

OFFICE USE ONLY	<i>Received</i>	<i>Member No</i>	<i>Fee Paid</i>		<i>Supervisory Ref</i>	<i>Evaluations</i>
			<i>Amount</i>	<i>Cheque No</i>		

**Accreditation as a CBT Trainer:  
Application Form Including Criteria and Guidelines**

**SAMPLE**

**Applicant's Name: John Smith**

Accreditation as a CBT Trainer with BABCP is for senior and experienced CBT Practitioners who provide significant CBT training.

To be eligible for Trainer Accreditation, the applicant must have been Fully Accredited as a Practitioner for at least three years. If you apply for Supervisor Accreditation simultaneously with Trainer Accreditation, you will need to complete a separate form.

Trainer reaccreditation will be through a process of annual online declaration in the same way as Practitioner and Supervisor Accreditation, and you must maintain your Practitioner Accreditation in order to remain accredited as a Trainer. This is verified by random audit.

On the award of your Trainer Accreditation, the due date for the your annual Practitioner Reaccreditation will be extended to synchronise with the Reaccreditation date for your Trainer Accreditation. This is in order to enable you to make the online declarations for both or all accreditations at the same time.

Eg. If your Practitioner Accreditation were due for renewal in November 2017 and you were awarded Trainer Accreditation in July 2017, you will not make any online reaccreditation declaration until July 2018, when you would make the declarations for both Practitioner and Trainer Reaccreditation at the same time.

If you were to subsequently apply for Supervisor Accreditation, all three Reaccreditation dates would be synchronised with the anniversary of the award date of the Supervisor Accreditation.

**Enclosures:** Please tick enclosure checklist below when you have included all enclosures

Application Fee payable to BABCP (check the BABCP website for current fees)	<input checked="" type="checkbox"/>	Please return all documents by post to:  BABCP Imperial House Hornby Street Bury BL9 5BN  T: 0161 705 4304
Trainer Reference enclosed OR.....	<input checked="" type="checkbox"/>	
My Training supervisor is emailing my Trainer Reference direct to <a href="mailto:accred.reports@babcp.com">accred.reports@babcp.com</a> within one month of my submitting this application	<input type="checkbox"/>	
Trainer CPD Reflective Statements	<input checked="" type="checkbox"/>	
Certificates / Evidence of Trainer CPD Activities	<input checked="" type="checkbox"/>	
Training Evaluations OR.....	<input checked="" type="checkbox"/>	
External evaluator(s) is/are emailing my Evaluation direct to <a href="mailto:accred.reports@babcp.com">accred.reports@babcp.com</a> within one month of my submitting this application	<input type="checkbox"/>	
Additional Information (where necessary)	<input type="checkbox"/>	

The following eight criteria must be met in order to gain Trainer Accreditation:

1. Be Fully Accredited with the BABCP for a minimum of three years as a CBT Practitioner, and have engaged in the annual reaccreditation process when invited.
2. Be a dedicated CBT Practitioner.
3. Have treated a significant number of clients from a spectrum of complexity and a variety of problem areas using CBT, under regular CBT Supervision.
4. Be receiving regular and appropriate supervision and support for CBT Training Practice.
5. Evidence ongoing Continuing Professional Development (CPD) in skills and theory in CBT which includes professional development as a Trainer in CBT.
6. Be providing regular specialist CBT Training (minimum 40 hours over the past two years).

## GENERAL NOTES ON MAKING AN APPLICATION FOR TRAINER ACCREDITATION

- You should complete all fields in the form and submit all pages with your application, even if blank.
- The application should be signed and dated within one month of submission.
- You will be required to provide the following with your application:

:

- **Reflective Practice Statements and evidence of Continuing Professional Development (CPD) relevant to CBT Training.** You must complete a minimum of one training CPD activity per year.
- **Trainer Reference** – this must be completed by an experienced and dedicated CBT Practitioner who knows or provides Supervision or support of your current CBT Training Practice. This document should be completed and signed within three months prior to your application submission. A Trainer Reference sample is available.
- **Training Evaluations** – please provide two evaluations, with at least one organised by the agency which provided the training (external).

## APPLICANT'S DETAILS

Please complete this section as fully as possible.

