

Re-Accreditation Guidelines 2020 (RAG)

Approved: February 2020

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These guidelines are applicable for **Accredited members** who wish to renew their existing accreditation with NLPtCA. Re-accreditation is an **Annual** process

An explanation of the terms and acronyms used in these guidelines is given in [section PP6](#) of the NLPtCA Accreditation Policy and Procedure document.

THE CLOSING DATE FOR THE RECEIPT OF APPLICATION FOR RE-ACCREDITATION IS
31st May 2020

Your re-accreditation with NLPtCA will be complete when the fees and re-accreditation forms are received and in order. This includes any re-submission fees.

NLPtCA applications and fees that are not received by the closing date (or arrive incomplete) may result in your name being removed from the UKCP Register of Psychotherapists. **It is the applicant's responsibility to check the submitted documentation for completeness**

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RAG1: Introduction

UKCP ethical guidelines require all registered psychotherapists to maintain and improve their standards of clinical practice. In order to remain accredited with NLPtCA and therefore eligible to renew registration with UKCP, accredited members must provide evidence annually of fulfilling all of the criteria.

The purpose of this document is to help accredited Neurolinguistic Psychotherapists apply for re-accreditation with NLPtCA and thereby renew their registration with UKCP.

NLPtCA or UKCP may request further evidence of fulfilling the post-accreditation requirements either because they have concerns or as part of a random audit.

Please ensure you have copies of all the relevant 2020 re-accreditation documentation:

- RAG** Re-accreditation Guidelines 2020
- ADR** Annual Development Review Form 2020 *
- RAAF** Re-Accreditation Application Form 2020 *

Code of ethics (updated 2017)

CPD Continuing Professional Development (updated 2018)

SELR Sabbaticals and Elective Lapse of Registration (first published 2019)

*There is now a Peervision version of the RAAF and ADR, available from the website

These documents can be obtained from the Members Filestore of the NLPtCA website:

www.nlptca.com

Or if necessary via email from the Accreditation Administrator:

admin@nlptca.com

01684 252 005

Where there is a particular need, a paper version of the accreditation documentation can be obtained from the Accreditation Administrator.

Incomplete or incorrectly completed Re- Accreditation Application Forms will be returned to members and must be remedied/re-submitted by the submission deadline. A re-submission fee of £25 will be charged if non-compliant documentation is submitted.

From 1st April 2018, there is no requirement for face to face supervision for psychotherapists from their fourth year following accreditation . The recommendation is that one session per annum (and initial sessions with a new supervisor) should be face to face.

From 1st April 2018 the 40% maximum allowance for supervision via 'remote media' (eg Skype, Face Time, phone) increases to 50% for accredited psychotherapists intending to apply for reaccreditation and who have been accredited for less than 3 years. (*Notified Board newsletter Autumn 2018*)

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From April 2018 the required client hours for accredited psychotherapists reduces to 50 per annum. (Notified Board newsletter Autumn 2018)

From 1st April 2020 your CPD must show engagement in at least three of the eligible activities listed at CPD3. (Notified Board newsletter Autumn 2018)

Applications for re- accreditation from 2018 require you to confirm the year of your accreditation.

Applications made from 2019 (for the year to 31st March 2019) will require you to confirm that you meet any relevant supervision allowances

From 1st April 2018, to ensure compliance with UKCP registration requirements, you are required to hold Insurance covering all other psychotherapy practise – if you are practising other than NLPt

RAG2: Re-Accreditation Requirements

Requirement	Guidelines
NLPtCA membership and accreditation admin fee - including any re-submission fees - paid	RAG8 (1. Membership & Fees)
Member abides by NLPtCA and UKCP Codes of Ethics	RAG8 (2. Ethics)
A minimum of one hour face to face supervision per month, <i>or the equivalent</i> . For Psychotherapists accredited for less than three years the percentage of supervision received via 'remote media' (eg Skype, Face Time, phone) is no more than 50%.	RAG7 (2. Details of Supervision) RAG8 (3. Supervision)
A minimum of 50 hours of client work using Neurolinguistic Psychotherapy	RAG8 (4. Client Contact Hours)
Member maintains Public Liability and Malpractice Insurance that covers Neurolinguistic Psychotherapy and all psychotherapy practice and modalities	RAG7 (introduction) RAG8 (5. Insurance)
A minimum of 20 hours CPD in any year within a five year cycle. (From April 2020 these hours must show engagement across at least 3 eligible categories) A minimum of 250 hours within the 5 year cycle	RAG7 (1. Details of CPD) RAG8 (6. CPD)
Notification of any criminal charges or complaints brought against the member	RAG8 (7. Complaints & Criminal Charges)
Notification of any changes in personal circumstances or contact details for the member.	RAG8 (8. Changes)

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RAG3: Eligibility of Supervisor or Peervision Group

While an accredited member may have more than one supervisory arrangement, *one* supervisor (or peervision group) must agree to monitor the member's adherence to the requirements outlined in this document.

