

Level Two Provisional Accreditation As a Cognitive Behavioural Psychotherapist Criteria and Guidelines

Provisional Accreditation as a Cognitive Behavioural Psychotherapist with BABCP means that the entry criteria and Minimum Training Standards for Accreditation have been achieved.

Full Accreditation is dependent on submission, 12-18 months after the date of Provisional Accreditation, of an application for Full Accreditation (see separate criteria and guidelines). Full Accreditation is for 12 months, after this, members are reaccruited annually by making a yearly online declaration of fulfilling the required standards for CBT practice, CBT supervision and CBT CPD. This is verified by random audit.

The overall process of Accreditation is not complete until Full Accreditation has been granted. If an application for Full Accreditation is not received, or granted, then the practitioner's status of Provisional Accreditation will lapse, and the individual will have removed themselves from the CBT Register UK.

CRITERIA FOR PROVISIONAL ACCREDITATION

The following seven criteria must be met in order to gain Provisional Accreditation:

1. Have a relevant core professional training, to degree level or equivalent
2. Have been accountable for their own professional practice to a senior member of their own, or another of the relevant core professions for at least one year since professional qualification
3. Provide a satisfactory statement of training in the theory and practice of CBT related to designated areas of competence
4. Have ongoing CBT Clinical Supervision, including regular live assessment of practice
5. Sign a statement of intent to submit an application for Full Accreditation after a further 12 -18 months, and to sustained commitment to the theory and practice of CBT which includes Continuing Professional Development, and ongoing Clinical Supervision
6. Demonstrate knowledge and understanding of the therapeutic relationship and competence in the development, maintenance and ending of such relationships
7. Adhere to the BABCP Standards of Conduct, Performance and Ethics for Members, and be willing to be scrutinised in this adherence as required

YOUR RESPONSIBILITIES

Refer to all of the relevant guidance and reference documents you are advised to read and comply with, whilst completing your application.

Applicants must meet all Accreditation criteria, and provide their application within the minimum quality standards set out in order to be awarded Provisional Accreditation.

Ensure that you have demonstrated and evidenced how you meet all Accreditation criteria.

Only application forms and associated supporting forms and documentation which meet the minimum standards in terms of **quality** as set out in the guidelines will be accepted into the Accreditation process, (correct forms used, signed and dated within timescales, sufficiently and correctly filled in to the standard of examples, instructions followed). Those that do not meet the minimum quality standards will be returned to the applicant as inadmissible into the process and will require the applicant to re-submit.

CRITERIA & GUIDELINES FOR LEVEL 2 PROVISIONAL ACCREDITATION

Please refer to the Accreditation section of the BABCP website for more detailed information on your responsibilities, and the Accreditation process.

GENERAL NOTES ON MAKING AN APPLICATION FOR LEVEL 2 PROVISIONAL ACCREDITATION

All applications must be presented on the most up to date forms relating to **Level 2 Provisional Accreditation**. Please check the Accreditation section of the BABCP website, to ensure you have the most up to date forms, information, criteria and guidelines

Forms and documents required for information purposes or completion are:

- **Criteria and Guidelines for Level 2 Provisional Accreditation** (*for information purposes*)
- **Minimum Training Standards** (*for information purposes*)
- **Application form for Level 2 Provisional Accreditation** (*for completion and submission*) – you must complete ALL relevant sections of the form, and it should be signed within one month prior to receipt at the BABCP office

MAKING YOUR APPLICATION

- Check the Accreditation section of the website for current fees
- All forms should be typed in Word, not hand-written (contact accreditation@babcp.com if this is not possible)
- Do not provide original certificates, please only send photocopies
- Attach additional sheets if needed
- **PLEASE NOTE:** On receipt at the office, your application pack is scanned, because its entire passage through the Accreditation process is managed electronically. Therefore please provide your application pack **as a continuous document of A4 pages**, preferably **single-sided**. When compiling your application pack, please ensure that you:
 - Do not put documents in plastic wallets or separate folders
 - Do not use dividers / separators / tabs
 - Do not use stick on tabs, labels, or post-it notes
 - Do not staple documents (*other than your cheque to your front page, for security*)
 - Do not use paper clips, acco-clips, etc.