Contact information provided will be used for all BABCP correspondence – the BABCP database will be updated with this information.

Full Name	John Smith
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Other (state)
Profession	Counselling Psychologist
Job Title	CBT Therapist
Address <small>This is the address used for BABCP correspondence.</small>	1 Well Lane Finetown Wellshire, WE1 2FN
Tel	07777 777777
E-mail	johns@finetown.com

### CRITERION ONE: Previous Practitioner Accreditation

This section is about your previous Accreditation Status.

You should have been Fully Accredited for at least three years before making your application for Trainer Accreditation.

*Please confirm that you have either been awarded Full Accreditation or Reaccreditation as a CBT Practitioner, and the date of the last award*

Select One

Date of Last Award

Confirmation	Select one	Date of Last Award
I have been awarded Full Accreditation as a Practitioner	YES <input checked="" type="checkbox"/>	1/3/09
I have been awarded Reaccreditation as a Practitioner	YES <input checked="" type="checkbox"/>	12/5/14

## CRITERION TWO: Accountable & Dedicated CBT Practice

Give a summary of the last two years of all of your Clinical Practice, and Training roles, as well as Supervisory practice if you have one; this will provide Accreditors with an overall sense of the context within which you are Practicing, Supervising (if appropriate) and providing Training in CBT. A fuller log of training provided is required later in Criterion Five – this is just a summary here.

For your **Professional CBT Clinical, and Training Practice**, give details of the **last two years** of your practice, including client population and setting.

### As a Clinician

Dates	Professional Position	Employed By (or Private Practice)	Professionally Accountable To	Clinical Setting	Client Population	Hours per Week	Total % Involving CBT
2007- Nov 2009	Counselling Psychologist (CBT Specialist)	An NHS Trust, Somewhere	Senior Consultant, Mr Harry Singh	In patients and other secondary care services	Severe & Enduring Mental Health	Full time	70
Nov 2009- Oct 2013	CBT	Another NHS Trust, Somewhere	Professional Lead, Ms Cynthia Jones	Out patients specialist clinic	Personality Disorders and PTSD	16 hours	50
Nov 2013- date	CBT	Private Practice	Local GP, Rehabilitation Agency	Private Practice	Axis 1, depression, anxiety, trauma	10 hours	100

## As a Trainer

Dates	Professional Position	Employed By (or Private Practice)	Professionally Accountable To	Training Setting	Trainee Population	Hours per Week	Total % Involving CBT
2007-2009	Counselling Psychology Lecturer	A Named University	Jack King, Course Director	In patients and other secondary care services	Couns & Clin Psych trainees on doctoral training	6 hours	50
Jan 2009-date	CBT Lecturer	A Named University	Mary Johnson, Course Director	IAPT HI Course	HI trainees	6 hours	100
2011 - date	Workshop Presenter	BABCP local Branch	BABCP Branch Chair, Jimmy Ravenscroft	Various workshops	CBTs at various levels of development	14 hours per year	100
Feb – July 2013	CBT Trainer	A Named Counselling Charity	Laura Bird, Counselling Services Manager	Counselling service	Qualified counsellors wanting into to CBT	70+ hours per year	100

## As a Supervisor (if applicable)

Dates	Professional Position	Employed By (or Private Practice)	Professionally Accountable To	Setting	Supervisee Population	Hours per Week	Total % Involving CBT
2008-2009	Consultant Clinical Psychologist (CBT Specialist)	An NHS Trust, Somewhere	Senior Consultant, Mr Harry Singh	In patients and other secondary care services	Supervising Couns & Clin Psychs qualified and in training	10 hours	50
Nov 2009-Oct 2013	CBT	Another NHS Trust, Somewhere	Professional Lead, Ms Cynthia Jones	Out patients specialist clinic	Supervising Couns & Clin Psychs qualified and in training, & counsellors training in CBT	12 hours	75
March 2013-date	Peer Supervisor	Private Practice	Local GP, Rehabilitation Agency	Private Practice	Monthly peer supervision group (x4) focused on Compassion Focussed Therapy	2 hours per month	100
March 2013 - date	Self-employed CBT	Private Practice	Local GP, Rehabilitation Agency	Private Practice	Private qualified and trainee CBTs	2 hours per month	100
Jan 2014-date	IAPT HI Supervisor	A Named University	Mary Johnson, Course Director	IAPT HI Course	Trainees from IAPT HI Course, individual & group	6 hours	100

