



# **EABCT Training**

## **Accreditation Protocol Reykjavik - March 2011**

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### Abbreviations

AC	Accreditation Committee
Mem.As	Member Association(s)
WGTS	Working Group on Training Standards
St.Ac.S	Standardized Accreditation Scheme

- A.1 EABCT has launched an accreditation scheme by which it accredits its member associations (Mem.As), associations of European countries, enabling them to accredit their members (CBT therapists) at a European level.

At the point of applying for accreditation, Mem.As have **so far** been advised to provide information for the following:

1. How many years is your Association a full member of EABCT?
  2. How many years has your Association an accreditation scheme in force?
  3. What are the entry requirements for professionals in your Association to start CBT training and to get your Associations' accreditation?
  4. What is the total length of the CBT training you organize or require for accreditation?
  5. What is the content of the theoretical courses you organize or require? Please provide detailed curricula.
  6. What is the content of the skills training you organize or require? What is the format and duration of this training?
  7. How is supervision organized? How much supervision do you require? What are the qualifications you expect your supervisors to have?
  8. How is the acquisition of this theoretical knowledge and of the necessary personal and therapeutic skills evaluated or measured?
  9. How does your association organize and monitor the continuing professional development of your accredited members? What are your criteria for re-accreditation?
  10. Please describe the process of accreditation in your Association and provide evidence verifying this process (e.g., copies of related documents and certificates).
  11. Does your Association use EABCT's Standardized Accreditation Scheme? If yes, for how many years?
- A.2 The aim of this protocol is to clarify and describe all aspects related to EABCT's accreditation.
- A.3 Sections E and F of this protocol refer to the Standardized Accreditation Scheme. They do **not** relate to a Mem.As's application for accreditation.
- A.4 In section F, an EXAMPLE of a St.Ac.S application form for therapists seeking accreditation in their Mem.As is described. The general philosophy of this application form is that in its first set of criteria, the minimum training standards for CBT therapists are met. Any remaining criteria will be open to Mem.As, depending on national laws and/or the association's rules.

- B.1 Formation**
- AC will have a three-year tenure.
  - AC will consist of four members: three representatives of Mem.As and a chairman (EABCT's Training Coordinator).
  - Should a member of the AC resign, another representative will be elected at the following GM.
  - Elections will take place in such a way that smooth continuation of the AC's work is possible.
- B.2 Election Procedure**
- The election procedure will be similar to the election for the EABCT Board.
  - Nominations for three members will be provided by Mem.As.
  - A final list of all nominees will be provided at the time of election (GM).
  - The three nominees with the most votes will become members of the AC.
- B.3 AC's Goals**
- To approve accreditation of Mem.As.
  - To act as an advisory body to all Mem.As not fulfilling the accreditation criteria.
- B.4 Efficiency**
- The AC will appoint one of its members to keep minutes of AC meetings, gather all correspondence related to an application, inform the Office of any developments, etc.
  - The AC works within a structured timeframe for each application (see C.2 below)
- B.5 Working Group on Training Standards (WGTS)**
- WGTS is expected to monitor the accreditation scheme and work upon any improvements related to the overall process, accreditation criteria, future developments, etc. For this reason, WGTS will be in close contact with the AC in order to obtain or give useful feedback and recommendations.
- B.6 Related Expenditure**
- The AC is expected to be a low-budget work body.
  - Any costs related to possible meetings (e.g. room rental, accommodation) will be considered and met accordingly.
  - Since AC members are expected to be representatives of Mem.As., they will also be expected to meet (whenever required) during GMs. This way, additional travel expenses will be avoided.

- C.1 **Actions taken by the Office**
- Receives the accreditation application.
  - Confirms reception of the application to the applicant.
  - Forwards application to AC.
  - Receives official response from the chairman of the AC.
  - Forwards official response to the applicant.
  - Organizes accreditation certificates for Mem.As.
- C.2 **Actions taken by the Board**
- The Training Coordinator supervises the Accreditation Procedure, in cooperation with the AC and the WGTS.
  - The President and Training Coordinator sign the accreditation certificates.
- C.3 **Actions taken by the AC members**
- AC members receive the application from the Office.
  - Within **two months**, they report their views, comments, recommendations, etc. to the chairman.
  - In the case of unanimous acceptance, the chairman prepares an official response and sends it to the Office.
  - In any other case, the AC will meet during the following AGM. At this meeting, all related matters will be discussed and a final decision for further actions will be reached. The representatives of the applicant may also be present to assist the AC with any queries, etc.
  - If an applicant objects to the AC's decision or recommendations, further discussions will then take place between the applicant, the AC and the Board.
  - Total time for **initial** process of applications (either reaching a final decision or the provision of initial recommendations) should not exceed a period of **eight months**.
- C.4 **Actions taken by the Applicant**
- Completes the application forms.
  - Assists the AC by providing any further information whenever required.
  - Complies with any EABCT rules, guidelines, etc. relating to the accreditation scheme.
  - Is responsible for record keeping of its accredited (by EABCT) members.
- C.5 **Related Costs for the Mem.As.**
- Subject to AGM's approval, there will be a list of related costs for Mem.As. These will cover Mem.As.'s initial accreditation application, individual certificates, etc.
  - Cost of **application** (reported in December 2008):
    - 100 euros for a small association (up to 100 members)
    - 250 euros for a medium size association (101-200 members)
    - 375 euros for a large association (201- 500 members)
    - 500 euros for an extra large association (more than 500 members)
  - For each certificate issued EABCT charges 25 euros (reported in December 2008).



