

Vienna, February 22nd, 2003
Version October 19th, 2024

TAC

Accreditation of Training Institutes for ECP Award

PROCEDURES

The TAC is the Training Accreditation Committee.

It is composed of 6 members:

- 2 appointed by the NAOs
- 2 appointed by the EWAOs
- 2 appointed by the Executive Committee (representing the HeadOffice and the Registrar)

The Registrar is a chairperson of TAC.

Clause of subsidiarity

According to the *specificities* of each country and each *modality*, slight variations might occur and will be studied by the TAC, in order to allow enough *flexibility*.

If some conditions are missing with *acceptable justifications*, the Committee will take them into account.

The TAC will take strongly into consideration any prior accreditation accompanied by a detailed written report.

Independence

The ECP is an *European* recognition and *not a National* one: so, the *Strasburg Declaration* and our own EAP rules are the bedrock from which all requirements spring.

For instance, in some countries, some EWAOs have not yet official representatives; in some others, the practice of psychotherapy is *restricted by the local law* to psychiatrists and psychologists...

In any case, *a practitioner who reaches our requirements may obtain the ECP*, even if he is not allowed - at this moment - to be recognized as “psychotherapist” in his own country.

This reports contains five main parts:

- PREAMBLE*
- I. QUESTIONNAIRE*
- II. VISIT*
- III. PROCEDURES*
- IV. IMPLEMENTATION*

I. QUESTIONNAIRE

(All questions must be answered and comply with satisfaction of EAP)

1. The information about each institute will be gathered through:

- 1.1 A written *questionnaire*
- 1.2 A set of *documentation*
- 1.3 A *visit* to the institute

2. Guidelines for a questionnaire

- 2.1 This questionnaire will be sent to every EWAO and every NAO, or NUO.
- 2.2 They will send it to all Training Institutes they know.

3. Name of the Institute:

- 3.1 Full name and abbreviated name (acronym)
- 3.2 Address; phone numbers; fax; e-mail; website
- 3.3 Contact person

4. EWAO

- 4.1 To which EWAO do you belong?
- 4.2 Is your Training Program — concerning *psychotherapists* — already accredited by this EWAO? Please provide written evidence.

5. NAO

- 5.1 Are you member of a NAO? Please provide evidence in writing from the NAO.
- 5.2 Is your Training Program — concerning *psychotherapists* — already accredited by this NAO? Please provide written evidence.

6. Printed documents

- 6.1 Advertising
- 6.2 Program/Curriculum
- 6.3 Fees for students (per year, in Euro)
- 6.4 Other

7. Some figures about the Institute

- 7.1 Date of foundation?
(minimum 5 years of existence are required – to have accomplished at least 4 years of training with one group, and have started another one)
- 7.2 How many trainees are registered at the moment in your institute (including different levels)?
- 7.3 How many trainees have *obtained a certification* as psychotherapists, or: have been allowed to *start a psychotherapeutic practice* under supervision *(such practice implies an ongoing psychotherapy with a minimum of 3 clients/patients)* since the opening of your institute? *(a minimum of 5 is recommended)*

8. Faculty (staff)

- 8.1 How many trainers are involved in your Institute (full time and/or part time)?
(a minimum of 5 trainers required, out of which 3 should comprise training team)
- 8.2 What are your requirements for accrediting your trainers?
- 8.3 How many of the trainers are *ECP holders*? *(a minimum of 2 ECP holders is required)*
- 8.4 Each trainer should have, at least, *5 years of practice* as a professional psychotherapist.
- 8.5 Trainers must participate either in an ongoing supervision group or in a peer “*intervision*” group for trainers.
- 8.6 Send some samples of *articles* or publications from the last 5 years.