**Additional Information:** *Provide a narrative & reflective statement of not more than 500 words of your CBT clinical experience **since becoming fully accredited** which shows that you have treated a minimum of 50 CBT clients, of which at least 10 were severe and complex, chronic cases; all cases should have been under regular CBT Clinical Supervision*

I undertook two CBT placements during my psychology training. The first placement in 1985-86 was an in-patient settings treating clients with a variety of moderate conditions, including chronic depression, OCD, panic disorder. The second placement in 1987 was in a learning disabilities unit and clients predominantly presented with moderate anxiety disorders and depression.

I was employed as a counselling psychologist with Named NHS Trust from 1989 to 1997, where approximately 25% of my clinical practice was using CBT with clients with mild to moderate conditions, significantly depression, social phobia, GAD, panic and agoraphobia, OCD and issues of low self-esteem. I was particularly interested in OCD during this period and developed an intense behavioural programme.

From August 1997 to July 2003 I worked in a specialist CBT clinic for Named Trust. I was seeing about 15 clients per week for individual CBT and was providing 10-30 sessions of formulation-based therapy. During that time I undertook my PG Diploma in CBT and also gained a qualification in Schema Therapy, and gradually began working with more complex clients, including personality disorder. Although all clients met criteria for an anxiety disorder or depression, most showed moderate-high levels of co-morbidity with both Axis I and Axis II disorders. In addition to the more common there were two cases of Body Dysmorphic Disorder, and at least two challenging cases with people with sequelae of earlier substance abuse. I developed a special interest in clients with a history of childhood sexual abuse who presented with various combinations of recurrent depression, post-traumatic stress and features of borderline personality disorder.

During this period I was receiving fortnightly CBT supervision from the Head of Service, Dr Experienced, (a BABCP member since 1981 and who had trained at IOP in the early-eighties including a year with Professor Marks), and monthly group CBT supervision / case discussion with the other members of the team who included two ENB 650 trained nurses and one graduate from each the Oxford and Newcastle courses. For the CSA work that I was doing, I sought out monthly supervision for 10 months from Dr Understanding, also a BABCP member, who has written extensively on this subject.

I wanted to develop my skills to extend to working with adolescents, and in August 2003 undertook a four month closely supervised placement in the Trust's Child and Adolescent services department, using a Family CBT approach.

From January 2004 to November 2008 I worked in an adult mental health service in the same Trust in an in-patient setting working with severe and enduring mental health problems, and developed my skills specifically working for the first time with psychosis, under the supervision of Dr Expert. I also treated several cases of Bipolar Disorder (stabilised on medication).

In November 2008 I developed a small private practice, and started working part-time for Named NHS Trust in an out-patient speciality service. Although part of the work is supporting two CMHTs, I have retained 2 sessions of individual CBT, seeing 4-6 clients per week, mostly for twenty sessions or more treating personality disorders. I have fortnightly peer supervision with Dr Curious (who had worked for two years with David Clark's team at Oxford in the early nineties). My Private Practice involves working with mild to moderate presentations and I work with Compassion Focussed Therapy.

## CRITERION THREE: CBT Specialist Training Supervision

### This section is about CBT SPECIALIST TRAINING SUPERVISION ONLY

Provide a summary of your CBT Training Supervision arrangements for the last two years.

Accreditors will be looking for evidence of commitment to the formal use of appropriate colleagues for Supervision of your work, including personal issues that may arise from your Training Practice.

If you have supervision of training with the same person who provides you with your clinical supervision, you must be clear that you are not including the clinical supervision here. For example, if you have a one and a half hour session per month in which you spend one hour on Supervision of Clinical Practice and half an hour on Supervision of Training Practice, you would list that your training supervision is half an hour monthly.

A Trainer Reference is required. This must be from your current CBT Training Supervisor. This may be sent to you by your supervisor for you to upload with the application. If he/she prefers, the supervisor can confidentially email the reference directly to the BABCP using the email address: **accred.reports@babcp.com**. Please ask your supervisor to save the reference using your full name followed by "Trainer Reference". Eg. If your name is Susan Brown, the supervisor names the Word document "Susan Brown-Trainer Reference", so this is the name that will appear on the attachment when it arrives at the BABCP.

