is unable to do so.
- Interviews may be used to offer the applicant an opportunity to demonstrate one or more criteria which cannot be evidenced by other means.

The Accrediting Panel is required to enable the applicant to respond to the questions offered in a climate of trust and understanding and to facilitate full and open responses by the nature of the questions asked. Interviews are usually conducted by three members of the Panel.

## PP4: Appeals

If an applicant is dissatisfied with the determination of the Accrediting Team, the applicant has the right of appeal, first to the External Moderator and then, if necessary, to the Appeals Panel of NLPtCA. See the Appeals Procedure [AP](#)

## PP5: Annual Report

The Accrediting Team is required to provide an Annual Report to the Board. The report will:

- Be prepared by the Accreditation Registrar in consultation with other Accrediting Team members.
- Detail the results of the accreditation process.
- Make recommendations to improve the accreditation process based on feedback received from the External Moderator, applicants, supervisors and trainers, as well as the reflection of the Accrediting Team.

A summary of the report should be made available to the membership of NLPtCA which:

# Accreditation Policy and Procedure 2018

*Final: December 2017*

- Protects the individual identity of applicants by only providing numbers of successful and unsuccessful candidates, and if appropriate, collating in which areas candidates were unsuccessful.
- Where appropriate, provides guidance to training organisations and supervisors.

Past reports can be requested by emailing [accreditation@nlptca.com](mailto:accreditation@nlptca.com)

## PP6: Terms and Definitions

Terms and Definitions referred to in this document and the accompanying document sets for accreditation and re-accreditation:

Accreditation	The process whereby NLPtCA accredits psychotherapists in compliance with the requirements of UKCP registration.
Accreditation Criteria	The list of quantitative and qualitative requirements that an applicant must meet to qualify for NLPtCA accreditation and UKCP registration.
Internal Accreditation Moderator	Person responsible for policy and procedure and any changes. Changes to be decided by the PSC and approved by the Board to ensure that all changes are integrated with other policy areas.
Accreditation Registrar	Person responsible for the implementation of policy and procedure with the help of the Accreditation team.
APL	Accreditation of Prior Learning.
Assessment Report	A report of the clinical competence and ethical practice of an applicant written by the applicant's supervisor, trainer or other suitability qualified psychotherapist.
BACP	British Association for Counselling and Psychotherapy
The Board	The Board of Directors of NLPtCA, elected by the membership of the Association.
BPS	British Psychological Society.
Code of Ethics	The Code of Ethics published from time to time by NLPtCA to which members are required to adhere.
Constructivist and Existential College	The UKCP College of which NLPtCA is a member.
CPD	Continuing Professional Development.
External Moderator	The person appointed from outside NLPtCA to moderate NLPtCA standards with external UKCP standards.
Master practitioner	Qualification at Master practitioner level has a minimum requirement of 120 hours of face to face training.
New Applicant	A member of NLPtCA making their first application for accreditation.
NLP	The body of knowledge known as Neuro-Linguistic Programming.
NLPtCA	The Neurolinguistic Psychotherapy and Counselling Association.
Presuppositions of NLP	The principles and guiding philosophy for practitioners of NLP. (e.g. pp 1000-1004, Encyclopedia of Systemic Neuro-Linguistic Programming and NLP New Coding, 2000, Robert Dilts and Judith Delozier, <a href="http://nlpuniversitypress.com">http://nlpuniversitypress.com</a> )
PSC	The Professional Standards Committee was established by the NLPtCA Board in October 2006 to oversee and coordinate all standards for

# Accreditation Policy and Procedure 2018

Final: December 2017

	accreditation, supervision, training and ethical practice.
Re-Accreditation	The annual process whereby accredited NLPtCA members maintain their registration with UKCP.
Re-Application	The process whereby members of NLPtCA who have applied for Accreditation but did not demonstrate full compliance with the Accreditation Criteria subsequently re-apply for accreditation.
Registration	The process established and regulated by UKCP for the entry of accredited psychotherapists onto the national Register of Psychotherapists.
UKCP	The United Kingdom Council for Psychotherapy.

## PP7: NLPtCA Accreditation Document Set

Each year the document set is updated and made available through the NLPtCA website: About NLPtCA / Becoming an NLPtCA Psychotherapist / Accreditation / Applications for Accreditation. Changes are highlighted in red within the document set and summarised at [GG5](#). Applicants who notified their intention of applying for accreditation are informed by email that the relevant document set is available: usually in the December prior to the March deadline for applications.

### For New Applicants

- 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

### General Documents

- RAR Role of Accreditation Registrar
- REM Role of External Moderator
- AP Appeals Procedure

## PP8: NLPtCA Re- Accreditation Document Set

Each year the document set is updated and made available through the NLPtCA website: About NLPtCA / Becoming an NLPtCA Psychotherapist / Accreditation / Re-Accreditation. Changes are highlighted in red within the document set. Accredited Members are informed by email that the relevant document set is available: usually in the March prior to the May deadline for re-accreditation submission.

- RAG Re-Accreditation Guidelines

# Accreditation Policy and Procedure 2018

*Final: December 2017*



RAAF Re-Accreditation Application Form

ADR Annual Development Review for Accredited Psychotherapists