Instead

- Please label your documents on the top right corner of the page, and cross-reference within your application form, as instructed
- If necessary hand write any brief notes on the relevant page itself
- Identify any double-sided pages or sections of your application pack with a post-it note or similar

Each section of the Provisional Accreditation Application Form is explained, and example information for each section is shown below.

APPLICANT'S DETAILS

Please complete this section as fully as possible

Contact information provided will be used for all BABCP correspondence – the BABCP database will be updated with this information.

You will be asked to provide further / different contact information for entry on the CBT Register UK, if applicable.

Applicant's Name FRED BLOGGS

- All forms to be typed, not hand-written (*contact accreditation@babcp.com if this is not possible*)
- Attach additional sheets if needed
- Refer to the Criteria and Guidelines for Level 2 Provisional Accreditation when completing the application form

APPLICANT'S DETAILS

Full Name	Frederick Simon Bloggs						
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input checked="" type="checkbox"/>	Prof <input type="checkbox"/>	Other (state)
Profession	Counselling Psychologist						
Job Title	Consultant Cognitive Behavioural Psychotherapist						
Address <small><i>This is the address used for BABCP correspondence. You will have a choice of a different address for the register if Accredited</i></small>	100 Any Address, Any Town, Anywhere		Post Code ANY ONE				
Tel Work	020 7946 0123						
Tel Home / Mobile	07700 901234						
E-mail	fred.bloggs@anyemail.com						
Confirm that you are a member	<input checked="" type="checkbox"/>						

Enclosures

Please tick enclosure checklist below when you have included all enclosures

Application Fee payable to BABCP <small>(check BABCP website for current fees)</small>	<input checked="" type="checkbox"/>	<p>Return all documentation to:</p> <p>BABCP Imperial House Hornby Street Bury BL9 5BN</p> <p>T: 0161 705 4304 E: accreditation@babcp.com</p>
Certificates / Evidence of Qualifications	<input checked="" type="checkbox"/>	
Evidence of an assessed KSA	<input checked="" type="checkbox"/>	
Additional Information (where necessary)	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
Additional Information (where necessary)	<input type="checkbox"/>	

TRAINING AND QUALIFICATIONS**CRITERION ONE: Core Professional Training****This section is about your CORE PROFESSION ONLY**

You must tick **ONLY ONE** of the Core Professions

Recognised Core Professional Trainings are:

- Psychology – First degree plus a post-graduate qualification (MSc or Doctorate) in an applied area such as clinical, counselling, educational, forensic, health psychology. HPC Registered as Practitioner Psychologist (*HPC registration alone insufficient*)
- Registered Nurse – Mental Health (RMN), or Learning Disability (*general nursing and enrolled nursing is insufficient*)
- Medicine – Psychiatrist or General Practitioner, MBChB or MBBS, and usually PG training with membership of MRCGP, MRCP or MRCPsych
- Occupational Therapy – BSc (Hons) Occupational Therapy, MSc Occupational Therapy, or Dip C.O.T and HPC Registered
- Arts Therapist – HPC Registered
- Counselling – Accredited with the BACP, COSCA, IACP or FDAP (NCAC), or Registered Member CPC
- Social Work – CQSW, DipSW or BA/BSc Hons Social Work
- Probation Services – DipPS
- Teacher of Special Education / Needs – CertEd, B.Ed, or BA/BSc with PGCE, plus additional specialist training in Special Education, with additional counselling / psychotherapy training
- Psychotherapist/Psychotherapeutic Counsellor - with UKCP Registration

If you do not have a recognised Core Professional qualification:

- If you have completed a BABCP Level Two Accredited Course, you have obtained KSA equivalence through the course. Please check the appropriate box and provide evidence of this. This evidence could be in the form of the KSA summary marking sheet signed by the course KSA assessor. Alternative evidence can be a statement/letter from the course director stating that a KSA was provided, scrutinised and satisfactorily met the full KSA criteria as published by the BABCP. This statement must also provide the name of the applicant, the course, the assessor of the KSA and the date the KSA was signed off

CRITERIA & GUIDELINES FOR LEVEL 2 PROVISIONAL ACCREDITATION

If you are unable to tick one of the Core Profession boxes on this page, you should have completed the Knowledge, Skills and Attitudes (KSA) portfolio, providing evidence of your acquisition of the core psychotherapeutic knowledge and skills that you would have attained in a core training such as those listed below. This should have been assessed and passed by your level 2 course.

