

**CRITERIA & GUIDELINES FOR FULL ACCREDITATION AS A RATIONAL EMOTIVE BEHAVIOUR THERAPIST**



The overall process of Accreditation is not complete until Full Accreditation has been granted which is dependent on submission, 12 months after the date of Provisional Accreditation of an application for Full Accreditation.

If an application for Full Accreditation is not received, or granted, then the practitioner's status of Provisional Accreditation will be revoked, and the individual will be removed from the CBT Register UK.

**Additionally:** If the AREBT applicant for full accredited status is **also** a member of BABCP and has successfully achieved provisional accredited status as a REBT and CBT Therapist thereby achieving DUAL provisional accreditation, they must use the appropriate form if they wish to apply for DUAL FULL accredited status.

There are two separate application forms: one for those who are seeking only AREBT Full accreditation and a second format for those who are seeking DUAL AREBT & BABCP accreditation (detailed on page 2)

Full Accreditation is for a period of five years, after which accredited members will be required to re-apply every five years for Re-accreditation.

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

1. Have been awarded Provisional Accreditation
2. Be practicing and accountable as a Rational Emotive Behavioural Therapist /Cognitive Behavioural Psychotherapist
3. Demonstrate ongoing Continuing Professional Development
4. Have ongoing REBT/CBT Clinical Supervision
5. Sign a statement of intent to submit an application for re-accreditation in 5 years, and to sustained commitment to the theory and practice of Behavioural and/or Cognitive Psychotherapy which includes Continuing Professional Development, and ongoing Clinical Supervision
6. Answer truthfully the six questions detailed with regard to any Criminal, Civil, Investigatory & Disciplinary declarations.
7. Adhere to the AREBT Standards of Conduct, Performance and Ethics in the Practice of Rational Emotive Behavioural Therapies and if seeking DUAL full accreditation also BABCP standards in the practice of CBT and be willing to be scrutinized in this adherence as required. Also if in private practice to provide evidence of professional indemnity/liability insurance cover.

## GENERAL NOTES ON MAKING AN APPLICATION FOR FULL ACCREDITATION

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 Full Accreditation. If you are only seeking Full Accreditation as a Rational Emotive Behavioural Therapist download file [AREBTFullAccredapplicationform1](#) If you are seeking DUAL Full Accreditation as both a REBT and Cognitive Behavioural Psychotherapist download file [AREBTdualFullAccredapplicationform2](#)

These forms include:

- **Criteria and Guidelines for Full Accreditation-** *refer to these when completing the forms*
- **Application for Full 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*
- **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. **Please Note:** The Clinical Supervisor who provides your Supervisor's Report must be a member of AREBT/BABCP or be a recognized supervisor with BACP*
- **LOG book of REBT/CBT Continuing Professional Development** – *you must supply your logbook for the 12 months since you were awarded provisional Accreditation*
- **LOG Book of REBT/CBT Clinical Supervision** – *you must provide your logbook for the 12 months since you were awarded provisional Accreditation*

### 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 to accompany your CPD form, send photocopies
- Attach additional sheets if needed.
- Ask your supervisor to complete the supervisors report
- 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

**PLEASE NOTE:** On receipt at the accreditation office, your application pack is scanned because its entire passage through the Full 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 put documents in plastic wallets or separate folders
- 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

### **GUIDELINES FOR COMPLETING THE SECTIONS WITHIN THE FULL ACCREDITATION APPLICATION FORM**

#### **Section 1: 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 (internal register) and joint national CBT UK register 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 Full accreditation will receive a form to complete detailing further/different contact information for entry on the joint CBT register UK, if applicable.

#### **CRITERION ONE: Provisional Accreditation**

You are asked to confirm that you have been awarded provisional Accreditation and the date it was awarded

Provide details of your professional membership number or pin; your date of birth; and name of professional body with whom this can be checked. If you are seeking DUAL Accreditation you need to identify both AREBT and BABCP membership details

#### **CRITERION TWO: Professional Accountability & REB/CBT practice**

**This section is about your Professional Accountability within your CURRENT JOB / ROLE/S**

**Section One** asks you to evidence your commitment to the Practice of Rational Emotive Behavioural Therapy/Cognitive Behavioural Psychotherapy.

In order to be eligible for Full Accreditation with AREBT, you must be currently practicing REBT/CBT in the UK, within which 50% of your clinical practice must be REBT lead.

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.

Include to whom you have been professionally accountable, which for those practicing in a clinical setting 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 need to ascertain the name of a person who can account for your professional practice since qualifying. This would include vouching for your reliability, good relations with colleagues, standards of record keeping and the like. A past supervisor might do; a regular referrer or even a AREBT/BABCP colleague. Accountability to an organisation (such as arebt) to clients, or to yourself is not acceptable.