The nominated supervisor is (or all members of a peervision group are) required to complete an Annual Development Review which verifies that the supervisee seeking re-accreditation has fulfilled all current Post-Accreditation Requirements (see [ADR](#) for a suggested format).

Supervision with a spouse/partner or associate with whom one shares an ongoing interest in a practice or commercial venture is not eligible to count towards the required twelve hours of supervision.

If because of geography or other personal circumstances your supervision arrangements cannot meet the standard post-accreditation requirements, you must agree variations with the Accreditation Registrar in writing in advance.

First Year following Accreditation

Accredited members are required to have supervision with a recognised NLPtCA supervisor for the first year following accreditation.

After the First Year

After the first year it is acceptable for an accredited member to have supervision which is not NLPt-specific as long as the supervisor is recognised as a supervisor and registered as a psychotherapist with UKCP or BACP or other appropriate psychotherapy organisation.

Where an accredited member seeks supervision which is not NLPt-specific, they need to contact the Accreditation Registrar *in advance* who will advise on whether the qualifications and experience of the nominated supervisor meet the criteria.

While your supervisor does not have to be a recognised NLPt supervisor after your first year as an accredited member, they do have to be qualified to countersign your Re-Accreditation Application Form ([RAAF](#)) which includes the declaration:

"To the best of my knowledge and belief, I state that the above supervisee is practising Neurolinguistic Psychotherapy with his/her clients in a safe, effective and professional manner."

To make this assessment they will need to have sufficient qualifications and/or experience of "Neurolinguistic Psychotherapy". It is your responsibility to show that your supervisor is qualified to sign the form. We only need enough information to know that the supervisor completing the report is suitably qualified to make the assessment of your clinical competence and ethical practice as a Neurolinguistic Psychotherapist:

A recognised NLPtCA supervisor only needs to state "recognised NLPtCA supervisor".

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A psychotherapist registered with another UKCP section or other accrediting body (e.g. BACP, BPS) should state:

1. The name of their accrediting organisation and registration body and number.
2. The accrediting body or employer recognising them as a Supervisor. (eg details of their training / certification in supervision / relevant employment / experience)
and, if also an NLP Master Practitioner, details of their Master Practitioner training organisation and year of certification.

Fourth year following Accreditation

After three years of supervision, accredited members can use peervision provided the arrangements are agreed in advance with the Accreditation Registrar. Peervision is where:

- a. Two and up to a maximum of five practising psychotherapists meet to supervise each other; and
- b. At least one member present, other than the applicant, is an accredited Neurolinguistic Psychotherapist or an experienced NLP Master Practitioner (i.e. who has been supervised for at least the last 3 years in their practice of Neurolinguistic Psychotherapy).

The purpose of requirement b. is to ensure that you have at least one independent “peer” in the group. This person cannot be a spouse/partner or associate with whom you share an ongoing interest in a practice or commercial venture.

Each member of the group applying for re-accreditation should have received peervision equivalent to one hour of face-to-face supervision per month. If this requirement cannot be met, additional individual supervision will be necessary to fulfill the annual requirement.

RAG4: Supervisor or Peervisor Concerns about Re-accreditation

The process described below is mandatory for NLPtCA members who are supervisees, supervisors or members of a peervision group.

Note, except where stated:

“Supervisee” can be read as ‘peervision group member’.

“Supervisor” can be read as ‘any member of a peervision group’.

When a supervisor is not a member of NLPtCA, NLPtCA requires the procedure specified in this Appendix to be observed. If for any reason the procedure specified cannot be observed, NLPtCA require that the supervisor contact the Accreditation Registrar to explain why the NLPtCA process cannot be used; and to obtain agreement in advance to the suggested alternate procedure.

