

ECP Direct Award Procedure in detail

New updated version: Vienna, July 2024 (previous version Vienna 2017, initial version of Riga 2008)

All institutes that have been **accredited as EAPTIs** (after a succession of controls by their NAO, their EWAO and the TAC experts) will receive a detailed instruction on the **Direct Award of ECP through EAPTIs** and all relevant information by the EAP Head Office (please have a look on EAP's website www.europsyche.org, too).

The EAPTI institute has the task to inform its students about the possibility of the direct award and to give all necessary information about the procedure and the fees to receive an ECP, after they have finished their training and have been duly certified. Furthermore, **the students have to be informed that after completing training in an EAPTI, an applicant for the ECP is required to join a NAO or an organisation which is a member of a NAO.**

Overview of the fees for receipt of an ECP certificate over direct award:

| | |
|-------------------------|-----------------------------|
| Higher income countries | Euro 300,00 application fee |
| Lower income countries | Euro 150,00 application fee |

Annual ERP registration fee of Euro 50,00 for higher income countries and Euro 20,00 for lower income countries. Please be aware that these ERP individual fees are compulsory.

The ECP simplified application over direct award consists of:

- ECP application form ("**Practitioner Registration Form for ECP**") - Detailed **CV** (2 pages) for direct award (**use model in Annex**)
- Copy of *final* certificate
- "**Individual form for ECP direct award through an EAPTI**" (notification form) - to be filled in **by the EAPTI** accredited institute

The EAPTI institute collects the file(s) and the fees from its students, duly checks the file and fills in the "**Individual form for ECP direct award through an EAPTI**", which is essential and should accompany the file throughout the application process.

The original file shall be sent, **directly by the EAPTI**, to the **EAP head office** in Vienna with a copy to the **EAP Registrar** - who will give - after a careful check - the final notification for the ECP award.

As soon as the Registrar gives the notification, the *EAP Head Office will send an invoice to the EAPTI*, asking for EAP's share of the ECP fee (50 % of the application fee which amounts to Euro 150,00 for higher income countries and Euro ,75 lower income countries).

The **splitting of fees for the Direct Award** (Euro 300,00 for EU countries and Euro 150,00 non EU countries) voted in 2023, is as follows:

| | | | <i>Higher income countries</i> | <i>Lower income countries</i> |
|--------------|-----|----|--------------------------------|-------------------------------|
| EAP | 50% | => | Euro 150,00 | Euro 75,00 |
| EAPTI | 20% | => | Euro 60,00 | Euro 30,00 |
| NAO | 15% | => | Euro 45,00 | Euro 22,00 |
| EWAO | 15% | => | Euro 45,00 | Euro 22,00 |

After receipt of payment from the EAPTI, the EAP head office will send the ECP certificate **to the EAPTI** by registered mail.

The EAP head office will send directly a copy of the "Individual form for ECP direct award through an EAPTI" **to the relevant NAO and EWAO** to keep their register up-to-date.

Please note that the EAP Head Office is not allowed to receive any application directly from an applicant (student) - these files have to be sent back because the procedures have to be followed.

Initial version voted by the TAC in Brussels and accepted by the EAP Board (June 14th, 2008), updated version voted by the TAC in February and accepted by the Board (February 25th, 2017), newest version uploaded July 2024