Here is an example:

| Dates  | Professional position | employed by (or private practice) | Professionally accountable to | clinical setting | Client population      | Hrs per week | total% involving REBT/CBT |
|--------|-----------------------|-----------------------------------|-------------------------------|------------------|------------------------|--------------|---------------------------|
| Oct 08 | REBT                  | private practice                  | local GP Practice             | private practice | anxiety<br>PTSD<br>OCD | 8            | 100%                      |

**CRITERION 2b** Asks for detail of your Rational Emotive Behavioural/ Cognitive Behavioural Practice only.

Give details of the proportions of your practice spent on Clinical Practice, Supervision, Teaching & Training, Consultation, and other activities, and give a summary of your current REBT/CBT practice. Here is an example:

|                          |       |
|--------------------------|-------|
| Clinical practice        | = 50% |
| Receiving Supervision    | = 10% |
| Supervision of others    | = 0%  |
| Receiving training       | = 5%  |
| Teaching/Training others | = 25% |
| Consultancy              | = 10% |
| Other                    | = 0%  |

Additionally provide a summary of and additional comments on current REBT/CBT practice. Here is an example:

*I work for the NHS and a private hospital within the Fertility Field providing Rational Emotive Behavioural therapy and stress management techniques to individual's/couples before; during and after a fertility treatment. Most of these clients are suffering from low self esteem; mild/severe depression; relationship difficulties with partner, family, others who are pregnant; physical difficulties such as low sperm or polycystic ovaries or suffered repeated miscarriages. I liaise with the fertility team which comprises three consultants; two embryologists; four fertility nurses on a regular basis and am part of the team for regulatory inspections. I also keep in contact with local GP's as they can make direct referrals.*

*In my private practice I have a more diverse client group aged from 5 to 60+ covering OCD; Anxiety disorder; PTSD; Bereavement; Relationship difficulties; Trauma; clinical depression; physical illness/disease; transition from childhood to adulthood; and general low confidence/self regard issues. I receive direct referrals from GP's; my professional bodies register of therapists; from a psychiatrist (children/teenagers); from the hospital team and from the general public.*

*I also run health and wellbeing courses (which have a strong rational emotive/cognitive behavioural underpinning)*

### **CRITERION THREE: Continuing professional Development**

You must provide a completed Log Book of Continuing Professional Development for the 12 months since you were awarded Provisional Accreditation, demonstrating at least 30 hours of REBT/CBT CPD activity. Include supporting evidence by sending certificates (copies only) along with your REBT/CBT CPD Log Book.

#### **GUIDELINES FOR COMPLETING A LOG BOOK OF CPD.**

Your Log Book of REBT/CBT CPD must be provided as part of your Full Accreditation application to evidence your sustained commitment to the theory and practice of REBT/CBT.

Record your CPD activity accurately and if necessary use more than one sheet for each 12 month period. Total the hours within each section as well as at the end of the evidence sheet.

Whilst the committee look for balance of CPD activity across all sections, which should total a minimum of 30 hours for each 12 month period, it is not essential to develop or provide workshops and training or to have carried out research nor to have been published, but you must evidence some skills development each year (CPD) for your own development and benefit, not just as a lecturer/trainer

**Content can include:** Attendance at any REBT/CBT short courses, workshops, conferences, involvement with special interest groups/committees focusing on developing REBT; REBT/CBT development activity including development of materials for and the delivery of workshop training and academic presentation,

academic research, your own publications and at least five samples of relevant REBT/CBT literature.

**Not considered** REBT/CBT CPD are: attendance at management meetings, providing supervision to others; repeated delivery of the same training materials (you may count the initial development and delivery, and any significant re-development); or any activity which is the normal day to day activity for your working role/s

It is however a requirement of those who wish to practice as REB Therapists that they ensure at least 10 hrs of the 30hrs are directly related to REBT e.g. attendance at AREBT Conference 6hrs and CPD one day master class in Perfectionism 6 hrs; Any remaining hours can come from attendance at REBT/CBT CPD training events; literature; research and BABCP conference.

Give details as requested on the Log book which can be downloaded at [AREBTFullAccredCPDlogbook1](#) and [AREBTdualFullAccredCPDlogbook2](#). Log book 1 is for those who are only AREBT accredited. Log book 2 for those who have achieved DUAL AREBT/BABCP provisional Accreditation and are now seeking DUAL full Accreditation.