Please tick **only one** of the Core Professions below, which is your main Core Profession in which you have a recognised qualification

Applied Psychology

- Clinical Psychology
- Counselling Psychology
- Educational Psychology
- Forensic Psychology
- Health Psychology

Nursing

- Mental Health Nursing
- Learning Disability Nursing

Medicine

- Psychiatric Medicine
- General Practice

Allied Health Professions (HPC Registered)

- Occupational Therapy
- Arts Therapist

Other Helping Professions

- Counselling (Fully Accredited by BACP, COSCA, IACP, FDAP (NCAC) or Registered Member CPC)
- Social Work
- Probation Service
- Teacher of Special Education / Needs with additional special education training and counselling / psychotherapy training
- Psychotherapist/Psychotherapeutic Counsellor with UKCP Registration

KSA – no recognised relevant Core Professional qualification

- KSA achieved through a BABCP Level Two Accredited Course, and evidence of this included with this application

This section is about your CORE PROFESSION ONLY (Not specialist CBT Training).

Give details of your Core Professional Training only, including your academic and professional qualifications.

Provide evidence of your qualifications, for example, certificates. Provide copies, not originals.

Please label the document/s for easy reference, for example write “1A” at the top of the page.

Also provide details of membership of other professional bodies, including those relating to your Core Profession, and provide details of the type of registration or membership, for example student member, graduate member, associate member, accredited member etc.

This section is not applicable to those who are applying via the KSA route.

For your Core Professional Training only, detail academic and professional qualifications

Dates From & To	Qualification	Awarding Body / Institute	Evidence Enclosed	Labelled as
1978-1981	BSc 2nd Class Honours, Social Psychology	University of Somewhere	<input checked="" type="checkbox"/>	1A
1982	Certificate in Counselling for Stress Management	Centre for Psychological Stress Management Training	<input checked="" type="checkbox"/>	1B
1984-1988	Practitioner Doctorate in Psychotherapeutic and Counselling Psychology	University of Somewhere Else	<input checked="" type="checkbox"/>	1C
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Membership of Professional Body

If you are a member of a professional body, you are required to give your professional membership number or PIN (e.g. NMC, GMC), and the name of the body with whom this can be checked; date of birth required to check. If you are a KSA applicant, please provide your BABCP membership details below.

PIN	Body	Registration or Membership Type	Date of Birth
111222	BPS	Graduate Member	22/6/59

If membership of your professional body has lapsed, please provide a covering note stating the reason, and check this box

If you do not or never had membership with a professional body and you are not a KSA applicant then please provide a covering note stating the reason, and check this box

CRITERION TWO: Professional Accountability and Practice

This section is about your Professional Accountability relating to your CORE PROFESSION ONLY (Criterion Two).

You must demonstrate that you have had a period of professional working practice where you have worked 'under direction' and had formal or informal management supervision of your professional working practices; this demonstrates a period of consolidation of what has been learned in training within a structured generic working environment, not necessarily relating to CBT practice, which is an important stage of professional development prior to working autonomously.

You must have worked within a professional environment where you were accountable within your professional practice to a senior member of one of the relevant recognised Core Professions, or equivalent. Accountability to an organisation, to clients, or to yourself is not acceptable, e.g. in private practice.

Give details of at least one year of professional practice since qualifying in your Core Professional training. You are required to state the lines of accountability for this professional practice to a senior member of a relevant Core Profession.

