

**Criteria for Full Accreditation and Pre-Accreditation**  
**as a**  
**Cognitive Behavioural Psychotherapist**

## This information includes 3 parts

1. Types of membership
2. Guidelines for Accreditation and
3. Accreditation criteria notes to be used when completing the relevant application form

## PART 1: MEMBERSHIP

### ACCREDITATION (FULL MEMBERSHIP)

Full membership will be granted to applicants who must meet all the accreditation criteria

If you are applying for accreditation please **complete all required sections** in the application form and enclose the appropriate application screening fee. This is non refundable.

Full Accreditation is usually granted for a 5 year period during which members must maintain required clinical supervision and CPD and must apply for re-accreditation.

### PRE-ACCREDITATION

Pre-accreditation membership may be granted to those applicants who have completed:

1. Relevant core professional training to degree level or equivalent (Criterion 1 below) and
2. Formal training programme in cognitive behavioural therapy and
3. Who are undertaking post-training supervised practice but are short on training hours, who wish to work to an agreed, time specific undertaking of post-training supervised practice with a view of meeting full accreditation (membership) requirements.

Conditions for granting Pre-accreditation status:

- The granting of pre-accreditation status is not a guarantee of Full accreditation status unless all conditions for full accreditation (membership) requirements are met.
- The granting of pre-accreditation status indicates that, on the basis of examination of the initial application and supplementary information available to the reviewers, CBPI has determined that the applicant is likely to meet its Full Accreditation standards if fully implemented in accordance with an agreed Training Plan.
- The pre-accreditation period is valid for a period not more than twelve months. It must be renewed by submitting a new application along with supplementary information of working towards meeting Full Accreditation criteria.
- Extension/ Renewal of the Pre-accreditation status is not guaranteed. Applications receive further enhanced screening of the applicant's suitability to meet CBPI Full Accreditation

membership criteria which informs the decision on whether to extend or decline pre-accreditation status.

- CBPI reserves the right to correct errors made in the communication of decisions and offers.
- The pre-accreditation application processing fee is non refundable.
- If pre-accreditation status has been declined, the application status is considered terminated unless the applicant submits a second request application with supporting documentation and fee to re-enter the accreditation assessment process from the beginning with additional information that could not have been provided earlier.
- If the granting of pre-accreditation status has been deferred, a list of concerns identified by CBPI in reaching the decision and a due date for submission of supplementary information that addresses the concerns will be communicated to the applicant.
- If the applicant does not submit the requested supplementary materials or respond by the mentioned date or if the pre-accreditation status is refused following the second review, the application is removed from the assessment process and the pre-accreditation pathway for the applicant is considered terminated.
- The supplementary information is reviewed, at which time a decision will be made to either grant or decline pre-accreditation status.
- CBPI does not expedite pre-accreditation applications.
- Full Accreditation membership privileges are not available during an individual's pre-accreditation period. A pre-accredited candidate may attend at CBPI general meetings (by invitation only) but have no voting privilege. They can also attend CBPI organised workshops at member discounted rates.

If you are applying for pre-accreditation membership please fully complete Criterion 1 and all sections of Criterion 2(a) and 2(b) if appropriate, and enclose a processing fee of €125 (nonrefundable).

## **PART 2: GUIDELINES FOR ACCREDITATION**

To become accredited applicants must fulfil the following eight criteria:

1. Have a relevant core professional training to degree level or equivalent.
2. Trained in a specialised Cognitive Behavioural Psychotherapy course and meets the minimum training standards as outlined.
3. Have practiced CBT for 2 years post qualification and can demonstrate accountability for their psychotherapeutic practice, supervision during this 2 year period must be provided by an accredited CBT psychotherapist and practising CBT.

4. Demonstrate knowledge and understanding of the therapeutic relationship and competence in the development, maintenance and ending of such relationships.
5. Show evidence of sustained commitment to the theory and practice of Cognitive Behavioural Psychotherapy, which includes continuing professional development.
6. Have ongoing supervision with a supervisor having training in CBT, knowledge, experience and maintaining CBT speciality accreditation.
7. Provide a professional reference from a member of a professional organisation with current knowledge of your practice.
8. Adhere to the CBPI Code of Professional Conduct, Performance and Ethics and agree to be scrutinised for adherence as required.

