

**AREBT**  
**CRITERIA & GUIDELINES FOR**  
**COMPLETING PROVISIONAL**  
**ACCREDITATION FORMS**



In 2008 AREBT and BABCP jointly created the national CBT UK register of accredited Rational Emotive Behavioural Therapists and Cognitive and/or Behavioural Psychotherapists. Since that time there have been joint discussions to formally implement a centralization process for Accreditation which acknowledges 'commonalities' of both modalities whilst promoting 'difference'.

This means AREBT applicants applying for accredited REBT status can also opt to be assessed for DUAL accreditation as a BABCP CB Psychotherapist. There is a space on the application form to indicate if you desire to have Dual assessment. This will show on the register as DUAL accreditation. Such applicants must be members of both organizations in order to be assessed in this way.

The following seven CRITERIA must be met in order to gain Provisional Accreditation:

**CRITERION 1:** You must have undergone and achieved **Core Professional** training, to degree level or equivalent and must indicate under criterion 1 section 3 of the application form which Professional Body initially registered or still registers you in your **Core Profession**. Recognized Core Professions are as listed BELOW:

**Applied Psychology** - 1<sup>st</sup> degree plus post-graduate qualification in an applied area such as:

- Clinical psychology
- Counselling Psychology
- Educational Psychology
- Forensic Psychology
- Health Psychology

**Nursing** - Registered Nurse practicing within:

- Mental health Nursing
- Learning Disability Nursing

**Medicine** – MBChB or MBBS and usually PG training with membership of MRCGP, MRCP or MRCPsych - practicing within:

- Psychiatric Medicine
- General practice

**Allied health professional** –

- Occupational therapy - attaining BSc (Hons); MSc; or Dip C.O.T and HPC registered
- Arts Therapist – HPC registered

**Other helping professions**

- Counselling (fully accredited by BACP, CPC, COSCA, FDAP)
- Social Work – CQSW or DipSW or BA/BSc Hons Social Work
- Probation Services – DipPS
- Educational psychology - Teacher of Special Education / Needs – CertEd. B.Ed, or BA/BSc with PGCE plus additional special education training and counselling/psychotherapy training

If you **do not** have a recognized Core Profession but feel you have extensive experience which has provided you with essential core psychotherapeutic knowledge, skills and attitude deemed necessary for accreditation, indicated on the application form that you are applying through the **KSA route**. Log onto [arebtksaportfolios](http://arebtksaportfolios)

**CRITERION 2:** You must have been accountable for your own professional practice to a senior member of your own, or another of the relevant Core Professions for at least one year since professional qualification. For those practicing in a clinical setting this could be your line manager e.g. if working in a GP practice it could be the practice manager or the GP or if undertaking voluntary work the organizational manager. For those only working in private practice, you will need to ascertain the services of a senior member (minimum of five years therapeutic experience or accredited practitioner) of AREBT/BABCP with whom you meet on a regular basis to discuss your practice.

**CRITERION 3:** You must provide evidence that you have successfully completed recognized training in the theory and practice of Rational, Emotive, Cognitive and Behavioural training where REBT has formed a major component of the curriculum. If you are seeking DUAL accreditation you can also detail CB Training. You need to provide (copy) certificates from each of your training courses. Approved REB Training courses detailed on this website, just open up Practitioners main box on home page and then click Training Courses and CB Training courses on BABCP website [www.babcp.co.uk](http://www.babcp.co.uk)

**CRITERION 4:** You must have ongoing REB/CB supervision, including regular live assessment of practice. This may include group and peer supervision BUT it must be clear that you also receive regular individual supervision.

You must provide a supervisors report on the form provided. This supervisor does NOT NEED to be an Accredited Supervisor BUT MUST BE an accredited therapist with either AREBT or BABCP or be a BACP recognized supervisor.

**CRITERION 5:** Sign a statement of intent to submit an application for Full Accreditation in 12 months, and to sustained commitment to the theory and practice of Rational Emotive Behavioural Therapy which includes Continuing Professional Development, and ongoing Clinical Supervision

**CRITERION 6:** Demonstrate knowledge and understanding of the therapeutic relationship and in the development, maintenance and ending of such relationships

**CRITERION 7:** Adhere to AREBT (if seeking DUAL accreditation also BABCP) Standards of Conduct, Performance and Ethics in the Practice of Rational Emotive Behavioural and Cognitive therapies, and be willing to be scrutinized in this adherence as required.  
**Additionally all AREBT members in private practice must hold Professional Liability Insurance.**