You are responsible for obtaining the Training Supervisor's Reference and including it with your application, or letting your supervisor know that your application has been submitted and ensuring that the reference is emailed directly **within one month** of you submitting your application. **If the reference is not sent within this period, it may significantly delay the processing of your application.**

A sample Trainer Reference is available; please provide your Supervisor with this or inform him/her where to find the downloadable documents. This will help to ensure that the accreditors get all the information they need.

The Training Reference should be signed and dated within the last three months. Electronic signatures are acceptable.

Evidence of good practice will be assessed on the basis of the Trainer Reference; this includes

- details of the use of Supervision, including illustrative examples of Training Practice
- an understanding and appropriate practice of development, maintenance and ending of Training relationship – such issues as not enabling collaboration and Trainee choice, the misuse of power in the Trainee-Trainer relationship, and the role of value systems may all be addressed
- the applicant's general competency, skills and attitudes to CBT Training
- the applicant's adherence to the Standards of Conduct, Performance and Ethics in the Practice of Behavioural and Cognitive Psychotherapies.

The choice of person offering Supervision or support of your current CBT Training Practice is with you. However, Accreditors will wish to see evidence of the Supervisor's competence to offer Supervision or support. All of your Training Supervision or support might not necessarily be from a CBT Practitioner. However, you need to show how your arrangements are appropriate to support your CBT Training Practice. At least some of your Training Supervision or support should be from a qualified CBT, and the Trainer Reference should be from a qualified CBT or a rationale for an alternative arrangement provided.

### 3. CBT Training Supervision

If applicable, summarise your **CBT Training Supervision** and support arrangements **for the last two years**; include your on-going current arrangements.

Dates From & To	Individual / Group / Peer	Name of Supervisor; or No. of People in Group and Name of Facilitator	Frequency of Contact	Duration of Contact	Content	Method/s
2012-13	Group	Jack King; group of 3 supervisees	Weekly	2 hours	Curriculum, styles of delivery, trainee needs and issues	Discussion; in-vivo assessment
Jan 2012 - date	Group	Mary Johnson; group of 2 supervisees	Weekly	1.5 hours	IAPT and BABCP standards, curriculum, styles of delivery, trainee needs and issues	Discussion; in-vivo assessment

You must provide a Trainer Reference from the person who provides Supervision of, or support for your Training Practice, which must be dated within the last three months.

If it is being emailed directly, please ask your supervisor to save the reference using your full name followed by "Trainer Reference".

Downloadable Trainer Reference forms and samples are available.



## CRITERION FOUR: CBT Trainer CPD

### 4. CBT Trainer Continuing Professional Development.

Provide Reflective Statements of Continuing Professional Development related to your development as a trainer for the past two years. You should provide evidence of at least one activity from the list in the guidelines per year.

#### **The next two sections are about your sustained commitment to CBT Continuing Professional Development for your Training Practice only. (4 a and b).**

For your annual CBT Trainer related CPD you are expected to engage in a minimum of one activity per year from the range of listed acceptable types of learning and development activities.

You are required to complete one reflective statement for this activity for **the past two years**. You also need to provide evidence for the activity which should be uploaded with this application.

#### **Acceptable Training CPD Activities:**

There are many activities that could be included as evidence of sustained commitment to development as a CBT Trainer. The activities might not necessarily be specifically related to CBT (as is required for supervisor CBT CPD), but Accreditors would expect you to demonstrate their relevance to CBT Training Practice.

Activities might include:

- attendance at workshops or courses relating to Training Practice and skills
- attendance at conferences and seminars relating to Training Practice, for example learning to use presentation skills, presentation aids such as PowerPoint or interactive whiteboards
- involvement in relevant research
- relevant publications by you
- reading relevant books and journals etc.,
- involvement with Training SIGs
- relevant media involvement.

The hours spent developing CBT Training services or CBT Training programmes may count once only, and first delivery of any 'Train the Trainer' programme may count, but subsequent repeated delivery hours may not be counted again.

Providing CBT Training, and undertaking Training Supervision do not count as relevant CPD activity as they are considered as part of your usual job, and should instead be recorded in the relevant sections elsewhere in the application form.