### **Accreditation Guidelines**

Training must include regular reflective practice. This should form part of their overall training.

The applicant should be aware of their scope of practice and agree to adhere to the CBPI code of practice. The applicant must demonstrate the ability to manage their personal involvement in a case and recognise when they require other professional advice or assistance. This includes an understanding of the development, maintenance and ending of therapeutic relationships.

Once accredited, members will be required to continue to keep an annual record of continuing professional development using the logbook supplied on accreditation.

If you are applying for full accreditation membership please fully complete all sections of the application form and enclose the application screening fee of €50 (nonrefundable). Fee payment after being approved for Full Accreditation:

- 1) Full Accreditation application Processing Fee of €100 and
- 2) current Annual Membership Fee €200 (CBPI €100 + ICP National Register Fee €100)

## PART 3: ACCREDITATION CRITERIA NOTES

### Criterion 1

This criterion establishes the basic academic standards required. The application form later asks for details of specific training and practice in Cognitive Behavioural Psychotherapies.

Applicants must have a relevant approved core professional training to degree level or its equivalent. Applicants must provide the course transcript. This qualification must be in a core helping profession listed below :

- a) Nursing
- b) Psychology
- c) Medicine
- d) Social work
- e) Counselling (qualified to a standard acceptable to the CBPI accreditation committee).
- f) Occupational Therapy

### Criterion 2

The applicant must have completed their specialised Cognitive Behavioural Therapy course in an appropriate professional setting and produce evidence of that training and the transcript. This should show evidence of assessment, planning and implementation of CBT treatment programmes for a wide diversity of clients.

There are 2 parts in this Criterion, (a) and (b): Criterion 2 (a) has 4 sections and must be completed by applicants applying for full membership and refers to the applicant's primary CBT training. If applicants meet the minimum training requirements as detailed in Criterion 2 (a) below they do not need to complete 2 (b).

**Criterion 2 (a) refers specifically to a CBT training course and consists of four requirements.**

- I. Length of training
- II. Theoretical training hours
- III. Personal /psychotherapeutic experience
- IV. Supervised clinical practice training hours

#### **Criterion 2. a (i) Length of Training**

The total length of training in Cognitive Behavioural Psychotherapy is a **minimum of four years part-time**.

### **Criterion 2. a (ii) Theoretical Training Hours**

Cognitive Behavioural Psychotherapy training can comprise of full time or part time training but must meet the required hours. Training must have provided 500 theoretical hours of which 360 must be direct contact teaching delivered by trainers with a Cognitive Behavioural Therapy qualification. The remainder is made up of practical skills training in the classroom.

#### **Credentialing of Training Taken:**

The CBT-speciality training hours received during the training period (Theoretical Hours and Skills Hours) **must** have been taught by tutors/ academic staff with

- i) post graduate diploma or higher level training in CBT or Clinical Psychology from CORU acceptable < coru.ie > education and training providers
- ii) course tutors must maintain accreditation with a recognised CBT-accreditation body
- iii) course tutors are CBT practitioners practising sufficient clinical hours, using the CBT case-formulation approach and are receiving CBT-specific clinical supervision of their clinical practice to a standard acceptable to CBPI.

The CV list of the training qualifications of the tutors and clinical supervision staff on the CBT Training course must be provided with the application.

### **Criterion 2. a (iii) Personal /psychotherapeutic experience**

Personal /psychotherapeutic experience is an essential element of CBT training and must consist of a minimum of **250 hours** during the trainees 4 years of training. Applicants must outline how course organisers enriched the trainees understanding of the self and the therapy process used(e.g using the self-practice CBP model). Applicants must outline how they managed their personal involvement with their clients during training and the process used. Please outline how this process was evaluated.