## GENERAL NOTES ON MAKING AN APPLICATION FOR PROVISIONAL ACCREDITATION

1. Ensure you have the most up to date forms, information, criteria and guidelines as all applications must be presented on most up to date forms relating to Provisional Accreditation. These forms include:
  - **Criteria and Guidelines for Provisional Accreditation-** *refer to these when completing the forms*
  - **Minimum Training Standards** – *to clarify requirements of training and assist your application - download @ [arebtstandardssofconductperformance&ethicsinREBT](#) & [arebtminimumtrainingstandards](#)*
  - **Application for Provisional Accreditation** – *you must complete ALL relevant sections of the form, and it should be signed within one month prior to receipt at the AREBT office. Download the application form here: [arebtprovisionalaccredapplicationform](#)*
  - **Supervisor's Report** – *this must be completed by your current REBT/CBT clinical Supervisor. This document should be completed and signed within one month prior to your application submission and then be submitted with all other provisional accreditation application documents*
  - **Professional Reference** – *this must be completed by a professional other than your current clinical Supervisor who has completed your Supervisor's report. The Professional Referee must be REBT trained and experienced, and knows your current REBT practice. This document should be completed and signed within 3 months prior to your application submission and then be submitted with all other provisional accreditation application documents*

**Please Note:** *Either the Clinical Supervisor who provides your Supervisor's Report or your Professional Referee must be a member of AREBT*

**Additional documents** are required for those **without** a Core Profession relevant for AREBT Accreditation purposes. Such applicants need to read the **Criteria and Guidelines for KSA Applications**, and then complete and send in **KSA application forms with the Provisional application form**.

### 2. Completing the forms

- All forms should be typed in Word, not hand-written (this can be achieved by completing the forms on-line and printing off for signature).
- Do not provide original certificates, only send photocopies
- Attach additional sheets if needed.
- There is an enclosure check list at the end of the application form for you to indicate that all required fields of information have been included with the application

- Throughout this document you have a choice to either detail only REBT evidence of meeting the standards or provide REBT and CBT evidence.

**Please Note:** On receipt at the accreditation office, your application pack is scanned because its entire passage through the Accreditation process is managed electronically. Therefore please provide your application pack **as a continuous document of A4 pages**, preferably single-sided. When compiling your application pack, please ensure that you.

- Do not use dividers / separators / tabs
- Do not use stick on tabs, labels, or post-it notes
- Do not staple documents (other than your cheque, for security)
- Do not use paper clips, or acco-clips
- Instead, please label your documents on the top right corner of the page, and cross-reference within your application form, as instructed
- If necessary hand write any notes on the relevant page

For KSA portfolios, please refer to the KSA guidelines for assembly

**GUIDELINES FOR COMPLETING THE SECTIONS WITHIN  
THE PROVISIONAL APPLICATION FORM**

**Applicants Personal Details:**

**Private address:** Contact information provided will be used for all AREBT correspondence and the AREBT database will be updated with this information

**Practice Address:** This address will be featured in AREBT and CBT UK registers available to the public, if you do not wish any address to feature on the registers then write "Not Applicable" in practice address box.

**Note:** Everyone who attains provisional accreditation will receive a form to complete detailing further/different contact information for entry on CBT register UK.

**CRITERION ONE: CORE PROFESSION ONLY (Not specialist REBT Training)**

**1a: Evidence of professional qualification:** Identify your main Core Profession from those listed by ticking the appropriate box. When completing this section you need tick ONLY ONE of the Core Professions

If you are unable to tick one of the Core Profession boxes, you will need to complete the **Knowledge, Skills and Attitudes (KSA) Supplement**, providing evidence of your acquisition of the core psychotherapeutic knowledge and skills that you would have attained in core training such as those listed. There is a box under criterion one which allows you to indicate KSA route as your core profession. (Enclose these forms with your application)

If you have indicated a core profession (**other than KSA**), you now need to provide details of your Core Professional Training ONLY, Not specialist RECBT Training

Include your academic and professional qualifications

Provide evidence of your qualifications, for example, certificates

Provide copies, not originals

Label each training evidence document for easy reference, for example write "1A"/1B etc. at the top of each document

As well as providing details of membership of your core professional body, also provide details of membership of other professional bodies. Provide details of the type of registration of membership, for example student member; full member; accredited member etc.

**1b.** The second part of criterion one asking for detail of Core professional training is not applicable to those who are applying via KSA. **DO NOT COMPLETE THIS SECTION** – your KSA application forms will provide the evidence required.

**1c.** Only complete this section if you have identified a core profession. In which case provide details of your core profession membership. If for some reason you did not initially register with a professional body or membership of your core professional body has lapsed, you are asked to provide a covering note stating the reason.

**CRITERION 2a: Professional Accountability - CORE PROFESSION ONLY (this can either be one of the CORE professions as detailed under Criterion 1 or the KSA portfolio)**

You must have worked within a professional environment where you were accountable i.e. “required to account for one’s professional conduct” to a senior member of one of the relevant recognised Core Profession’s, or equivalent. Accountability to an organisation (such as arebt), to clients, or to yourself is not acceptable.