You should provide supporting evidence (and label the document/s for easy reference, for example write "4.1" at the top of the page.)

If the activity is CBT specific, it may also be used as evidence of your practitioner reaccreditation, but if it is specific to training but not CBT, it should only be used here.

**4a. Trainer Continuing Professional Development.**

Give details of specific activities related to your development as a CBT Trainer **over the last two years**; at least one Trainer CPD specific Reflective Statement for each year.

Dates From & To	Title & Type of Activity	Trainer / Lecturer Project Supervisor	Organising Body	Evidence Included	Labelled as
2012	PowerPoint Advanced User Training	IT Essentials ltd	Outside training provider for A Named NHS Trust	<input checked="" type="checkbox"/>	4a1
Dec 2012	IAPT HI Programme Delivery Workshops x2	Mary Johnson	A Named University	<input checked="" type="checkbox"/>	4a2
2011 ongoing	Attendance at monthly CBT Trainer SIG; includes visiting speakers every quarter (Meeting agendas attached as evidence)	Peer Group		<input checked="" type="checkbox"/>	4a3
Feb 2014	Developing and first delivery of Train the Trainer Workshop; a one day workshop developed for and provided to Named NHS Trust for developing in-house training service for clinical managers delivering training to Psychology Trainees (training summary & training evaluation provided as evidence)	Matthew Gordon	A Named NHS Trust	<input checked="" type="checkbox"/>	4a4
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

**4b. Other Trainer Continuing Professional Development.**

Give details of specific training or activity relating to your development as a Trainer prior to the last two years.

Dates From & To	Title & Type of Activity	Trainer / Lecturer Project Supervisor	Organising Body	Evidence Included	Labelled as
2012	Training Psychology Students in the NHS (this was not specific to CBT, but taught how to deliver in-house workshops to our Psychology Students and included learning about learning styles and presentation skills)	Mr Harry Singh	An NHS Trust Somewhere	<input checked="" type="checkbox"/>	4b1
				<input type="checkbox"/>	
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## CRITERION FIVE: Provision & Quality of CBT Training

**This section is about the Provision and Quality of CBT Training activity you undertake.**

If applying for Trainer Accreditation you need to show you have provided at least 40 hours of CBT Training over the past two years and have Evaluations of this Training Practice both organised by yourself, and also externally provided by the training programme organiser or sponsor, for whom you have provided Training and / or other external verification means such reports from peer observers. Practice of overseas training provided can count towards the training total. Delivery of training by Skype is also acceptable.

Complete the table 5 Provision of Training.

You need to indicate in the fields 'Evaluation Provided' which Evaluations you are submitting. The external Evaluation may be sent to you by the external Evaluator to include with the application. Please make your Evaluator aware of where they can download this document, or email it to them, but also let them know that they may provide evaluations using other forms of evaluation if they wish.

If he/she prefers, the evaluation can be confidentially emailed directly to the BABCP using the email address: **accred.reports@babcp.com**. Please ask that the Evaluation is saved using your full name followed by "Evaluation". Eg. If your name is Susan Brown, the Evaluator names the Word document "**Susan Brown-Evaluation**", so this is the name that will appear on the attachment when it arrives at the BABCP. Please also ask them to put this as the subject of the email.

You are responsible for obtaining the Evaluation and enclosing it with your application, or letting your Evaluator know that your application has been submitted and ensuring that the reference is emailed directly **within one month** of you submitting your application. **If the Evaluation is not sent within this period, it may significantly delay the processing of your application.**

The second Evaluation you may organise yourself and administer to your trainees. An example Training Evaluation Survey is available should you want to use or adapt it, but you are welcome to use your own evaluation process. Please label the Evaluations for easy reference, for example write "5.1" at the top of the page if it is enclosed with this application.

Please label the Evaluations for easy reference, for example write "5.1" at the top of the page.

## 5. Provision of Training

Give details of at least 40 hours of the CBT Training you have provided **over the last two years**, and indicate which Training Events you have provided Evaluation for.