Ensure you include title of course/workshop, or activity undertaken, the trainer, lecturer/speaker and the organizing body. State the number of hours for each activity breaking down into theory and skills where possible. Provide evidence of attendance e.g. certificates, agendas or minutes and label for easy reference. Send copies not originals

#### **CRITERION FOUR                      REBT/CBT Clinical Supervision**

**This section is about REB/CBT SPECIALIST CLINICAL SUPERVISION RECEIVED ONLY**

You are required to provide a summary of your REBT/CBT Clinical Supervision arrangements for the 12 months since you were awarded Provisional Accreditation (including your on-going current arrangements) and then indicate in the box in 4b that this information and your supervisors report has been included with your full accreditation application.

#### **Notes:**

REBT/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

Applicants should be receiving regular Supervision, which is taken to mean a minimum of one hour per month. 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 the applicant member must ensure

they have access to individual Supervision should it be needed e.g. advice in a crisis situation

Types of Supervision may be individual; in a REB/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)

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

You are required to 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. Here is a three month example

| Date     | Individual/<br>Group/<br>Peer | Name of supervisor<br>or No: in<br>Group &<br>Name of<br>Facilitator | Duration of<br>contact(hrs) | Content   | Method                            |
|----------|-------------------------------|--|-----------------------------|---|-----------------------------------|
| 10.04.10 | Indiv                         | A Cudman   | 1.5                         | Biopolar  | Case presentation<br>& discussion |
| 18.05.10 | Indiv                         | A Cudman   | 1.5                         | <b>Client AC:</b><br>Teenager –<br>Awfulizing tendencies  | case presentation<br>audio        |
| 15.06.10 | Indiv                         | A Cudman   | 1.5                         | <b>Client PB:</b> Returning<br>anxiety focused<br>Re-charging his cbt<br>Batteries<br><b>Client KD:</b> seeking<br>Constant reassurance<br>Disorder<br><b>Clients LF &amp; HF</b> – couple<br>Relationship difficulties<br>With son in law – communication<br>Breakdown - blaming | case presentations<br>discussion  |
| 22.06.10 | Indiv                         | A Cudman   | 0.45                        | <b>Client AC:</b> suicidal<br>Fears – discuss risks<br>Confidentiality issues for<br>Children   | Telephone                         |

The Supervisor's Report should be typed, not handwritten. You should inform your Supervisor that they can find the downloadable Word document on the [www.arebt.org](http://www.arebt.org) website under therapist accreditation and follow the links within this document to [arebtfullaccredsupervisorreport](#)

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

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 (indicate in the appropriate box under section 4b if such a report is being enclosed)

Evidence of good practice will be assessed on the basis of the Supervisor's Report; these include

- details of the use of live supervision, including illustrative examples of practice (Supervisor's Report)
- an understanding and appropriate practice of the development, maintenance and ending of 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 Rational Emotive Behavioural and Cognitive Psychotherapies

The choice of current REBT/CBT Supervisor is with you. 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 or BABCP, or will be senior professionals who have training and qualifications in REBT/CBT, and will be practicing REBT/CBT or be recognized BACP supervisors.

In the case of applicants who have been senior practitioners in, and contributors to, the practice of Rational Emotive Behavioural/Cognitive Behavioural Psychotherapies, 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

## **CRITERION FIVE: SUSTAINED COMMITMENT**

You are required to sign the Full accreditation application form at this point in order to indicate your 'commitment' to continued CPD practice required to maintain your full accredited status (if granted) for five years after achieving full accreditation

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 downloadable @ [arebtfullaccredsupervisionrecordinglog](#)

**Note:** Full Accreditation is for a period of five years, after which an application for re-accreditation must be submitted; along with evidence of 30 hours of continuing Professional Development per year (CPD log); plus evidence of at least an hour per month of clinical supervision throughout the 5 year period which must include regular live assessment of your practice (supervision log); and a supervisors report.

## **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](mailto:meir1@mac.com); details will be handled with discretion and you may include your statement in a sealed envelope

## **CRITERION SEVEN:**

Adhere to the AREBT Standards of Conduct, Performance and Ethics in the Practice of Rational Emotive Behavioural and if seeking DUAL accreditation Cognitive Behavioural Psychotherapies, and be willing to be scrutinized in this adherence as required.

Additionally if in private practice as a REB Therapist you must provide evidence that you 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/BABCP 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
5. First Accreditors (always AREBT paid accreditors) completes their stage of the processing, and makes a recommendation to the Second Accreditor (2)
6. Second Accreditor completes their stage of the processing
7. 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'
8. 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
9. 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
10. 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
11. 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**