All parties involved are required to keep formal notes of all related conversations.

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- If a supervisor has concerns about a supervisee's ability to practise in a safe, effective and professional manner s/he should discuss these concerns with the supervisee as soon as possible. It is inappropriate to wait for the formal start of the re-accreditation process.
- If an issue is not resolved, the supervisor must put her/his concerns in writing to the supervisee (copied to all other peervision group members) and advise them that these concerns may jeopardise the signing of the declaration on the Re-Accreditation Application Form (RAAF2).
- Following the written statement, the supervisor (or peervision group) shall either hold another meeting or invite a written response from the supervisee. Holding another meeting should not preclude asking for written responses at a later stage and vice versa.
- If after meeting(s) and/or written response(s) the supervisor is still unable to support re-accreditation they must write to the Accreditation Registrar. If the supervisee does not accept the supervisor's views, the supervisee has the right to seek arbitration at his or her expense.
- A supervisee seeking arbitration shall approach the Accreditation Registrar who will appoint an Arbitrator. Both the supervisee and the supervisor (or peer vision group) shall have the right to be consulted about the appointment and the terms of the arbitration. The Accreditation Registrar will also consult with the Chair of NLPtCA and the NLPtCA Complaints Officer about the appointment and terms, but the individuals involved will not be identified unless there is a compelling reason to do so. After consultation the decision about the appointment and terms of arbitration shall be the prerogative of the Accreditation Registrar.
- The Arbitrator may meet separately with the supervisee and supervisor but must meet with them jointly before reaching a finding. The Arbitrator's decision shall be final and binding.
- In the event of concerns about gross malpractice, negligence or serious ethical misconduct the supervisor, peervision group member or Accreditation Registrar has the right and responsibility to make a formal complaint to the NLPtCA Complaints Officer. If such a complaint is made the Complaints Officer shall consult with the Accreditation Registrar and the Chair of NLPtCA as to whether the Complaints Process shall take precedence over the process described in this document.

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RAG5: Timetable for re-accreditation

1 April 2019 to 31 March 2020	Supervisor/Peervision Group Development Review Period.
March 2020	NLPtCA Re-accreditation forms despatched to accredited members. Invoices for combined membership and re-accreditation admin fee despatched to accredited members [NOTE: 30 day payment term]
1 April 2020 to mid-May 2020	Annual Development Review with supervisor (or peervision group) to be conducted.
1 April 2020 to 31 st March 2021	NLPtCA accreditation year.
31st May 2020	Closing date for submission of the NLPtCA Re-Accreditation form (and, if not previously paid within required 30 day terms, Re-accreditation admin fee - including any re-submission fees - and NLPtCA membership fee) [NOTE: your submission cannot be processed unless payment of ALL fees has been received by NLPtCA]

All NLPtCA membership and NLPtCA accreditation fees must have been paid for a re-accreditation application to be considered.

NLPtCA accreditation does *not* equal UKCP registration. Your UKCP registration *only* becomes valid once UKCP is in receipt of confirmation from NLPtCA that your completed renewal form is in order. This includes payment of any re-submission fees.

UKCP will correspond with you directly regarding confirmation of the renewal of your UKCP membership. Please note that UKCP registration fees are invoiced by, and paid directly to, UKCP.

RAG6: Procedure for submitting an application for re-accreditation

Your submission consists of a completed Re-accreditation Application Form (RAAF) signed by yourself at RAAF1 and RAAF3 and your supervisor* at RAAF2 and RAAF3.

Signatures must be handwritten (rather than 'cut and paste' of a previous signature)

***Peervision Groups.** Each member of your group who is an NLPtCA member should complete RAAF2 and ALL peervision group members must countersign the RAAF3. (Eligibility criteria for peervision groups are described in RAG3). There is now a Peervision version of the application form, available from the NLPtCA website.

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This form must be returned by **31st May 2020** at the latest to:

NLPtCA Accreditation Registrar
c/o NLPtCA Admin Office
8-9 Acorn Business Centre
Hanley Swan
Worcestershire
WR8 0DN

or a scanned version of the original document can be emailed to:

accreditation@nlptca.com

You do *not* need to submit any other documentation unless requested to do so by NLPtCA.

You can assist the administration of the accreditation process by submitting your completed forms as early as possible.