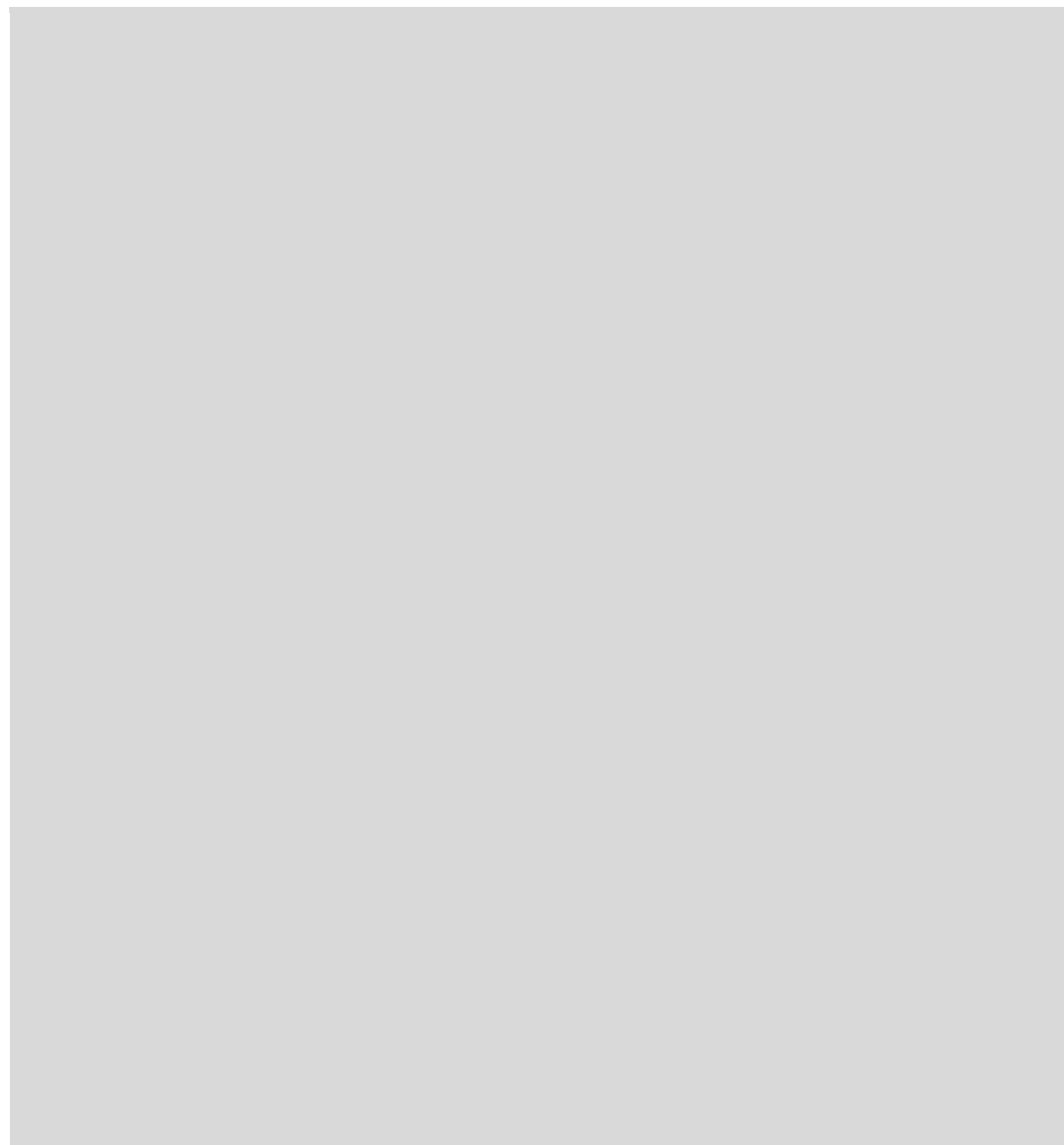
Dates From & To	Event Title	Programme/ Sponsor	No. of Training Hours	Type of Event (e.g. programme / lecture / skills workshop etc.)	Participant No. & Type	Evaluation Self Organised	Evaluation by Sponsor	Alternative Evaluation Attached	Labelled as
2011-2012	Monthly In-house half day CBT skills training workshops - various	An NHS Trust, Somewhere	30	Various half day CBT skills workshops provided in-house, providing lecture, demonstration, participant role play	Couns & Clin Psych trainees and qualifieds – 8-10 delegates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2011-2012	Introduction to CBT Module and CBT for Depression Module	A Named University	24	Programme lectures x2 full day for each module, providing approx. 50% theory lecture and 50% skills development workshops including demonstration, role play, participant role play	Couns & Clin Psych trainees on Doctoral training – 35-40 delegates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.1
Jan 2011 - date	CBT for Depression Module and CBT for Panic Disorder Module	A Named University	18	Co-presented programme lectures x3 full days in total, providing approx. 50% theory lecture and 50% skills development workshops including demonstration, role play, participant role play	IAPT HI trainees – 30-35 delegates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.2
Feb 2012	When Therapy Gets Stuck	BABCP Local Named Branch	6	One day skills development workshop providing lecture, demonstration, participant role play	Qualified and trainee CBTs – 21 delegates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.3
Feb –Jul 2012	Incorporating CBT Techniques into Counselling Practice	A Named Counselling Charity	60	A 10 day training programme delivered in 2 day blocks over 6 months providing an introduction to CBT, providing approx. 50% theory lecture and 50% skills development workshops including demonstration, participant role play, and group supervision sessions	BACP Accredited Counsellors wishing to develop basic CBT skills and incorporate CBT techniques into their counselling practice – 15 delegates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.4