Provide details of **one year** of professional practice since qualifying in your core professional training, detailing the lines of accountability for this professional practice to a senior member of a relevant core profession.

Detail the name of your employer (can be paid or voluntary work within that employment) e.g. name of the person overseeing your practice; their position e.g. senior psychologist; practice manager; G.P.; Line Manager.

Those working currently in private practice only and seeking accreditation through KSA portfolios need to evidence that since qualifying they have also worked in an environment where there are lines of accountability, because without experiencing being accountable to anyone you would in effect be in danger of setting up isolatory practice not conducive to effective practitioner development needed to service diversity of client needs. Such accountability avenues could be as detailed above, additionally any referrals from health providers such as BUPA; AXA; PPP or EAP’s or voluntary organisations such as mind would count. If none of these were applicable you could consider undertaking some voluntary work. Alternatively it is advisable to ascertain the services of a senior member (minimum of five years therapeutic experience or accredited practitioner) of AREBT/BABCP with whom you can meet on a regular basis to discuss your professional practice. Remember you need to indicate that this took place for one year after qualifying

**Note:** If you are evidencing equivalence to a core profession through **KSA**, you must give details of at least one year of professional practice since meeting the most recent of the KSA Criteria i.e. year of accountability is taken from date of last entry in your KSA portfolio that makes up the required competences/training standards for provisional accreditation e.g. June 2010 complete a “risk assessment training in-house”. The earliest this person could apply for provisional accreditation would be one year from this date i.e. June 2011.

**CRITERION 2b: CURRENT Professional Practice**

In order to be eligible for Provisional Accreditation with AREBT more than 50% of your clinical practice must be REBT/CBT lead and be currently practiced in the UK.

Give details of the **last year** of all of your practice, employment and working roles/s (which may include time undergoing training); this will provide Accreditors with an overall sense of the context within which you are practicing REBT/CBT

### **CRITERION 2c: REB/CB Practice ONLY**

This section asks you to consider your dedicated involvement with Rational Emotive Behavioural Therapy (and if appropriate Cognitive Behavioural therapy) by allocating proportions of your practice across areas of Clinical Practice, Supervision, Teaching & Training, Consultation, and other relevant activities. You are being asked to isolate and indicate how specific time percentages of REBT/CBT are spent. **Please note:** if you identified 50% of your time as involving REBT/CBT in the previous section, to answer this section you must now consider that as 100% of your REBT practice and break it down into relevant percentages e.g. Clinical REBT (CBT) practice 60%; Receiving supervision 10%; supervision of others 10%; receiving training 10%; teaching/training others 10%.

**Lastly:** tell us some information about your current REBT (CBT) practice; this will provide Accreditors with an overall sense of the setting within which you are practicing REBT e.g. I work as a REBT therapist in a GP practice working with a team of... I am also in private practice where I receive referrals from...; I work with clients with... I am currently researching...and intend to present at...or write a book on...

### **CRITERION THREE – SPECIALIST REBT/CBT TRAINING ONLY**

**Notes:** Elements **3a** and **3b** of this section need completion only by those who identified a **Core Profession**, therefore are **Not** applicable for those going through the KSA portfolio who have a post graduate MSc RECBT qualification. However the following information is essential to **take on board** for those who have the MSc RECBT and intend to use this evidence to support their KSA portfolio by completing sections **3c**, **3d** and **3e**

#### **GUIDELINES**

You must evidence how you have met the Minimum Training Standards for the Practice of REBT/CBT. These standards are the minimum level of training, experience and practice that must be evidenced for Accreditation. In summary, the Minimum Training Standards are:

1. A minimum of 450 hours of specialist Rational Emotive Behavioural and Cognitive Behavioural Therapy where REBT has formed either the whole or a major part of the curriculum
2. At least 50% of the training must have focused on REBT/CBT skills development: such as role play; skills practice in pairs or triads; exercises in case formulation; experiential exercises as part of more formal workshops; practice in delivery of psycho-educational material to groups, learning to use formal measures, etc.. Some aspects of placements might also be considered as contributing to skills development - including co-therapy with a more experienced therapist; in course or in placement supervision focusing on skills development whilst still in formal training; consultations in relation to specific

cases, etc. When completing the application form isolate the number of hours relating to skills development against each aspect of your training curriculum

**Note:** if you have stated that the overall training hours equate to more than the 450hr minimum, then the skills training would need to equate to half of that number e.g. MSc REBT 580 hours – skills development =290 hrs

3. From this 450 hour minimum, a minimum of 200 hours theory must have been taught by recognized trainers - meaning direct delivery through lectures, presentations, or tutor led workshops which might involve demonstration, role play and even skills practice. When completing the application form isolate the number of hours relating to theory against each aspect of your training curriculum
4. Any balance of the 450 hours of specific training can also be made up of CPD activities, and other 'notional study' or 'self-directed study' hours which are prescribed as part of a curriculum, involving activities such as additional reading, completion of assignments, more informal discussion groups with other learners, etc.. This time will generally fall under hours of theory and should be added to the taught theory hours when counting
5. In addition to the 450 hours you must evidence having undertaken 200 hours of REBT/CBT Clinical Practice (supervised by an appropriate REBT/CBT Clinical Supervisor – totaling at least 40 hours of clinical supervision)
6. Additionally you will need to evidence that you have undertaken a minimum of 8 cases during training covering at least 3 different problem types.

