

GUIDE TO FILLING OUT APPLICATION FOR ACCREDITED MEMBERSHIP UNDER BYE LAW 11.

This is not an exhaustive list of tips related to completing the application, it is an aid to assist you in processing the application. Inaccuracies can cause unnecessary delays to your application.

Accreditation applications are carefully checked by the Accreditation Committee. The minimum criteria outlined in Bye Law 11 is rigorously applied. Please note applicants are expected to meet or exceed Bye Law criteria. Please ensure your application is spiral bound. Include all certificates, course brochure etc., at the back of the application rather than interspersing them throughout the application form.

Section 1 – 1.5 Personal Details

Self-explanatory.

Section 2. Educational/Training Background

All applicants must include a copy of **all** degrees and certificates.

Applicable (only) to applicants who have completed a non-recognised IAHIP training course , **please ensure** the “IAHIP Confirmation of Breakdown of Training Hours Form’ is included with your application. This form must be completed and signed off by your training body.

A listing of recognised training schools is included on the IAHIP website as is the Confirmation of Breakdown of Training Hours.

Section 3. Postgraduate – level Psychotherapy Training.

Please see Bye Law 11, Section 3 and its’s subsections for guidance in filling this part of the application.

3.1 Name of Phase 1 Training Body.

This relates to the name of the Training School/College you completed your four year training in.

3.2 Phase 1 Training Course Title:

Please include the title of your four year training.

3.2.1 Phase 1 Training Course

Please include the start date and graduation date of your 4 year training. If your training is over four years long **OR** if your four year training was split over a longer period, please include the start and end date of each training period.

3.2.2 Graduate Degree

Name the relevant undergraduate degree (min. 3 years) or equivalent, prior to undertaking your psychotherapy training.

3.3 Completion of Phase 1 Training

Self-explanatory

3.4 Is this an IAHIP recognised course?

Self- explanatory – see IAHIP website for recognised list of training courses.

4 – 4.2.2 (inclusive): Details of the Phase 1 Psychotherapy Training.

Please fill in the detail required in this section **and include the ‘Confirmation of Breakdown of Training Hours Document’** at the end of the application.

4.3 – 6.31 (inclusive): Supervision, Clinical Practice & Ratios – Phase 1 & 2

Please note the following:

1. Refer to the first page of Covid 19 addendum document for guidelines to this section.
2. Please ensure the Supervisor forms are **signed** by your Supervisor.
3. Please supply relevant addendum documents relating to all remote clinical practice, personal therapy, supervision, group work etc.
4. You must ensure the supervisor/s you are presenting are trained in accordance with the European Association of Psychotherapy (EAP) for their Supervision, as IAHIP supervision aligns with these European standards.
5. **Helpful tips for applicants regarding Supervision/Supervisor report for accreditation may be found on the IAHIP website in a separate document.**

7. Psychotherapeutic Experience as Client (Phases 1 & 2)

Please read **Bye Law 11, Section 5** and it's subsections carefully for clarity in this section.

7.1 Overall Total Psychotherapeutic Experience as Client in Training

For all applicants sections **A** to **E**. you must evidence the hours submitted below and include them in this application for all psychotherapeutic experience. Group and individual psychotherapy presented below should have been conducted by suitably accredited psychotherapists who worked from a humanistic and integrative perspective) [5, 5.1, 5.2, 5.2.1, 5.2.2, 5.2.3].

7.2 Did you undertake group psychotherapy outside of the Psychotherapy Training Course?

Please see Bye Law 11, Section 5.2.2 for guidance If you undertook group work outside of training course in Phase 1, this must be evidenced by a letter of approval from your Training College confirming that “it was approved by the training organisation and took place while the applicant was a trainee on the training course”(Bye Law 11(5.2.2)

8. Continued Professional Development

Please ensure **all** copies of CPD certificates include your name and date of workshop.

9. Personal Statement

Regarding your personal statement, it is a reflection of yourself and how you work. It must demonstrate that your work is at the level of psychotherapy and that it's orientation is humanistic and integrative. Using not more than 1000 words and **hand-signed** by yourself, we have found that if further guidance is needed that perhaps your supervisor would be in a position to assist you with your statement.

10. Undertakings

Please tick as appropriate. Please ensure that you **fully read byelaw 3 (code of ethics)** in full before signing the application off.

11. Insurance

Please ensure your insurance certificate is in date and that you are covered to work as a Psychotherapist and that the mode of practice i.e online/remote is stated. It is also necessary for the insurance company to clearly state the age profile of clients you are insured to work with. Insurance must include Public Liability and Professional Indemnity cover. Please see

addendum document (insurance section) for remote clinical practice hours which may be used for accreditation purposes during Covid 19.

12. Applicant's Undertaking & Declaration

Self-explanatory. In addition, please ensure that you fully read byelaw 3 (code of ethics) in full before signing the application off. We draw particular attention to Section 4.3 of byelaw 3

“Pre-accredited associates, student associates and affiliates may not represent themselves as accredited members of IAHIP, nor use the letters IAHIP as part of their advertising material or stationery.”

13. Letter of Support

Please be aware, the letter of support from a Trainer of your Professional Training Course is **not acceptable** and must comply with the Code of Ethics provided by IAHIP.

It is the responsibility of the applicant to supply only relevant information and to complete the application form in full. Failure to do this may cause unnecessary delay to processing the application.

During Covid19 - All applications must be scanned and emailed into the office (in PDF format in one or two attachments) as well as the original application dropped into the office or sent by post.

We ask for your patience in processing accreditation applications as the committee continue to work remotely owing to Covid 19 restrictions.