In the absence of this element in their training, the applicant must demonstrate evidence of engaging in psychotherapeutic or reflective practice in their daily practice and/or give a commitment to undertake either a course of personal therapy or attend an approved reflective practice group for a minimum period of one year.

### **Criterion 2. a (iv) Supervised Clinical Practice Training hours**

Clinical practice training is fundamental to the acquisition of knowledge and to the development of an effective Cognitive Behavioural Psychotherapist and therefore should account for at least 50% of the applicants training programme.

Training must involve 450 hours of clinical practice with a portfolio of clients, providing evidence of their ability to treat a range of mental health issues. Demonstrate a breadth and depth of competency across a range of presenting problems.

At the end of training the applicant must provide evidence of treating a range of mental health problems deemed suitable for Cognitive Behavioural Psychotherapy. Minimum of 6 hours per client covering at least 16 supervised cases with a minimum of five types of problems. Applicants are required to list the clients treated, record the supervised hours for each client. Document

which clients were written up and who was their supervisor. Please ask all your training supervisors to complete a supervisor report.

## **Training Supervision**

Trainees in clinical practice must receive a minimum of 200 hours of training supervision. Supervision must be provided by a supervisor who is an accredited member of a recognised Cognitive Behavioural Therapy professional association (e.g. CBPI or PSI) practising sufficient clinical hours, using the CBT case-formulation approach and are receiving CBT-specific clinical supervision of their clinical supervision practice to a standard acceptable to CBPI. **Training is not completed until CBPI specification of training supervision reports are provided.** The accreditation committee may wish to see evidence of the supervisor's competence to offer CBT supervision.

Depending on the portfolio provided, a DVD or audio recording of a therapy session may, in addition, be requested for a CTS-R competency assessment by the accreditation committee.

In the absence of a CBT-trained supervisor, a commitment to being supervised by an accredited CBT supervisor post-accreditation must be given.

### **Criterion 2. a (v)**

**A copy of your CBT Training - Trainee Professional Log for the length of your CBT training period.**

Do not send your Original Trainee Log Book.

The Professional Training Log is a detailed record throughout training that provides evidence of the satisfactory completion of the practical work requirements for accreditation. The Log contains

- 1) Client Work
- 2) Supervision
- 3) Personal and Professional Development / Self Development Record and
- 4) Course Work ( you do not have to include actual course work assignments in your Log or assignments which relate directly to client work)

**If your primary CBT training does not meet these minimum training requirements other additional CBT modules, courses etc. may be considered and should be detailed in Criterion 2 (b)**

### **Criterion 2 (b) Additional Theoretical Hours**

All training, which includes criterion 2a above must reach a total of 500 theoretical hours. If the applicant has less than the agreed 500 theoretical hours please provide detail of additional CBT therapy courses /modules attended and details of curriculum and trainers. Please enclose a copy of relevant certificates. **Please get your training supervisor on the above course/modules to complete a supervisor report**

**Training is deemed complete when the applicant has met all of the above criteria treated 16 supervised cases which cover at least 5 types of problems and the applicant's total training hours was spread over a 4-year period.**

## Criteria 3-6 refers to post qualification practice

### Criterion 3

This criterion seeks to determine the applicant's current CBT practice. It requires detail on current case-load, source of referrals; time spent each week in CBT practice. Applicants should be able to demonstrate that they are using Cognitive Behavioural Therapy and Case Formulation Approach as their main therapeutic model.

### Criterion 4

This criterion refers to evidence given by your clinical supervisor on your current practice. Ongoing clinical supervision **after training** may be provided by an accredited member of a recognised professional association (e.g. CBPI, ICP, or PSI). Clinical Supervisors should have post-graduate training in CBT or be a Practitioner, principally trained in and practising sufficient CBT-specific hours as their main therapeutic modality and is receiving appropriate CBT-specific supervision and CPD. Supervisors will be senior professionals who have knowledge of Cognitive Behavioural Psychotherapy and practice. The committee may wish to see evidence of supervisor's competence to offer supervision.