These cases should have been written up and assessed as case Studies 2000-4000 words each). Three of these cases must have been closely supervised, using live (in-vivo, video, audio) assessment.

There are a number of ways applicants will have individually met the Minimum Training Standards, some through many years of training and experience, others through a single training course, therefore you may have information which should be included in all sections or in just one / some. It is your responsibility to match your training to the Minimum Training Standards, and clearly evidence this to the Accreditors; it is not the responsibility of the Accreditors to hunt down, draw out, and calculate how you have met the standards.

Take time to present your evidence carefully as this significantly speeds up the process of Accreditation. Labeling evidence as it relates to each section of the application is very helpful e.g. (criterion three- specialist training -section 3c)

Qualification Certificates provide evidence of having successfully completed the training, however evidence of how you meet the Minimum Training Standards requires you to not only indicate the title of the course/module/lecture undertaken and number of theory and skill hours involved, but additionally requires you to present within an appendix, back up evidence of relevant detailed course curricula of how this specific training contributed to the Minimum Training Standards.

Within this appendix format you will need signed statements from Course Directors attesting to course curricula, signed statements from others who can attest to your qualifications, content of your training, your experience, plus provide copies of your certificates and label the documents for easy reference e.g. write “3a1” at the top of the page.

For those who have completed their training a long time ago and who cannot easily evidence how they meet the minimum training standards, consider beginning by compiling an affidavit biography training, qualifications and experience until the present day, and work backwards to source evidence. A countersignatory or a number of countersignatories can be used to attest to your claims.

**CRITERION 3a** Give details of your Core Profession training where REBT/CBT components were evident, including course title, module titles etc. and provide a copy of the relevant course curriculum. State the number of hours as detailed in the curriculum for this training, breaking out theory and skills where possible; prescribed notional / self-directed study should be detailed later in part **3d** Ensure that you name the teacher / lecturer and provide evidence which is helpful and clear so that the Accreditors can verify your claims.

**CRITERION 3b** If during your core profession training you were encouraged to or you choose to seek a placement within which you received supervised clinical practice, include the following details here:

Date/s, clinical setting, client population, and specifically describe any skills development activity. Provide details of the duration of the placement, the number of clinical hours you undertook (face to face client hours), the number of specific skills development hours, and the number of hours of supervision you received. Also give details of the placement supervisor. Here is an example:

Placement Details & Specific Skills Development Activity	Placement Duration	No. of Clinical Hours	No. of taught Skills Development Hours	No. of Supervision Hours	Placement Supervisor (name, position & REB/CB credentials)	Evidence Enclosed as	Labelled
1996 part time Reb/cbt placement In local surgery – Reporting back to Training Supervisor for weekly case reviews – disputation effective/ineffective self/client/medical team evaluation of practice and reflective skills enhancement of assessment monthly peer supervision	3mths	48	76	48	J. Bloggs Clinical psychologist CBT/REBT trained	<input checked="" type="checkbox"/>	3b1

Additionally you must provide appendix information of clear evidence for your claims, which can be easily verified by the Accreditors. For example: this evidence might be detailed within a curriculum, therefore you refer to and explain it; or verified through your own clinical records; or be a covering letter from your placement supervisor. Also remember for ease of reference to label these document/s, for example write “3b1” at the top of the page.

If your core training did not include placements and assessment of such, indicate in the box provided that this section does not apply to you.

**CRITERION 3c: REBT/CBT recognized SPECIALIST training ONLY**

If you have completed a significant REB/CBT training course, include it here. Courses entered in this section should have worked to a specified curriculum, and will have involved formal assessment, for example marked assignments

Include course title or name of the qualification, and the awarding body or institution. State the number of taught hours as stated in the curriculum for this training, breaking down theory and skills where possible. Prescribed notional self-directed study should be detailed later in 3d.

As detailed under 3a and 3b you must in 3c provide appendix information of clear evidence for your claims which can be easily verified by the Accreditors. Remember to provide copies of your qualifications and for ease of reference label all document/s, for example write “3c1” at the top of the page.