If you have evidenced equivalence through KSA, you must give details of at least one year of professional practice where you were accountable to a senior member of a relevant Core Profession since meeting the most recent of the KSA Criteria. This should be the date your KSA portfolio was signed off.

*For your **Core Professional Practice only**, give details of **one year** since qualifying in your Core Profession during which you were accountable to a senior member of a relevant Core Profession.*

If you are a KSA applicant, give details of one year of practice since completing the most recent of the KSA criteria, during which you were accountable to a senior member of a relevant Core Profession.

Dates From & To	Employer	Employed As	Professionally Accountable To	
			Name	Professional Position
1999- 2007	An NHS Trust, Somewhere	Counselling Psychologist	Professor John Smith	Senior Clinical Psychologist

CRITERION THREE: Specialist Behavioural and/or Cognitive Training

Enter the course which you have completed that is BABCP Accredited at Level Two here.

Check the BABCP website, which lists the Level Two Accredited courses and the year they achieved Accreditation.

If you enter a course in this section which was not Level Two Accredited, or was not for your cohort, your application form will be returned to you, as you will need to complete the Provisional Accreditation form (non Level 2 route).

Enter the course title details of your BABCP Level 2 Accredited Training here (if you have not completed a BABCP Level 2 Training, please complete the Provisional Application form (Non Level 2 Route.)

Course Title	Institution	Start Date	Completion Date	Certificate or Statement of Achievement Enclosed if possible	Labelled as
				<input type="checkbox"/>	

CRITERION FOUR: CBT Clinical Supervision

Evidence of Clinical Supervision will be expected when an application is made for FULL Accreditation in 12-18 months time.

CRITERION FIVE: Sustained Commitment

Ensure that you sign and date the form here

Provisional Accreditation is for a period of twelve to eighteen months, after which an application for Full Accreditation must be submitted. This should be when you can demonstrate a full twelve months of clinical practice. You should also submit your Reflective Statements evidencing five CPD activities for the twelve months, and including at least six hours from a CBT Workshop(s), 12 months Supervision Log, and a Supervisor's Report. You must undertake regular live assessment of your clinical practice as part of your supervision arrangements, and ensure that you record such instances within your Supervision Log.

DECLARATION

I understand my commitment to Continuing Professional Development, and Clinical Supervision

Signature <i>Fred Bloggs</i>	Date 1/7/13
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Criminal, Civil, Investigatory & Disciplinary Declarations

You must check a box for each of the questions

If you check yes to any question, you must declare the details on a separate statement and enclose with your application. You may wish to discuss this with one of the Accreditation Liaison Officers in advance by e-mailing accreditation@babcp.com. Details will be handled with discretion and you may include your statement in a sealed envelope.

All applicants must answer each of the six questions below

If you answer YES to any question, please declare details on an attached statement

Question	Declaration	Additional Statement Enclosed	Labelled as
1. Have you ever been convicted of any criminal offence in any court in the UK or elsewhere which might prejudice the public's trust in you, your profession, or the BABCP, if accurately informed about all the circumstances of the case?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Have you ever been found guilty of a civil offence?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<input checked="" type="checkbox"/>	Env. labelled Confidential
3. Have you ever been refused / expelled from membership of any other professional body / register on the grounds of professional misconduct or other professionally related offence?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you ever been the subject of any professionally related disciplinary action (which may or may not have ended in dismissal)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Are you currently / likely to be the subject of any criminal, civil, investigatory or disciplinary proceedings or enquiries?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. To your knowledge, have you ever been, or are you likely to be involved in a situation or incident likely to result in disciplinary action against you as a member of the BABCP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	

DELIBERATELY FALSE STATEMENTS WILL RESULT IN YOUR REMOVAL FROM THE LIST OF ACCREDITED MEMBERS

Ensure that you sign and date the form, within one month prior to submitting your application

Members of the Accreditation Team, and the Practitioner Accreditation Committee may contact you or other parties to the application for further information at any time during the Accreditation process

DECLARATION

I am a Member of the BABCP, and I adhere to the Standards of Conduct, Performance and Ethics in the Practice of Behavioural and Cognitive Psychotherapies.