## EABCT Accreditation Application Form

Please complete this application form and send it via e-mail to the following address:  
[eabct@vgct.nl](mailto:eabct@vgct.nl)

A hard copy should also be send to the following address:  
EABCT Office  
Maliebaan 50 B  
3581 CS Utrecht  
The Netherlands

### Contact details

Name:	
Name in English:	
Abbreviation in English:	
Official address:	
Contact address:	
E-mail:	
Name of Representative:	
E-mail of Representative:	
Website:	
Telephone:	

## General Information

Please provide information on the following:

1. How many years has your Association been a full member of EABCT?
2. How many years has your Association had an accreditation scheme in force?
3. What are the entry requirements for professionals in your Association to start CBT training and to get your Associations' accreditation?
4. What is the total length of the CBT training you organize or require for accreditation?
5. What is the content of the theoretical courses you organize or require? Please provide detailed curricula.
6. What is the content of the skills training you organize or require? What is the format and duration of this training?
7. How is supervision organized? How much supervision do you require? What are the qualifications you expect your supervisors to have?
8. How is the acquisition of this theoretical knowledge and of the necessary personal and therapeutic skills evaluated or measured?
9. How does your association organize and monitor the continuing professional development of your accredited members? What are your criteria for re-accreditation?
10. Please describe the process of accreditation in your Association and provide evidence verifying this process (e.g., copies of related documents and certificates).
11. Does your Association use EABCT's Standardized Accreditation Scheme? If yes, for how many years?
12. Please provide any additional useful information supporting your application.

**E.1 Introduction**

- European countries show variations with regards to psychotherapy law.
- A number of Mem.As. do not have an accreditation scheme for their members.
- St.Ac.S can provide a model-format for Mem.As.
- St.Ac.S can ensure homogeneity at a European level.
- St.Ac.S can ensure that the minimum training standards are met in CBT training throughout Europe.

**E.2 Adopting St.Ac.S**

- St.Ac.S will be **an optional accreditation scheme** for Mem.As. not having their own accreditation scheme.
- Mem.As. adopting St.Ac.S will have to comply with its guidelines and take into consideration any future amendments or developments.
- By adopting St.Ac.S, Mem.As. will have to make sure that the minimum training standards are incorporated in their training courses, etc.

**E.3 St.Ac.S format**

- St.Ac.S will have the same format in all Mem.As adopting it.
- St.Ac.S documents will have both EABCT and Mem.As's logos printed on them.
- St.Ac.S documents will be translated in different languages accordingly (a brief record will also be kept in English).

**E.4 St.Ac.S guidelines and efficiency**

- St.Ac.S will provide all necessary guidelines that will ensure efficiency.

**E.5 Working Group on Training Standards (WGTS)**

- WGTS is expected to monitor St.Ac.S and work upon any improvements related to the overall process, accreditation criteria, future developments, etc. For this reason, WGTS will have a close contact with Mem.As adopting St.Ac.S in order to obtain and give useful feedback and recommendations.
- WGTS, along with AC, will also act as an advisory board for St.Ac.S.



**APPLICATION FOR ACCREDITATION  
AS A CBT THERAPIST**

## Basic Details – PLEASE PRINT

Name	
Title	
Profession	
Job Title	
Address	
Work Tel.	
HomeTel.	
Mobile Tel.	
email	

## **CRITERION ONE: Core Professional Training**

Do you have a Core Professional Qualification, i.e. are you qualified in one of the recognized helping professions such as clinical psychology, counseling, nursing, medicine in which you have received training in the basics of psychotherapy? (CBT is not a core profession but a modality).

Please tick only one of the core professions below which is your main core profession in which you are qualified:

### **Applied Psychology**

- Clinical Psychology
- Counseling Psychology
- Educational Psychology
- Forensic Psychology
- Health Psychology
- Occupational Psychology
- Sport & Exercise Psychology
- Other Psychology (please state): \_\_\_\_\_

### **Nursing**

- Mental Health Nursing
- Learning Disability Nursing
- Other Nursing with psychotherapy training (please state): \_\_\_\_\_

### **Psychiatry**

- Psychiatric Medicine
- Psychiatrist

### **Medicine**

- General Practice
- Other Medicine with psychotherapy training (please state): \_\_\_\_\_

### **Allied Health Professions**

- Occupational Therapy
- Other eg Speech, Physio (please state): \_\_\_\_\_

### **Other Helping Professions**

- Counseling
- Social Work
- Probation Service
- Special Education/Needs – Teaching with additional psychotherapy training
- Clergy
- Other with psychotherapy training (please state): \_\_\_\_\_

Academic and professional qualifications applicable to the above [only include those relevant to Core Profession].