Evidence of good practice will be assessed on the basis of the supervisors report. It is recommended that for every 10 cases the applicant should have received at least 1-hour supervision per month. The content of clinical supervision may include case discussion, CBT techniques, skills, theory etc. Methods in supervision may include audio or videotapes, formal skills measures (e.g. Cognitive Therapy Scale) role-play etc. Supervisors should refer to the methods of supervision used when completing the supervisors report.

The supervision referred to is *clinical supervision* and is not the same as professional or managerial supervision.

### Criterion 5

This criterion refers to Continuing Professional Development.

Applicants need to provide CPD evidence of their ongoing professional development since qualification. CBPI require a minimum of 50 hour per year of which 10 hours should be related specifically to Cognitive Behaviour Psychotherapy practice.

This CPD requirement can be accomplished by the following activities:

- Attendance at additional/advanced professional psychotherapy training courses
- Engagement in provision of clinical supervision for practice/clinical/group work and peer supervision. Must comprise 20% of CPD in any one year.
- Attendance at CBPI/ICP meetings
- Attendance at psychotherapy conference/symposium/lectures/seminars/reading groups and other shared learning environments to address ongoing psychotherapy theory and practice. Must comprise 30% of CPD in any one year.
- Engagement in professional activities in psychotherapy. Maximum hours allowed each year 10 hrs.
- Working as supervisor, teacher, trainer, researcher, publication of papers and books
- Engagement in professional educational opportunities closely related health fields such as psychiatry, psychology, sociology, anthropology, mental health nursing etc.
- Engagement in reflective practices e.g. meditation, etc.

## Criterion 6

This criterion refers to a reference given by a professional referee pertaining to the applicant's fitness to practice.

The referees report should provide a statement of the applicant's standard of professionalism. The referee must have adequate knowledge of the applicant's past and current clinical practice. Referees must be a member of a professional organisation such as the CBPI, IMO, IACP, An Bord Altranais, Nursing and Midwifery Board of Ireland (NMBI), ICP, PSI and be able to account for the applicant fitness to practice (e.g. Consultant Psychiatrist, Line Manager, Clinical Lead, Head of service etc). **Applicant's in private practice may need to divert to a previous employer of their core professional work.**

### Notes

- 1) The above criteria are subject to revision at the discretion of the Board of CBPI**
- 2. Annual renewal of membership is required to maintain registered status.**  
**Full Membership Fee (annual) €200**  
**Pre-accreditation Fee (annual) €125**
- 3. Final approval for accreditation may require a meeting with the applicant in order for the accreditation committee to gain more information. All original certificates must be produced at this meeting.**
- 4. Members of all categories of CBPI membership are bound by the Code of Professional Conduct, Performance and Ethics.**
- 5. Only full accredited members are eligible to hold office or vote at an Annual General Meeting.**

**Checklist to accompany application form for CBPI Full Membership/ Pre-Accreditation**

<b>CHECKLIST FOR ACCREDITATION/ FULL MEMBER</b>	
<b>Description</b>	<b>Tick</b>
Completed application (ALL SECTIONS)	
CBPI - Certificate of Identity	
Supervisors Report (Current)	
Supervisors Report (Training)	
Course Transcripts/ Handbook	
CV list of the training qualifications of Tutors and clinical supervision staff on the CBT Training course	
CBT Trainee Professional Log	
Referees Report	
Copy of Certificates	
Proof of Professional Liability Insurance (if you engage in providing CBT-related professional services in private capacity)	
Full Accreditation Application fee €100	
Any other documentation relevant to application	

<b>CHECKLIST FOR PRE-ACCREDITATION MEMBER</b>	
<b>Description</b>	<b>Tick</b>
Completed application form (criteria 1 & 2a)	
CBPI - Certificate of Identity	
Course Transcripts	
CV list of the training qualifications of Tutors and clinical supervision staff on the CBT Training course	
CBT Trainee Professional Log	
Garda Clearance current certificate	
Copy of Certificates	
Proof of Professional Liability Insurance (if you engage in providing CBT-related professional services in private capacity)	
Pre-Accreditation Processing fee €125	
Any other documentation relevant to application	