The information contained in this application and any accompanying documents is accurate to the best of my knowledge.

Signature

Fred Bloggs

Date 1/7/13

The Practitioner Accreditation Committee Reserves the right to seek further information from relevant parties to the application.

Standards of Conduct, Performance and Ethics for Members – Summary Document

Adopted AGM 16 July 2009/Amended Nov 2016

Your Duties as a Member of BABCP: The Standards of Conduct, Performance and Ethics you must keep to in Practice

- **You must act in the best interests of service users**
- **You must maintain high standards of assessment and practice**
- **You must respect the confidentiality of service users**
- **You must keep high standards of personal conduct**
- **You must provide (to us and any relevant regulators and/or professional bodies) any important information about your conduct and competence**
- **You must keep your knowledge and skills up to date**
- **You must act within the limits of your knowledge, skills and experience and, if necessary, refer the matter to another practitioner**
- **You must communicate properly and effectively with service users and other practitioners**
- **You must effectively supervise tasks that you have asked other people to carry out**
- **You must get informed consent to give treatment (except in an emergency)**
- **You must keep accurate records**
- **You must deal fairly and safely with the risks of infection**
- **You must limit your work or stop practising if your performance or judgement is affected by your health**
- **You must behave with honesty and integrity and make sure that your behaviour does not damage the public's confidence in you or your practice**
- **You must make sure that any advertising you do is accurate**

Introductory Statement

1. As a member of the BABCP you are required to make sure that you are familiar with the standards and that you keep to them. If you are applying for membership or Accreditation as a CBT Practitioner, Trainer or Supervisor; Psychological Well-being Practitioner (PWP); or Evidence-Based Parent Training Practitioner (EBPTP) you will be asked to sign a declaration to confirm that you have read and will keep to the standards.
2. It is important that you meet BABCP standards and are able to practise safely and effectively. We also want to make sure that you maintain high standards of personal conduct and do not do anything which might affect the public's confidence in you, the BABCP or any profession to which you may belong. However, we do not dictate how you should meet our standards.

Each standard can normally be met in more than one way. The way in which you meet our standards might change over time because of improvements in technology or changes in your practice.

As an autonomous and accountable practitioner, you need to make informed and reasonable decisions about your practice to make sure that you meet the standards that are relevant to your practice. This might include getting advice and support from education providers, employers, your clinical supervisor, colleagues and other people to make sure that you protect the wellbeing of service users at all times.

Many BABCP members are also members of professional bodies and will therefore be bound by codes of practice of those professions. BABCP recognises the valuable role professional bodies play in representing and promoting the interests of their members. This often includes providing guidance and advice about good practice, which can help you meet their standards and those in this document.

3. It is expected that all members of BABCP approach their work with the aim of resolving problems and promoting the well-being of service users and will endeavour to use their ability and skills to service users' best advantage without prejudice and with due recognition of the value and dignity of every human being. If you make informed, reasonable judgements about your practice, with the best interests of your service users as your prime concern, and you can justify your decisions if you are asked to, it is very likely that you will meet our standards.

By 'informed', we mean that you have enough information to make a decision. This would include reading these standards and taking account of any other relevant guidance or laws. By 'reasonable', we mean that you need to make sensible, practical decisions about your practice, taking account of all relevant information and the best interests of the people who use or are affected by your services. You should also be able to justify your decisions if you are asked to.

4. Throughout these standards, we have used the term 'service user' to refer to anyone who uses or is affected by a member's services. Who your service users are will depend on how and where you work. For example, if you work in clinical practice, your service users might be your patients/clients. In some circumstances, your service users might be organisations rather than individuals. The term also includes other people who might be affected by your practice, such as carers and relatives.

We have used the word 'treatment' in its broadest sense to include a number of actions members carry out. These actions could include diagnostic, monitoring or assessment procedures, therapy or advice.

Refer to the FULL document **Standards of Conduct, Performance and Ethics** here: www.babcp.com/Standards-of-Conduct-Performance-and-Ethics