**Example one** a complete course which meets the minimum training standards.

Dates From & To	Qualification	Awarding Body/ Institution	No. Hrs Theory	No. Hrs Skills	Evidence Enclosed	Labelled as
2004-2006	MSc RECBT	Goldsmiths College London univ:	360	290	<input checked="" type="checkbox"/>	3c1

**Example two:** someone who attended a number of different courses to make up the required hours to meet the minimum training standards i.e. 450hours

Title of course/module/Lecture	No. Hrs Theory	No hrs skills	Teacher/ Lecturer	Evidence enclosed	Labelled as
Certificate in Counselling For stress management – CB approaches	20	20	S Wales	<input checked="" type="checkbox"/>	3c1
Primary Cert in REBT	45	30	AEInstitute	<input checked="" type="checkbox"/>	3c2
Advanced Cert in REBT	70	55	AEInstitute	<input checked="" type="checkbox"/>	3c3
Diploma in Fertility Counselling	105	80	London Hosp	<input checked="" type="checkbox"/>	3c4
Diploma in MMTherapy	75	55	CSM	<input checked="" type="checkbox"/>	3c5
Total hours:	245	240			

If you are having trouble evidencing how you meet the Minimum Training Standards, please contact Meir Stolear at [meir1@mac.com](mailto:meir1@mac.com)

**CRITERION 3d – Self directed study prescribed in REB/CB components of Core training and REB/CB specialist training**

During your formal trainings in parts 3a and/or 3c, it is likely that as well as taught hours, the training also prescribed a number of self-directed or notional study hours that were necessary in order to meet the course requirements

Self-directed study generally includes reading, researching, completing assignments and case studies, preparing for exams and presentations etc.

Give details as requested including the course title or component or module of the training and brief details of the self-directed study activity. State the number of self-directed study hours that are stated or prescribed in the curriculum for this training. Taught components should have been provided in parts 3a and/or 3c.

You must provide evidence of the hours within the curriculum. Your evidence must be helpful and clear so that the Accreditors can verify your claims. For example:

Training course or Component/module Of training	Details of self directed study	No. Hrs prescribed Self-directed study	Evidence enclosed	Labeled as
Certificate in Counselling For stress management CB approaches	Prescribed reading Research, writing assignments	45	<input checked="" type="checkbox"/>	3d1

Label the documents for easy reference, for example write “3d1” at the top of the page.

**CRITERION 3e - Other REB/CB CPD Training & Experience**

This section asks you to detail any other specialist REB/CBT training and experience which contributes to you meeting the Minimum Training standards

**Notes:** Include any short courses, workshops, conferences, placements, REB/CBT development activity. Give details as requested, including the title of the course or workshop, or the kind of activity undertaken, the trainer, lecturer or placement supervisor, and the organizing body. State the number of hours that have been undertaken for this activity, breaking out theory and skills where possible. Here is an example:

Dates From & To	Title & Type of Activity	Trainer / Lecturer Placement Supervisor	Organizing Body	No. Hrs Theory	No. Hrs Skills	Evidence Enclosed	Labelled as
Sept 2000	AREBT annual Conference	various symposiums	AREBT	14		<input checked="" type="checkbox"/>	3d1
6.3.01	REBT & shame	Wayne Froggatt	REBT NZ	5	2	<input checked="" type="checkbox"/>	3d2
Sept 2001	AREBT conference And workshops	various symposiums	AREBT	7	7	<input checked="" type="checkbox"/>	3d3

Jan 2002	CBT for Anxiety Disorders5	Christine Padesky	INCA	7	<input checked="" type="checkbox"/>	3d4
July 2002	BABCP annual conference	various symposiums	BABCP	14	<input checked="" type="checkbox"/>	3d5

Provide evidence of your attendance, for example: with a certificate, placement records, agendas or minutes. Provide copies, not originals and remember to label the document/s for ease of reference, for example write “3d1” at the top of the page

At the end of section 3e you are asked to provide a total of the hours for theory and skills from section 3 so far. Remember you should have demonstrated a minimum of 450 hours of specialist REB/CB training overall. For example MSc applicant without core profession – ksa applicant

Totals from	Theory hours	Skills Hours	
Section 3a	N/A	N/A	
Section 3b	N/A	N/A	
Section 3c	270	240	taught
<b>Sub total formal taught hours</b>	<b>270</b>	<b>240</b>	
Section 3d	290	N/A	prescribed self-directed
Section 3e	90	86	CPD & other
<b>Grand Total hours</b>	<b>650</b>	<b>326</b>	

### **CRITERION 3f: Supervised Clinical Practice in REBT/CBT Training ONLY**

The minimum Training Standards require that therapists will have conducted 200 hours of REBT/CBT clinical practice, appropriately supervised during training and subsequent practice. Of which REB/CB supervision should be at least 40 hours.