Dates from and to	Qualification	Awarding Body / Institution

Certificates of above qualifications must be provided. Do not send originals.

**CRITERION TWO - Professional Accountability**

Give details of practice since qualifying in your core profession during which you were accountable to a senior member of a relevant core profession.

Dates	Employer	Employed as:	Accountable to:	Professional position of person to whom accountable:

**CBT Practice**

Give details of your practice over the last year including client population and setting:

Dates	Professional Position	Employed by: or Private Practice	Professionally accountable to:	Client population	Clinical Setting	Full time or hours per week	Total % involving CBT

State the proportions of **CBT** time spent on Clinical Practice /Supervision/ Teaching/ Consultation/ Other (state)

Clinical Practice	% =
Supervision of others	% =
Teaching	% =
Consultancy	% =
Receiving Training	% =
Other	
Additional comments on practice	

**CRITERION THREE: CBT Training**

Course Title	Location	Completion date

Please enclose statement of achievement or certificate.

It is the responsibility of individual applicants to do a matching of their training and experience against the criteria laid down in the Minimum Training Standards. Effectively in this section of the application you should evidence a total of 450 hours training in CBT, of which at least 200 hours have been led by named trainers.

You must also evidence that of the 450 hours training 225 hours have involved skills development.

- a). Detail any specific behavioural and/or cognitive therapy **theoretical or skills** components from your core professional training and provide a copy of the relevant course curriculum.

Title of Module(s)/Lecture(s)	No. of hours <b>THEORY</b>	No. of hours <b>SKILLS</b>	Teacher/Lecturer

- b). Detail any specific behavioural and/or cognitive placements/specialized supervision in your core professional training or provide copy of the relevant course curriculum.

Activity	Number of Hours	Teacher/Supervisor

c). Detail any behavioural and/or cognitive therapy courses / seminars / workshops / lectures / placements

Dates from and to	Hours THEORY	Hours SKILLS	Qualification	Awarding Body Institution

Enclose a copy of relevant certificates or other evidence

### Supervised Clinical Practice in Behavioural and/or Cognitive Therapy in Training

The Minimum Training Standards require that therapists will have conducted 200 hours of CBT clinical practice supervised during training and will have treated a minimum of 8 clients covering at least 3 types of problems. 4 of these cases will have been closely supervised and four will have been written up and assessed (2000 - 4000 words).

Tick in the appropriate column the four clients that were written up and assessed by your supervisor (column A) and the four that were closely supervised using live, audio or video supervision (column C)

Client Identifier	Type of Problem	Supervised Client Hours	A?	C?	Supervisor	Supervisor's signature
1						
2						
3						
4						
5						
6						
7						
8						

Total No. of hours from 8 clients above: \_\_\_\_\_

Total No. of additional hours of supervised assessment and therapy: \_\_\_\_\_

Total required hours: 200

**CRITERION FOUR - C/BT Clinical Supervision**

Detail your **CBT clinical** supervision.

Dates from & to	Individual Group Peer Review	Name of Supervisor, or Number of People in Group & Name of Facilitator of Group	Frequency of Meetings / Contact	Duration of Meetings / Contact	Content	Method

**CRITERION FIVE – Other criteria**

{ Depending on national laws and/or the association’s rules, a set of other criteria may be added at this space}

Signed.....

[Please print] .....



[logos]

## Accreditation Certificate

**This is to certify that**

[Name]

**a full member of  
[name of Member Association]  
fulfils the EABCT criteria for good practice in  
Cognitive-Behavioural Therapy**

**Rod Holland**  
EABCT President

**Thomas Kalpakoglou, PhD**  
EABCT Training Coordinator

**Utrecht, [Date]**  
**Expiry date [Date]**

- H.1 EABCT accreditation certificates are issued for a period of 5 years. The expiry date is clearly indicated at the bottom of the accreditation certificate.
- H.2 Re-accreditation criteria for CBT therapists are required from all Mem.As applying for EABCT's accreditation. Accredited Mem.As have the responsibility to assess their members' applications for re-accreditation.
- H.3 EABCT **recommends** that re-accreditation criteria include that the applicant:
- Continues to be professionally registered in core professions accredited by their association.
  - Shows evidence of sustained commitment to the theory and practice of CBT, which includes Continuing Professional Development (see below).
  - Continues to receive CBT clinical supervision.
  - Meets any other criteria imposed by national laws or rules and regulations of his/her association.
- H.4 Continuing Professional Development criteria **may** involve:
- Attendance in CBT events: **theory** (congresses, conferences, speeches, etc) or **practice/skills** (workshops)
  - Provision of CBT Training
  - Involvement in CBT Research
  - CBT Academic Presentations
  - CBT Publications
- H.5 EABCT issues re-accreditation certificates at the cost of 25 Euros each (reported October 2010)