## **Additional Information**

Please provide here any further information that it would be useful for the Accreditor to know. You may also include any additional information documents here.

Please make sure they are labelled appropriately and it is clear for which Criterion they are providing evidence.



## **CRITERION SIX: CBT Sustained Commitment**

Trainer reaccreditation will be through a process of annual online declaration in the same way as Practitioner and Supervisor Accreditation, and you must maintain your Practitioner Accreditation in order to be reaccredited as a Trainer. This is verified by random audit.

On the award of your Trainer Accreditation, the due date for your annual Practitioner Reaccreditation will be extended to synchronise with the Reaccreditation date for your Trainer Accreditation. This is in order to enable you to make the online declarations for both or all accreditations at the same time.

By making the declaration below, you are committing to the following over the next twelve months, evidence of which will be required in the case of audit:

- Minimum 20 hours of CBT Training Practice
- Minimum one piece of evidence and/or Reflective Statements of Training Practice Continuing Professional Development
- Minimum two hours of Training Supervision (Training Supervision Log)

In the case of audit, you will be required to provide:

- Training Reference
- One Training Evaluation (from previous twelve months)
- Collaborative Trainer Supervision Logbook (from previous twelve months)
- Supervisory Supervisor's Report.

In the case of audit of your Trainer Reaccreditation, you would be expected to provide the above within two months of the notification of the audit. BABCP recommends that you keep these records contemporaneously.

## **DECLARATION**

**I understand my commitment to ongoing Training Continuing Professional Development and Training Supervision.**

Signature		Date	3.3.17
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## Criminal, Civil, Investigatory & Disciplinary Declarations

### You must check a box for each of the questions

If you check yes to any question, you must declare the details on a separate signed statement and enclose with your application; you may wish to discuss this with one of the Accreditation Liaison Officers in advance (contact via the BABCP Office); details will be handled with discretion and you may include your statement in a sealed envelope.

All applicants must answer each of the six questions below.

If you answer YES to any question, please declare details on an attached statement.

Question	Declaration	Additional Statement Enclosed	Labelled as
1. Have you ever been convicted of any criminal offence in any court in the UK or elsewhere which might prejudice the public's trust in you, your profession, or the BABCP, if accurately informed about all the circumstances of the case?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Have you ever been found guilty of a civil offence?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<input checked="" type="checkbox"/>	Env. labelled Confidential
3. Have you ever been refused / expelled from membership of any other professional body / register on the grounds of professional misconduct or other professionally related offence?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you ever been the subject of any professionally related disciplinary action (which may or may not have ended in dismissal)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Are you currently / likely to be the subject of any criminal, civil, investigatory or disciplinary proceedings or enquiries?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. To your knowledge, have you ever been, or are you likely to be involved in a situation or incident likely to result in disciplinary action against you as a member of the BABCP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<input type="checkbox"/>	