9. Training program

- 9.1 Total length: 3 200 hours, spread over a minimum of 7 years
- 9.1.1 First 3 years of general training in human sciences (medical, psychological, social, educational, etc.) or equivalence.
Estimated length = 1.800 hours
- 9.1.2 Minimum of 4 years of training in a specific modality lasting min 1400 hours, which must contain all the theoretical and practical elements defined in § 9.3 of this document; **or**
- 9.2 Five-year full-time academic education and training in psychotherapy (minimum 3200 hours), organised by a university, which must contain all the theoretical and practical elements defined in § 9.3 of this document.
- 9.3 Elements of the training in a specific modality (min 1400 hours):
- 9.3.1 250 hours of *personal psychotherapeutic experience*, or equivalent in individual or group setting – *normally distributed over the period of 4 years*.
- 9.3.2 500 – 800 hours of *theory or methodology*, including *psychopathology*, in accordance with the usual standards of *the modality*
- 9.3.3 300 – 600 hours of *clinical practice* with clients/patients
- either within a mental or social health setting, or equivalent
- either with individual clients/patients, families or groups,
under regular supervision
Even if this practice is not directly organized by the institute, it remains under its responsibility.
- 9.3.4. 150 hours of *supervision* of an effective clinical practice of the trainee.
- 9.3.5. Practice does normally not take place in the first two years of the training.
Note: Exceptions of early practice must be justified by the training institution that the student has prior knowledge of practice or that the institute offers special condition for such practices.
- 9.4. Each institute gives written account of the training hours of each trainee.

10. Assessment

- 10.1 Describe your regular assessment procedure.
- 10.2 Describe the *final* certification procedure.
- 10.3 The *Board of certification* must not include a therapist of the trainee.
- 10.4 The Board of certification must include at least one expert who is *not* a trainer of your institute.
- 10.5 Send some samples of final *written work* of your trainees.

11. Ethical Guideline

The Institute and its trainers must adhere to the EAP Ethical Guideline.

12. Professional Involvement

Membership (institute and/or staff) in different organizations
List of associations, scientific committees, boards of journals, etc.

13. Facilities

Give a short description of meeting rooms, offices, etc.

II. VISIT OF THE INSTITUTE

14. Visit of the training institute

- 14.1 The institute will be visited normally by *two independent experts* chosen within an international pool (cf. § 19): for example, one could be from the same country but another modality; the other from the same modality but another country.
- 14.2 Questions will be asked concerning:
- individual files of trainees (assuring the necessarily confidentiality)
 - regular co-ordination meetings of the training staff and brochures and flyers
- 14.3. budget and fees for the students

III. PROCEDURES

15. Excerpt of ECP basic regulations (*last version 7.0. voted in Vienna, February 2017*)

1.4. Training Organisations

1.4.1. Psychotherapy Training Organisations must be members in good standing of their country's NAO and of the relevant EWAO. They must be appropriately registered, and have their administration and finances in good order. The Training Organisation must have appropriate ethical standards and complaints procedures for its trainees.

1.4.2. To be accepted as a European Accredited Psychotherapy Training Institute (EAPTI) means that graduates of this organisation (or institute) can be awarded the European Certificate of Psychotherapy (ECP) directly, as their training institute has been accredited through a series of procedures outlined in the Training & Accreditation Committee (TAC) document.

1.4.3. A training programme, accepted by the EAP as leading to the ECP, must be conform to the criteria of the ECP, must be accredited by the relevant EWAO and must be approved by the relevant NAO.

1.4.3.1. If there is no NAO in place for the country and if there is no objection from the relevant EWAO, then the TAC can accredit the institute based on the experts' report (TAC: 17.4).

1.4.3.2. If there is no relevant EWAO, the EWOC is asked to scrutinize the method / modality and comment on this back to the TAC (TAC: 18.2).

1.4.4. Trainees successfully graduating from an accredited and approved 4-year (minimum) training programme in psychotherapy undertaken at a European Accredited Psychotherapy Training Institute (EAPTI), having been properly accepted by the Training & Accreditations Committee (TAC) of the EAP, will be eligible to apply for the ECP.

1.4.5. Criteria and procedures for accepting EAPTIs are established by the TAC, and are accepted by the EAP Board.

16. Structures involved

- Three structures (or organizations) are involved:
- EWAOs, representing *modalities*; or GAP (*Grand parenting accreditation Committee*)
 - NAOs or NUOs, representing *countries*;
 - TAC (as a sub-committee of the *Board*), representing the *EAP*.

17. NAO and EWAO

- 17.1. The applying Training Organization sends their completed questionnaire both to the relevant NAO/NUO and the relevant EWAO.
- 17.2. Both the NAO/NUO and EWAO check this application against requirements and give a confirmation in writing to all the relevant items within a maximum of 6 months.
- 17.3. Both NAO/NUO and EWAO send the file to the EAP Head office.

- 17.4. If there is no NAO in place for the country then the TAC can accredit the institute based on the experts report and (when there is) no objection from the EWAO.

