# NLPtCA guidance on supervisor/peervision approval if reaccreditation documents via email chain

Dear Member

With reference to the coronavirus (COVID-19) restrictions on movement, and potential for paper forms to convey the virus from person to person, for 2020 and 2021 only, the NLPtCA is asking you to complete and submit your Annual Development Review and Re-Accreditation forms and, if you are a supervisor your Re-Recognition form, electronically.

Remember this process is to re-accredit for a professional register of psychotherapists and supervisors. Please follow the guidance below or forms will be returned.

**Re-Accrediting Psychotherapists With One Supervisor Or Peer Supervisor**

* Speak to your supervisor or peer supervisor; agree the content and complete your Re-Accreditation Application Form (RAAF) and Annual Development Review (ADR), omitting signatures.
* Email both forms to your supervisor requesting they read for accuracy, and showing they approve the application by:
* FORWARDING the email with the Re-Accreditation Application Form attached to admin@nlptca.com and CC‘ing you into that email so you have this approval for your records.
* FORWARDING the email with the Annual Development Review attached to you so you have this approval for your records.

**Re-Accrediting Psychotherapists With More Than One Supervisor and/or Peer Supervisor**

* Speak to your supervisors and/or peer supervisors; agree the content and complete your Re-Accreditation Application (RAAF) and Annual Development Review (ADR) forms omitting the signature. Peervision versions of the RAAF and ADR are on the website.
* Email your forms to the first supervisor/peer supervisor listed on your RAAF. I suggest you write a numbered list of supervisors in the email and send your forms to the first supervisor; request they read for accuracy and show they approve the application by FORWARDING the email to the next supervisor in turn.
* The last supervisor on the list:
* FORWARDS the email with Re-Accreditation Application Form to admin@nlptca.com and CCs you into that email so you have this approval for your records.
* FORWARDS the email with the Annual Development Review attached to you so you have this approval for your records.

**NLPtCA Supervisors**

* Speak to your supervisor, agree the content and complete your Application Form For Re-Recognition As An NLPtCA Supervisor.
* Email the Re-Recognition Form to your supervisor, request they read for accuracy and show they approve the application by FORWARDING it to admin@nlptca.com and CC’ing you into that email so you have this approval for your records.

***PLEASE NOTE: Keeping documents attached and forwarding your original email is important.***

*It creates a running list of approval ‘signatures’ from you and your supervisor(s), thereby supporting the auditing of forms in these unprecedented times.*

I wish you good health and look forward to receiving your forms.

Yours

Dawn Haworth

NLPtCA Registrar