Here you must detail 8 client cases, which have contributed to your REB/CBT specialist training, and demonstrate how you have conducted at least 200 hours of supervised clinical assessment and practice during training. In addition, you must declare that you have undertaken at least 40 hours of suitable REB/CB Clinical supervision during your training and subsequent practice

Across the eight cases, you should demonstrate at least three different problem types that you have treated

Each of the eight cases should have been presented regularly in supervision from assessment to conclusion within a minimum of 5 sessions, (although some should have been considerably longer).

Of these cases three will have been closely supervised using live (invivo, video, audio) assessment, and competence evaluated using an appropriate skills assessment tool.

Four of these cases should have been written up and formally assessed as case studies of between 2000 and 4000 words. These case studies should have been completed as part of a postgraduate level formal training. For MSc RECBT

applicants their 2<sup>nd</sup> year presentation of one 3 x 20 mins DVR which includes segments from the beginning, middle and end phases of a single case and 3,000 word commentary, would be the 4<sup>th</sup> case study. Contact [Meir1@mac.com](mailto:Meir1@mac.com) if you need to complete additional case studies because there is a shortfall in your formal training. Guidance is available for writing and evaluating case studies.

The case study should demonstrate the therapist's knowledge, skills and abilities to use REBT/CBT theory, research and practice for the benefit of the client towards a resolution of their difficulties.

The written up case study will generally include evidence of the therapist's ability to:

- describe historical, contextual and current components of the client's problems
- work within and therapeutically use, a Rational Emotive Cognitive Behavioural model of the structure of therapy
- use skills in forming an appropriate working alliance / relationship
- use skills and demonstrate ability to assess client's difficulties and their consequences
- conceptualize and formulate dimensions of the client's problems and negotiate and discuss this with the client in a way that is appropriate to their cognitive skills and development
- set, negotiate and use appropriate goals
- set, negotiate and use appropriate interventions and show how these facilitate the client moving towards the achievement of their goals
- demonstrate evaluation of the application of REB/CBT to the client's needs
- show and evaluate the use of supervision
- support and critically analyze the work that has been done with reference to research and theoretical literature and use a relevant system for citation (reference)
- the written up cases should demonstrate a professional ability to not only show a theoretical and research based rationale for a particular approach to a client's need, but also show a knowledge of alternative REBT/CBT methods and present an argument as to why these were not used.

Three of these cases should have been closely supervised, meaning:

- case work has been formally assessed using in-vivo, video or audio recording, where at least one whole session has been seen, and assessed to be of a reasonable standard as evaluated by a recognized REBT/CBT assessment scale or tool, for example CTS-R.

- the work has been supervised by an appropriately qualified AREBT/BABCP Accredited Practitioner or a qualified REB/CB who meets the accreditation criteria.
- the case has undergone regular supervision delivered in an individual or group format

You are required on the form to provide details, including the problem type, number of client hours (face to face hours spent with client in assessment and therapy), whether the case was a written up case study and/or closely supervised, and the name of the assessor and/or supervisor

Where possible, obtain signatures in the box relevant to that case study. Alternative evidence should be included where signatures are not available, for example: a signed statement from the supervisor/assessor attesting to the standards being met, or evidence of the standards being met through a course curriculum, or signed statement from a Course Director. If this is not possible, please liaise with the accreditation coordinator Meir Stolear to identify alternative evidence.

**You need to bring the following information to the attention of your ASSESSORS AND SUPERVISORS before they sign the required forms:**

**ASSESSOR:** By signing below, where **A** is checked, you are attesting that the stated case has been written up and assessed as a case study to a satisfactory standard in your evaluation. (AREBT/BABCP evaluation guidelines are available from [meir1@mac.com](mailto:meir1@mac.com))

**SUPERVISOR:** By signing below, where **C** is checked, you are stating that you have provided live supervision of the stated case and are satisfied as to the competence of the practitioner, or where not checked, that the case was brought to supervision. Each client should have been seen from assessment to completion, and be of at least 5 sessions (although some should have been considerably longer).

Here is an example of required content.

Client Identifier	Problem Type	Client Hours	A	C	Supervisor / Assessor	Signature	Alternative Evidence Enclosed	Labelled as
1 DB	Depression	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RECBT MSc B. Ali	<i>B.Ali</i>	<input type="checkbox"/>	
2 IT	GAD	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RECBT MSc		<input checked="" type="checkbox"/>	3e1
3 SP	OCD	11	<input type="checkbox"/>	<input type="checkbox"/>	I Tubbs	<i>I tubbs</i>	<input type="checkbox"/>	
4 PR	Self-loathing	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RECBT MSc		<input checked="" type="checkbox"/>	3e2

#### **CRITERION 4a: REBT/CBT SPECIALIST CLINICAL SUPERVISION YOU HAVE RECEIVED**

On the forms you are required to provide detailed session by session REBT/CBT Clinical Supervision records for the past 12 months

REB/CBT Clinical Supervision is not the same as professional or managerial supervision (although these may be provided by the same person as Clinical Supervision). Additionally, it should be noted that Clinical Supervision is something more than professional consultancy

Supervision should be provided by an appropriately qualified AREBT/BABCP Accredited Practitioner or Supervisor or BACP recognized supervisor or a trained, qualified and experienced dedicated REB/CB practitioner who has appropriate REB/CB supervision, and meets the Accreditation criteria.