18. Role of the TAC

- 18.1. The TAC checks the whole file.
18.2. If there is no relevant EWAO, the EWOC scrutinizes the method.

19. International pool of independent experts

- 19.1. *Each of the organizations involved in accreditation of Training Institutes (EWAO, NAO and TAC) is invited to nominate English speaking experts to constitute an international pool. The nominations must be approved by EAP (TAC >Board). There are 2 categories of international experts:*
- 19.1.1. *permanent* members of the TAC voted by the *Board* (they **don't** represent their modality or their country; they **represent the EAP**)
- 19.1.2. experts **nominated** by NAO's or EWAO's & **accepted** by the EAP (TAC-BOARD)
- 19.1.3. The pool of international experts is constituted by a maximum of 3 experts proposed by the same EWAO, 3 experts nominated by an NAO and additionally the permanent members.
- 19.2. The TAC is responsible for the quality control of the institutes. It chooses *two independent* experts, according to each specific situation, taking into account geographical, language, methodological and political considerations, in a spirit of competency, efficiency and equity — trying to avoid rivalries and collusions.
- 19.3. The TAC is empowered to develop such organizational means as proven necessary to implement these processes, and especially the criteria to apply as such expert.
- 19.4. *Criteria's for the nomination of International Experts & members of the TAC:*
- 19.4.1. A detailed CV in English
- 19.4.2. *Fluent* English language
- 19.4.3. *ECP* holder
- 19.4.4. 5 years minimum as *trainer* in a psychotherapeutic training program
- 19.4.5. Knowledge and *experience in managing a Training Institute*
- 19.4.6. To be *nominated* with a supportive letter by a *NAO* or by an *EWAO* or to be nominated by the EAP HeadOffice.

20. Accreditation

- 20.1. When all these steps are accomplished, the TAC recommends to EAP to award to the Training institute an accreditation allowed to prepare trainees for the ECP.
- 20.2. The accreditation is given for a period of 7 years, and may be renewed.
- 20.3. If there is evidence that the institute has ceased to fulfill the requirements of accreditation, a review may be instituted earlier.

21. Appeal procedure

In case of disagreement, an appeal can be sent to the ETSC of EAP.

22. Fees

- 22.1. The EAPTI annual fee to be paid by each Training Organization is voted by the EAP. It includes two parts:
- a fixed part of 90 euros (West), 60 euros (East) per year, per institute;
 - a variable part of 15 euros (West), 12 euros (East) per year, per student present in any year of the ECP training program.
- 22.2. The EAPTI annual fee (point 22.1) does not include the travel expenses and the visit of the institute. The travel expenses (as low as possible) of the visiting experts are paid by the applying institute.
- 22.3. EAPTI annual fee for the first year (the year of accreditation) is paid for the whole calendar year regardless of the month the EAPTI status was granted.
- 22.4. ECP Direct award fee will be shared as follows:
for the NAO/NUO, 25 % for the EWAO, 50 % for the EAP

22 Vote

This amended text has been voted in Malta, on October 19th2002 — after a last consultation of the different organizations involved, and completed in Vienna, on February 22nd 2003.

Three short amendments have been voted by the ETSC and the Board in Ljubljana, on October 15th, 2004 (points: 19.1, 20.1 and 23).

One further amendment has been voted by the ETSC and the Board in Cambridge, July 13th, 2006 (point 9.3.5). Further amendment has been voted by the TAC and the Board in Vienna, February 17th, 2007 (points 4.2., 5.2., 19.1.1., 19.1.2., 19.1.3., 19.2. and 19.4.)

One amendment has been voted by the Board in Florence, June 13th, 2007. (Preamble and point 16). One amendment has been voted by the Board in Lisbon, July 1st 2009 (renaming of the title of this document, “procedures”).

One amendment has been voted by the Board in Paris, July 9th, 2010 (point 17.4.).

One amendment voted by the Board in Vienna, February 18th, 2012 (19.1.3. and 19.4.)

Further amendments voted by the Board in Vienna, February 25th, 2017 (8.1., 8.3., 9.3.2., 22.1.)

One amendment voted by the Board in Vienna, February 24th, 2018 (9. Training program: 9.1.2 / 9.2/ 9.3)

23 Improvement

These accreditation regulations may be *improved* — if necessary — after two years of experience.

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