

British Association for Behavioural and Cognitive Psychotherapies

Course Reaccreditation Process for Level One and Level Two accredited courses

Introduction

Courses accredited by BABCP are usually accredited for five years. This document sets out the process for re-accreditation. The accreditation criteria which courses must meet are laid out in the accreditation process document (see appendix 1).

Step	Action	
Notification of date by which course accreditation must be renewed	BABCP Course Accreditation Administrator contacts the course to initial re-accreditation process during the fifth year since initial accreditation took place helen@babcp.com or rachel@babcp.com	
Document request	BABCP Course administrator requests documents from the course, specifically regarding any changes or updates which have taken place (see appendix 2)	
Pre-visit Phase	The BABCP Course Accreditation Registrar prepares an initial report outlining the information received from the course. This will include any requests for further information or clarification. The report is sent to the course once it is approved by the course accreditation committee.	
Course response to scrutiny report	The course responds to the report providing clarification and further information as requested. If the course does not appear to meet basic criteria, the accreditation may be suspended until this is addressed	
Reaccreditation Panel visit	A course reaccreditation panel is convened. A half day panel visit is arranged to the course (see appendix 3 for outline visit programme)	
Reaccreditation report preparation: Factual accuracy	A draft re-accreditation report is prepared, agreed by the panel and sent to the course to check the factual accuracy of the contents.	

Course response to factual accuracy	Any corrections of the factual content of the course are submitted to the course accreditation registrar	
Final report	The course accreditation committee finalises the report, and it is sent to the course including any conditions and recommendations	
Response to conditions	The course submits its response to any conditions included in the report	
Accreditation	<p>On receipt response by the course to the report, the course accreditation committee can take the following actions:</p> <ol style="list-style-type: none"> 1. Approves the reaccreditation of the course for a further five years, on condition that it continues to meet all the criteria and standards, and that changes to the staff and the course are notified to the course accreditation registrar for approval. 2. Notifies the course that accreditation is suspended, subject to further information, clarification or action as specified. 3. Notifies the course is no longer eligible for accreditation and accreditation will be withdrawn 	
Re-accreditation process	Courses will usually be reaccredited for a further five years, subject to confirmation that conditions continue to be met. In particular, courses are responsible for ensuring that any significant Changes to course team, course validation, host university, resources are notified to the BABCP Course Registrar for review, and accreditation may be suspended or invalidated unless changes are consistent with the standards and conditions set.	

This document was prepared on 30th April 2011 and will be reviewed on April 2012