RAG7: Guidelines for completion of the Annual Development Review (ADR)

A suggested format for recording the results of an Annual Development Review is given in **ADR**. The section numbers below correspond to the section numbers on the form. If a different format is used it is the applicant's responsibility to ensure that the evidence recorded is compatible with the guidelines below.

Annual Development Review period: **1 April 2019 to 31 March 2020**

All relevant documentation should be retained for *five* years.

The Annual Development review should also include the verification of a valid certificate of Public Liability and Malpractice Insurance or an equivalent letter from an employer.

1. Details of Continual Professional Development

You should clearly show how your total CPD meets the Post-Accreditation Requirements and Guidelines (*see also RAG8 [6.] and CPD*)

You should document the CPD undertaken during the annual development review period with sufficient details to enable, if necessary, NLPtCA or UKCP to authenticate your completion of the CPD activity.

A wide range of activities are eligible to be included in your CPD portfolio (See the updated NLPtCA **CPD** policy for further information). You must ensure that courses, workshops and other development activities included under CPD have a clear and demonstrable application to your psychotherapy practice.

The development of skills in clinical supervision; psychotherapy teaching, research and management; as well as active involvement in the advancement of NLPtCA are all seen as valid professional development.

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UKCP guidelines state that Continuing Professional Development involves the active reflection on a developmental activity in a way that allows the individual to specify what has been learned. [CPD: Principles & Requirements for Member Organisations available from www.psychotherapy.org.uk/downloads.html]

You can meet this requirement by summarising to your supervisor or peervision group what was involved in each CPD activity you undertook and what you learned in relation to your practice.

For example if the CPD is a training or workshop, you should record:

- Title of training
- A brief description of the content of the training
- Name(s) of lead trainer(s)
- Name and contact information of training organisation
- Date(s) you attended the training
- Number of days duration of training and total training hours
- Qualification received (if any).

2. Details of Supervision

You should clearly show how your total supervision hours meet the Post-Accreditation Requirements and Guidelines ([see also RAG4 & RAG8 \[3.\]](#))

You should record *all* of the supervision/peervision you have received during the review period with all supervisors and peervision groups. This should be with sufficient detail to enable, if necessary, NLPTCA or UKCP to authenticate your supervisory arrangements, including:

- Type of supervision/peervision
e.g. 1:1 face-to-face; group; other (please specify)
- Name of supervisor(s), peervision group members
- Dates and hours attended in the above 12-month period.

NOTE: your records of supervision will require the method of contact for supervision sessions.
Eg Face to face, telephone / Skype / other means of remote contact

3. Details of client work

You should review your client work for any areas of therapy that deserve specialist training:

- Provision of child therapy, family therapy, couples therapy or group therapy
- Working on issues relating to childhood sexual abuse, severe trauma, body oriented psychotherapy, sexual identity and sexuality

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4. Examples of development as a Neurolinguistic Psychotherapist:

Development in this context means improvement in your practice as a psychotherapist.

It is expected that some of the examples of development during the above annual review period will relate to the areas targeted for development in your *previous* annual development review.

Supervisees, supervisors and peervision group members are invited to make use of the 23 competencies identified by NLPTCA as being exemplary of the practice of a Neurolinguistic Psychotherapist. These are described in the Supervisor Assessment Report for New Applicants (**SAR**) and in the Guidelines for Supervisors of New Applicants (**SARG**) available from the Accreditation pages in “Information for Members” section in the Members Area of the website at: www.nlptca.com

5. Examples of development of self-supervision:

NLPTCA expects that your development as a psychotherapist involves the continual improvement of your ability to self-supervise (in addition to your formal supervisory arrangements).

Self-supervision means your:

- Ability to reflect on the process of Neurolinguistic psychotherapy.
- Awareness of own process before, during, and after working with a client.
- Ability to apply your reflexivity and awareness to your clinical practice.

6. Areas identified for development

NLPTCA expects that the examples given will meet the NLP Well-formed Outcome conditions.

7. CPD plans

As well as formal training and workshops, you should record any other forms of Continuing Professional Development (equivalent to at least 20 hours) agreed in advance with your nominated supervisor or peervision group.

