

Neuro-Linguistic Psychotherapy and Counselling Association

NLPtCA guidance on approval of reaccreditation documents via email chain

Following the successful use of email-chain approval of re-accreditation paperwork since 2020, NLPtCA is accepting submission of re-accreditation forms with signatures either by hand or within an email chain.

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).
- 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:
 - FORWARD 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 Supervisor Status Annual Renewal Application form (SSAR) and Supervisor Annual Review (SAR).
- Email both forms to your supervisor, request they read for accuracy and show they approve the application by:
 - FORWARDING the email with the Supervisor Status Annual Renewal 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 Supervisor Annual Review attached to you 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.

NLPtCA Professional Standards Committee

November 2023