Applicants should be receiving regular Supervision, which is taken to mean a minimum of one hour per month total supervision time. Accreditors will be looking for evidence that sufficient Supervision arrangements are available to the applicant, in respect of their clinical practice and level of expertise. Individuals must ensure that their supervision arrangement sufficiently meets their needs at all times. All time spent in group supervision will count with the provisos that the group must be no more than six members, and all group members must present their own material regularly, and the applicant member must demonstrate that they have access to individual Supervision should it be needed e.g. advice in a crisis situation. Contact Meir Stolear [meir1@mac.com](mailto:meir1@mac.com) if you are unsure whether you are engaging in suitable and sufficient Clinical Supervision.

Types of Supervision may be individual; in a REBT/CBT Supervision group; peer review; telephone; or by e-mail (but not telephone or e-mail alone – there must be some direct personal contact on occasions)

In order that accreditors can make an assessment of your supervision arrangement and your use of supervision give details as requested, including date/s of Supervision contact; whether individual, group or peer; name of the Supervisor or members of the group, including facilitator; duration of the contact; details of content of the Supervision, and methods used

#### **Notes:**

Content of Supervision refers to the kind of material reviewed, including case reviews and discussions, techniques, skills, practice, theory, etc.

Methods of Supervision refers to the way the supervision is undertaken, including case presentations, role-play, telephone or e-mail contact, and **MUST** include, on a regular basis, the use of in-vivo, video or audio recording assessment, preferably using formal skills measures, e.g. CTS-R. Ensure you identify when you have undertaken live assessment of your practice.

The accreditation application form is an auditable document, and you must therefore provide details of your clinical supervision sessions within the application form. If you require additional sheets, you can find the supervision logbook on the Full accreditation section of the AREBT website.

**CRITERION 4b: It is essential to provide one Supervisor's Report and one Profession Reference.**

**Notes:**

The professional reference and the supervisors report must be from two different REBT/CBT Practitioners both of whom must know your current practice.

Either the Clinical Supervisor who provides your Supervisor's Report or your Professional Referee must be a member of AREBT.

The Supervisor's Report must be from your current REBT/CBT (or BACP recognised) Clinical Supervisor.

If you have been receiving Clinical Supervision from your current Supervisor for less than six months, you must also provide a Supervisor's Report from your previous Supervisor.

You are responsible for obtaining the Supervisor's Report and Professional Reference and including them with your application. These should be given to you in a sealed envelope, although it is up to the providers if they wish to show you them.

The Supervisor's Report and Professional Reference should be typed, not handwritten. You should inform your Supervisor and Referee where to find the downloadable guidelines for completing the form and the form itself at [arebtprovisionalaccreditationsupervisorreport](#)  
[arebtprovisionalaccreditationprofessionalreferencereport](#)  
[arebtprovisionalaccreditationprofessionalreferenceexample](#) On these forms is a section for the applicant to indicate if they are applying for AREBT accreditation only or seeking DUAL REBT/CBT accreditation

The Supervisor's Report should be signed and dated within the last month.

The Professional Reference should be signed and dated within the last three months.

Evidence of good practice will be assessed on the basis of the Supervisor's Report and Professional Reference provided, these include:

- details of the use of live supervision, including illustrative examples of practice
- an understanding and appropriate practice of the development, maintenance and ending of the therapeutic relationship – such issues as not enabling collaboration and client choice, the misuse of power in the client-therapist relationship, and the role of value systems may all be addressed
- the applicant's general competency, skills and attitudes to practice REBT/CBT
- the applicant's adherence to the Standards of Conduct, Performance and Ethics in the Practice of REBT and CBT

The choice of current REB/CBT Supervisor is with the applicant. However, the Committee will wish to see evidence of the Supervisor's competence to offer REBT/CBT Supervision. Supervisors will either be Accredited Practitioners or supervisors with AREBT/BABCP or BACP recognized supervisors, or will be senior professionals who have training and qualifications in REBT/CBT, and will be dedicated REB/CB practitioners who undertake regular REB/CB supervision and would meet our accreditation criteria.

In the case of applicants who have been senior practitioners in, and contributors to, the practice of REBT and CBT, the Committee will be looking for evidence of commitment to the formal use of colleagues for the Supervision of case work and personal issues which may arise from working with clients.

