

Association of Child Art Psychotherapists (ACAP)

**Accreditation Policy for Child Art Psychotherapists who have completed the Professional Masters
in Child Art Psychotherapy programme, School of Medicine, University College Dublin (programme
code X997)**

For Those Whose Training Began in or after September 2021

April 2024

In drawing up this document, consideration has been given to:

- The Irish Council for Psychotherapy (ICP) Submission Paper to the Department of Health on the proposed Statutory Regulation of Psychotherapy and Counselling, under the Health and Social Care Professionals Act 2005
- The European Association of Psychotherapy (EAP) Training Accreditation Committee (TAC) Procedures
- CORU Draft Guidelines for the State Regulation of Psychotherapists, Standards of Proficiency for Psychotherapists, Public Consultation 2023
- IACP Accreditation Policy 2020
- BYE-LAW 11 Criteria for accreditation of humanistic and integrative psychotherapists 2024

Accredited Membership

A relevant undergraduate degree, or equivalent, as well as experience working with children/adolescents is a requirement to be enrolled in the Child Art Psychotherapy training programme. Candidates for Accredited Membership will have 4 years of Child Art Psychotherapy training (phase 1) plus a post-practicum period of minimum of 1 to maximum of 5 years (phase 2).

To be Accredited as a Child Art Psychotherapist and accepted as an Accredited Member of the Association of Child Art Psychotherapists (ACAP) an applicant must:

- (a) abide by the Codes of Ethics and Practice of ACAP
- (b) present themselves for re-accreditation as ACAP requires
- (c) show commitment to continuous professional development
- (d) be committed to maintaining appropriate ongoing supervision in accordance with ACAP requirements
- (e) be committed to maintaining ongoing self care

To apply for ACAP First Time Accreditation an applicant must:

1. Be covered by professional indemnity insurance.
2. Have completed Children's First Training via the HSE.
3. Have completed and have graduated from all four years training on the Professional Masters in Child Art Psychotherapy as provided by the School of Medicine at UCD (years 3 and 4 may have been completed on the Post-Masters in Child Art Psychotherapy as provided by the School of Psychotherapy at St Vincent's University Hospital, if commenced prior to September 2023.)
4. Have completed a minimum 1 year post-practicum period of clinical practice, during which Pre-Accredited Membership with ACAP is essential.
5. Have completed a total of 500 hours of supervised client contact work (hours during training are included plus a minimum of an additional 100 hours completed during the post-practicum period and within 12 months prior to application).
6. Have completed 150 hours of Supervision with a suitably qualified and accredited supervisor (for further criteria please refer to the current Supervision Policy on the ACAP website).
7. Have completed 250 hours of personal psychotherapy, of which a combination of individual and group is acceptable.
8. Have completed 30 CPD hours in the previous twelve months or 90 hours CPD in the previous three years (for further guidelines please refer to the ACAP website).

Applications for First Time Accreditation may be accepted between the period of 1 year and 5 years following the successful completion of The UCD Professional Masters in Child Art Psychotherapy. In special circumstances an applicant may apply in writing to have their application for Accreditation considered where more than 5 years have elapsed, but this will be at the discretion of the Accreditation Committee. If you are seeking this discretion, please submit a letter with your application explaining why you have not submitted an application within the 1 to 5 year period. (Applicants who commenced their training in Child Art Psychotherapy prior to September 2021 fall under the ACAP Grandparenting Policy).

Applicants must have completed a total of at least 500 clinical practice hours over a minimum 5 year period (phase 1 plus phase 2). Supervision requirement total is 150 hours and supervisors must have an ICP/IACP or equivalent recognised qualification in supervision and have experience working with children. Small group supervision hours completed while on the course are included in these hours.

Membership of ACAP during the training and post-practicum period is a requirement. This includes a commitment to abide by the Code of Ethics and Professional Practice of ACAP, to complete CPD as recommended by ACAP and to maintain appropriate supervision as both Student and Pre-Accredited members.

A Supervisor's Report is required from the current Supervisor listed on the application form. Where the Supervisor has been working with the applicant for less than twelve months prior to the application being made, the previous Supervisor must also complete a Supervisor's Report. The Supervisors Report(s) should be submitted with the application form. The applicant should download

the Supervisor's Report Form and give a copy to each Supervisor. The Report Form should be completed collaboratively by the Supervisor and Supervisee and signed off by the Supervisor.

Annual Re-Accreditation depends on:

- Compliance with the Supervision requirements for Accredited Members
- Compliance with the CPD requirements for Accredited Members
- Recommendation for re-accreditation signed by the Current Supervisor(s)
- Adherence to the Code of Ethics and Practice
- Being an ACAP Member in good standing

Application Process

Applications for Accreditation can be found under the Accredited Membership page on ACAP's website. Members applying for Accreditation must download and fill all forms, and submit the completed application via email to acapaccreditation@gmail.com. Applicants are encouraged to read the requirements thoroughly and ensure they submit all required documentation so as to prevent delays in the decision process.

Applications for ACAP Accreditation must be made using current ACAP application forms only. Each application form must be accompanied by:

- (i) Relevant certification and supporting documentation
- (ii) Proof of Employment Form
- (iii) A report from the applicant's external Supervisor(s)

The application is processed by the ACAP Accreditation Committee. An applicant who does not provide the relevant documentation is informed by email and given guidance about what additional information is required. Should the application be deemed to be incomplete, then the applicant must resubmit the application in its entirety, including all supporting documentation. There is a separate annual subscription for Accredited Members, additional to the application fee for first time Accredited membership of ACAP. When the Accreditation Committee has deemed an application successful, the Applicant must then pay the relevant administration fee before being issued their Accredited Membership Certificate.

Grounds for Appeal

An applicant may appeal to the ACAP Accreditation Committee if they feel they have grounds to believe that the Assessment Process was not carried out fairly and properly in accordance with the published criteria in operation at the time of the original application for accreditation.

The grounds for appeal should be clearly and specifically stated. The original application for accreditation is read unchanged by the ACAP Accreditation Committee but an applicant may submit up to 500 words of comments or information pertinent to the reasons stated for rejection.

How to Submit an Appeal



An appeal must be made within four weeks of the notification date of the refused original application for accreditation. All correspondence should be addressed to the Secretary of the Accreditation Committee.

Decision of the Accreditation

The decision of the ACAP Accreditation Committee is final. The Accreditation Department will communicate it to the applicant in writing.

This Policy is to be reviewed annually at the ACAP AGM