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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 2017

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

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.

Re-Accreditation Guidelines 2017 (RAG)

Final version: 22nd February 2017

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 2016 re-accreditation documentation:

- RAG** Re-accreditation Guidelines 2017
- ADR** Annual Development Review Form 2017
- RAAF** Re-Accreditation Application Form 2017

These documents can be obtained from the “Becoming an NLPtCA Psychotherapist” pages in the “About NLPtCA” section of the NLPtCA website: www.nlptca.com or if necessary via email from the Accreditation Administrator:

admin@nlptca.com
0870 241 3276

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

From 2013 the requirements of minimum 250 hours of CPD (within a five year cycle) has been included to meet current UKCP standards.

- CPD** Continuing Professional Development

This document can be obtained from the ‘CPD’ page in the “Information for Members” section of the website.

From 1st April 2015, telephone supervision and Skype will be allowable up to a maximum of 40% of Supervision. Notice of the 40% maximum was given to members within the December 2014 NLPtCA newsletter.

The Board note that the current 20% maximum is not verified within the re-accreditation process. Applications made from 2016 (for year to 31st March 2016) onwards will require you to confirm that the percentage of supervision received via telephone / Skype is no more than 40%.

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From 1st April 2018, to ensure compliance with UKCP registration requirements, you will be required to hold:

- **A Disclosure and Barring (DBS) certificate (previously known as a CRB check) for all psychotherapy and counselling client hours**
- **Insurance covering all other psychotherapy practise – if you are practising other than NLPt**

We are surveying accredited members within the 2017 re-accreditation process to establish whether you hold a DBS certificate and the extent of your insurance coverage.

Please see the Spring 2017 NLPtCA newsletter for further information.

RAG2: Re-Accreditation Requirements

Requirement	Guidelines
NLPtCA membership and accreditation admin fee 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> . Percentage of supervision received via telephone / Skype is no more than 40%.	RAG7 (2. Details of Supervision) RAG8 (3. Supervision)
A minimum of 100 hours of client work using Neurolinguistic Psychotherapy	RAG8 (4. Client Contact Hours)
Member maintains Public Liability and Malpractice Insurance that covers Neurolinguistic Psychotherapy (From 2018: all psychotherapy practice and modalities)	RAG7 (introduction) RAG8 (5. Insurance)
A minimum of 20 hours CPD in any year within a five year cycle. 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)

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).

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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".

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.

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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 Peervision 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.

- 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).

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- 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.

RAG5: Timetable for re-accreditation

1 April 2016 to 31 March 2017	Supervisor/Peervision Group Development Review Period.
February 2017	Invoices for combined membership and re-accreditation fee dispatched to accredited members
31 March 2017	Deadline for BACS payment of NLPtCA membership
March 2017	NLPtCA Re-accreditation forms despatched to accredited members.
1 April 2017 to mid-May 2017	Annual Development Review with supervisor (or peervision group) to be conducted.
1 April 2017 to 31 st March 2018	NLPtCA accreditation year.
31st May 2017	Closing date for submission of the NLPtCA Re-Accreditation form and Re-accreditation admin fee to NLPtCA .

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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.

UKCP will send your registration renewal form in September. You must fill this in and return it to UKCP. 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.

***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).

This form must be returned by **31st May 2017 at the latest to:**

NLptCA Accreditation Registrar
c/o Changeworks Communication
St Albans House
St Albans Road
Stafford
ST16 3DP

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 2016 to 31 March 2017**

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

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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 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.

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.]

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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. 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

4. 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.

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5. Areas identified for development

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

6. 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.

7. 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 current Re-Accreditation Application Form (RAAF)

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

1. Membership and Fees

You will be invoiced by NLPtCA for the 2017 fees:

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

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	www.psychotherapy.org.uk/downloads.html

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).

Telephone supervision and Skype will be allowable up to a maximum of 40% of Supervision.

4. Client Contact Hours

A minimum of 100 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.

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In 2017 we are surveying whether you hold a DBS certificate or equivalent

From April 2018 you must hold a current DBS certificate.

5. Insurance

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

In 2017 we are surveying the extent of your insurance coverage in relation to the forms of psychotherapy that you practice

From April 2018 your insurance must be valid for all 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.

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.

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

RAG9: Sabbaticals

After three years as an accredited member, a sabbatical can be taken for one year in seven during which time an accredited member can maintain their UKCP registration provided they comply with the requirements and pay the NLPTCA and UKCP fees.

Definition - A sabbatical is available to those who have been accredited for at least three years and who notify the Accreditation Registrar *by email or in writing in advance*. A sabbatical is considered to be *one* break of up to 12 months from practising as a psychotherapist. Only one sabbatical is allowed within a seven year period.

Period of Time - It is preferred that a sabbatical is taken to coincide with the NLPTCA supervisor/peervision group review period, i.e. 1 April to 31 March.

Fees - To maintain your NLPTCA accreditation and UKCP registration, you are required to pay all NLPTCA membership, accreditation administration and UKCP registration fees in the usual way (as if you were not on sabbatical).

Documentation - You will be required to submit all the usual documentation for the year you were practising prior to your sabbatical.

After your sabbatical - You will need to declare in writing your intention to resume your psychotherapy practice. To continue to be NLPTCA accredited and UKCP registered you will need to fulfil all the Post-Accreditation requirements in effect in the year following your sabbatical. You will also be required to submit an application for re-accreditation in the usual way.

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Illustrative example of a sabbatical timetable:

By 31 March 2017

- Give notice of intention to take a sabbatical.
- Pay NLPtCA membership fee, NLPtCA accreditation fee and UKCP registration fee.

1 April 2017

- Start sabbatical.

By 29 May 2017

- Submit evidence of meeting all Post-Accreditation Requirements (as usual) for year to 31 March 2017

By 31 March 2018

- Declare intention to continue as an accredited psychotherapist.
- Pay NLPtCA membership fee, NLPtCA accreditation fee, and UKCP registration fee.

1 April 2018

- Resume your psychotherapy practice.
- Fulfill all the Post-Accreditation Requirements in effect at the time.

By 31 May 2019

- Submit application and complete Supervisor Annual Development Review for year to 31 March 2019
- Pay all fees (as usual).

Unplanned Sabbatical - If, because of extenuating circumstances a sabbatical is required which does not fall within the normal accreditation period specified above, please notify the Accreditation Registrar by *email or in writing immediately*. The above criteria and timetable will still apply but may be modified to fit the particular circumstances.

Early Return - Should you resume your practice before the end of your sabbatical please ensure that you inform the Accreditation Registrar, and comply with the Post-Accreditation Requirements for supervision, insurance, etc. and that you keep appropriate records for inclusion in your next application for re-accreditation.

Insurance - Please note, you are responsible for maintaining malpractice and public liability insurance whenever you practice Neurolinguistic Psychotherapy. Please ensure that you read your policy carefully and take appropriate action to cover your sabbatical.

RAG10: Lapsed Accreditation

If your accreditation with NLPtCA and registration with UKCP has lapsed for a period of less than three years, you can be re-accredited providing you can present the necessary evidence that you have continued to meet the above requirements for each lapsed year.

If your accreditation has lapsed for more than three years or you have not complied with the all the Post-Accreditation Requirements specified in Appendix 11, you should write to the

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Accreditation Registrar giving details *since your last accreditation* of:

- why your accreditation lapsed
- in which areas and for how long you met the requirements
- in which areas and for how long you did *not* meet the requirements.

The Accrediting Team will consider your circumstances and specify the conditions under which you can be re-accredited. This may include providing evidence of fulfilling any new criteria that have been approved since your original accreditation, or applying again as a New Applicant.