**DELIBERATELY FALSE STATEMENTS WILL RESULT IN YOUR REMOVAL FROM THE LIST OF ACCREDITED MEMBERS**

### DECLARATION

**I adhere to the Standards of Conduct, Performance and Ethics in the Practice of Behavioural and Cognitive Psychotherapies**

**The information contained in this application and any accompanying papers is accurate to the best of my knowledge**

Signature 	Date
	3.3.17

**The Practitioner Accreditation Committee Reserves the right to seek further information from relevant parties to the application**

# Standards of Conduct, Performance and Ethics for Members – Summary Document

Adopted AGM 16 July 2009/Amended Nov 2016

## Your Duties as a Member of BABCP: The Standards of Conduct, Performance and Ethics you must keep to in Practice

- You must act in the best interests of service users
- You must maintain high standards of assessment and practice
- You must respect the confidentiality of service users
- You must keep high standards of personal conduct
- You must provide (to us and any relevant regulators and/or professional bodies) any important information about your conduct and competence
- You must keep your knowledge and skills up to date
- You must act within the limits of your knowledge, skills and experience and, if necessary, refer the matter to another practitioner
- You must communicate properly and effectively with service users and other practitioners
- You must effectively supervise tasks that you have asked other people to carry out
- You must get informed consent to give treatment (except in an emergency)
- You must keep accurate records
- You must deal fairly and safely with the risks of infection
- You must limit your work or stop practising if your performance or judgement is affected by your health
- You must behave with honesty and integrity and make sure that your behaviour does not damage the public's confidence in you or your practice
- You must make sure that any advertising you do is accurate

## Introductory Statement

1. As a member of the BABCP you are required to make sure that you are familiar with the standards and that you keep to them. If you are applying for membership or Accreditation as a CBT Practitioner, Trainer or Supervisor; Psychological Well-being Practitioner (PWP); or Evidence-Based Parent Training Practitioner (EBPTP) you will be asked to sign a declaration to confirm that you have read and will keep to the standards.
2. It is important that you meet BABCP standards and are able to practise safely and effectively. We also want to make sure that you maintain high standards of personal conduct and do not do anything which might affect the public's confidence in you, the BABCP or any profession to which you may belong. However, we do not dictate how you should meet our standards.

Each standard can normally be met in more than one way. The way in which you meet our standards might change over time because of improvements in technology or changes in your practice.

As an autonomous and accountable practitioner, you need to make informed and reasonable decisions about your practice to make sure that you meet the standards that are relevant to your practice. This might include getting advice and support from education providers, employers, your clinical supervisor, colleagues and other people to make sure that you protect the wellbeing of service users at all times.

Many BABCP members are also members of professional bodies and will therefore be bound by codes of practice of those professions. BABCP recognises the valuable role professional bodies play in representing and promoting the interests of their members. This often includes providing guidance and advice about good practice, which can help you meet their standards and those in this document.

3. It is expected that all members of BABCP approach their work with the aim of resolving problems and promoting the well-being of service users and will endeavour to use their ability and skills to service users' best advantage without prejudice and with due recognition of the value and dignity of every human being. If you make informed, reasonable judgements about your practice, with the best interests of your service users as your prime concern, and you can justify your decisions if you are asked to, it is very likely that you will meet our standards.

By 'informed', we mean that you have enough information to make a decision. This would include reading these standards and taking account of any other relevant guidance or laws. By 'reasonable', we mean that you need to make sensible, practical decisions about your practice, taking account of all relevant information and the best interests of the people who use or are affected by your services. You should also be able to justify your decisions if you are asked to.

4. Throughout these standards, we have used the term 'service user' to refer to anyone who uses or is affected by a member's services. Who your service users are will depend on how and where you work. For example, if you work in clinical practice, your service users might be your patients/clients. In some circumstances, your service users might be organisations rather than individuals. The term also includes other people who might be affected by your practice, such as carers and relatives.

We have used the word 'treatment' in its broadest sense to include a number of actions members carry out. These actions could include diagnostic, monitoring or assessment procedures, therapy or advice.

Refer to the FULL document **Standards of Conduct, Performance and Ethics** here: [www.babcp.com/Standards-of-Conduct-Performance-and-Ethics](http://www.babcp.com/Standards-of-Conduct-Performance-and-Ethics)