8. Signed and dated

You should sign and date your Annual Development Review and have it countersigned by your nominated supervisor or each member of a nominated peervision group. When signing, please note the declarations on pages 1 and 2 of the Re-Accreditation Application Form (**RAAF**)

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RAG8: Guidelines for completion of the Re-Accreditation Application Form (RAAF)

1. Membership and Fees

You will be invoiced by NLPtCA for the 2019 fees:

NLPtCA membership fee	£100.00
NLPtCA accreditation admin fee	<u>£ 80.00</u>
	<u>£180.00</u>

Please note that a re-submission fee of £25 will also be charged if non-compliant documentation is submitted and requires re-submission.

2. Ethics

Accredited members must abide by the NLPtCA and UKCP Codes of Ethics.

The Code of Ethics can be downloaded from:

NLPtCA www.nlptca.com

UKCP [https://www.psychotherapy.org.uk/wp-](https://www.psychotherapy.org.uk/wp-content/uploads/2017/11/UKCP-Ethical-Principles-and-Code-of-Professional-Conduct.pdf)

[content/uploads/2017/11/UKCP-Ethical-Principles-and-Code-of-Professional-Conduct.pdf](https://www.psychotherapy.org.uk/wp-content/uploads/2017/11/UKCP-Ethical-Principles-and-Code-of-Professional-Conduct.pdf)

3. Supervision

A minimum of one hour of face-to-face supervision per month, *or the equivalent*, is a requirement of each accredited member. This may be individual supervision, group supervision or within a peervision group (see **RAG3** above).

From 1st April 2018, there is no requirement for face to face supervision for psychotherapists from their fourth year following accreditation. The recommendation is that one session per annum (and initial sessions with a new supervisor) should be face to face.

From 1st April 2018 the 40% maximum allowance for supervision via 'remote media' (eg Skype, Face Time, phone) increases to 50% for accredited psychotherapists intending to apply for reaccreditation and who have been accredited for less than 3 years.

4. Client Contact Hours

A minimum of 50 hours of client work using Neurolinguistic Psychotherapy is required in the 12 month period covered by the Supervisor's or Peervision Group's Annual Development Review. Verified by the nominated supervisor/peervision group's knowledge of the applicant throughout the year.

Note: more experienced therapists, or those approaching retirement or for other reasons may choose to work for fewer hours. This must be agreed in writing with the Registrar.

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5. Insurance

You are required to maintain at all times malpractice and public liability insurance that covers you for practising as a *Neurolinguistic Psychotherapist* and is valid for all your psychotherapy modalities and practice.

Please show your supervisor or peervision group a valid *certificate* of insurance or, if you are insured through an employer, a letter from them confirming that their insurance covers you to practice NLPt.

As long as your employment contract has not changed since your last accreditation with NLPtCA and you are still covered by your employer's insurance (and you do not practise outside your contract of employment) there will be no need to show a new letter from the employer each year confirming insurance cover. A statement from you that you continue to be employed by the same employer and are still covered by their insurance will be sufficient.

6. Continuing Professional Development (CPD)

An important part of professional practice is the regular refreshing of knowledge and the development of additional skills.

For re-accreditation the requirements of minimum 250 hours (within a five year cycle) has been introduced (see CPD) to meet current UKCP standards. A minimum of 20 hours is required during any year within that five year cycle.

From 1st April 2020 your CPD must show engagement in at least three of the eligible activities listed at CPD3

7. Complaints/Criminal Charges

Accredited members must inform the Accreditation Registrar immediately if any criminal charges are brought against them; or if a complaint about them is made to any UKCP section or other professional body.

Accredited members must sign that either no criminal charges or complaints about them have been made to any UKCP section or other professional body; or if they have, that they have informed the Accreditation Registrar.

8. Changes

Any changes to an accredited member's professional circumstances or contact details must be communicated in writing to both the Registrar (c/o accreditation@nlptca.com) and UKCP. It is your responsibility to keep your NLPtCA membership and accreditation records and www.nlptca.com entry up to date. You must *email* or *write* to the NLPtCA Accreditation Administrator at the address in RAG6 with any changes to your name, address, telephone number, email or other contact details.

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You must also inform the Accreditation Registrar of any changes in your health which might affect your ability to practise psychotherapy on a regular basis, or to work effectively with clients, or otherwise make any special demands on your clients (including mental, hearing or sight difficulties).

You must also inform UKCP of changes to your contact details. The UKCP 'Change of Detail' form can be downloaded from their web site and returned to them as advised:

www.psychotherapy.org.uk/psychotherapists.html