Applicants should be receiving regular Supervision, which is taken to mean a minimum of one hour per month total supervision time. Accreditors will be looking for evidence that sufficient supervision arrangements are available to the applicant in respect of their clinical practice and level of expertise. Individuals must ensure that their Supervision arrangement sufficiently meets their needs at all times. All time spent in group supervision will count with the provisos that the group must be no more than six members, all group members must present their own material regularly, and that the applicant member must demonstrate that they have an opportunity for supplementary individual Supervision should it be needed, or quickly available alternative supervision, e.g. advice in a crisis situation. Contact Meir Stolear at [meir1@mac.com](mailto:meir1@mac.com) if you are unsure whether you are engaging in suitable and sufficient clinical supervision.

#### **CRITERION FIVE: SUSTAINED COMMITMENT**

Provisional Accreditation is for a period of one year, after which an application for Full Accreditation must be submitted, along with evidence of 30 hours of Continuing Professional Development, 12 months Supervision Log, and a Supervisor's Report (all forms required to demonstrate these additional 30hrs CPD are available in the AREBT Full accreditation application file).

You must also undertake regular live assessment of your practice as part of your supervision arrangements, and ensure that you record such instances within your Supervision Log

You are required to sign the provisional application form at this point in order to indicate your 'commitment' to sustained CPD practice required to present your full accreditation application, 12months after achieving provisional accreditation

#### **CRITERION SIX – Criminal; Civil; Investigatory & Disciplinary Declarations**

This section requires you to answer truthfully the six questions detailed.

If you indicate 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: meir1@mac.com); details will be handled with discretion and you may include your statement in a sealed envelope

**CRITERION SEVEN:** Adhere to AREBT (if seeking DUAL accreditation also BABCP) standards of conduct, Performance and Ethics in the Practice of Rational Emotive Behavioural and Cognitive Behavioural therapies, and be willing to be scrutinized in this adherence as required.

**Additionally** all AREBT members in private practice as a REB Therapist, must provide evidence that they are covered by Professional Liability insurance.

**Lastly** once your forms are completed and all relevant information attached you Need to send it to the address on the application form.

Average time to process accreditation is currently 16 weeks. During this time an Electronic Accreditation Application Processing Tracker is completed, which will accompany the application pack throughout its journey through the process, and is filled in at each stage by the relevant officer handling the application pack

**Notes:**

1. Once received by the Accreditation Coordinator you will receive back an email confirming receipt of your application form.
2. The process of checking the information supplied then begins i.e. quality of the application pack; that correct forms have been used, signed and dated appropriately, that correct Reports and attachments are present, that the correct fee has been paid; that relevant sections of the application form have been filled in, and a cursory check of supporting documentation and evidence takes place.
3. If there are any omissions or obvious problems, the Accreditation coordinator will either ask the applicant to provide missing components if this can be immediately or very simply rectified, or the application will be returned to the applicant as 'inadmissible' with recommendations for improving the quality of the application pack
4. Once all checks have been completed the application forms are reviewed by two AREBT/CBT paid Accreditors. Sent firstly to AREBT paid Accreditor (1) who evaluates the claims made within the application, scrutinize evidence, and verify that Accreditation Criteria have been met. Accreditors might at any time during processing contact the applicant or other parties to the application to seek further information. Accreditors may only retain an application pack for 6 weeks whilst awaiting further information. Accreditors liaise with each other and with the ALOs during the process

1. First Accreditor completes their stage of the processing, and makes a recommendation to the Second Accreditor (2)
2. Second Accreditor completes their stage of the processing
3. If an applicant does not provide additional information requested by either Accreditor within 6 weeks of the request, the application will be considered 'withdrawn - applicant failed to respond'
4. If the First and Second Accreditor agree that the applicant has not met Accreditation Criteria, or if the application pack is of insufficient quality to validate the claims, the Second Accreditor will liaise with the applicant and negotiate withdrawal of the application, and provide guidance on what would be required when re-submitting
5. If the First and Second Accreditors disagree with each other, or if they feel the application is borderline, an Accreditation Liaison Officer is engaged to complete an assessment of the application pack, and their decision is passed back to the Accreditors. The Second Accreditor is responsible for negotiating withdrawal of the application, if necessary
6. If an applicant who has been asked to withdraw their application refuses to do so, they will be formally notified that they are not being awarded Accreditation, and on what grounds. They may appeal to the Senior Accreditation Liaison Officer in the first instance. Should the Senior ALO uphold the Accreditors' decision, the applicant may appeal to the Chair of the Accreditation and Registration Committee
7. If the First and Second Accreditors recommend Accreditation, their recommendation for award is passed to the Administration team

### **Awarding Accreditation**

The Administration team formally notifies the applicant of their success by letter

Any queries regarding these guide-lines or the forms themselves contact:  
[meir1@mac.com](mailto:meir1@mac.com)

**COMPILED BY IRENE TUBBS HONORARY FELLOW AREBT 2011**