

Association of Child Art Psychotherapists (ACAP)
Accreditation Guidelines and Regulations
for Child Art Psychotherapists applying for Accreditation under
ACAP Grandparenting Policy 2021/ACAP Accreditation Policy 2024

November 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 IAHIP

Applicants for First time Accreditation must:

1. Submit a fully completed ACAP Accreditation Form (preferably typed) which a current recognised supervisor has signed on the relevant pages.
2. Have met criteria set out in either the ACAP Grandparenting Policy 2021 or the ACAP Accreditation Policy 2024.
3. Be covered by professional indemnity insurance and provide an insurance certificate and/or provide evidence of clinical indemnity insurance via your employer as part of your role as a therapist.
4. Submit an up to date Children's First Training Certificate.
5. Have completed a minimum 12 months of clinical practice since completion of training.
6. Have completed a total of 500 hours of supervised client contact work (including training).
7. Have completed a total of 150 hours of supervision with a recognised supervisor (including during training). A Supervisor's Report must accompany the application for accreditation and have been completed by a qualified supervisor who has been working with the applicant for a minimum of 6 months prior to the application being made. If the supervisory relationship is less than 6 months old, then the applicant must provide a Supervisor's Report from their previous recognised supervisor in addition. Ensure ratios for hours of clinical practice to supervision are in line with ACAP's active Supervision Policy, please see acap.ie.
8. Have completed 250 hours of personal psychotherapy, with an ICP/EAP or equivalent accredited and registered psychotherapist. A combination of individual and group is acceptable (Grandparenting Bye Law 1 applies to those applicants who commenced

training prior to 2009). Counsellors and Art Therapists who do not hold an additional qualification as a psychotherapist are not accepted for personal psychotherapy hours. One hour of psychotherapy must involve no less than 50 minutes of contact time, preferably in person.

9. 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 current ACAP CPD Guidelines and Log sheet).

Applications for First Time Accreditation may be accepted between the period of 1 year and 5 years following the successful completion of training 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 5 year period. (Applicants who commenced their training in Child Art Psychotherapy prior to September 2021 fall under the ACAP Grandparenting Policy 2021).

Supervisors must have a recognised qualification in supervision, as outlined in the ACAP Supervision Policy, be an accredited and practising psychotherapist and have experience working with children. Small Group Supervision hours are included in these hours, though an Individual Supervisor, who did not supervise the applicant during training, must provide a Supervisor's Report and sign off on the Accreditation Application Form.

Re-Accreditation occurs every five years and 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
- Completion of the Re-Accreditation Application Form

Application Process

Applications for Accreditation can be found under the Accredited Membership page on ACAP's website, <https://acap.ie/page/application-for-accreditation.php>. 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 may be asked to submit the application in its entirety, including all supporting documentation. The application process may not exceed a time frame of 12 months from the time the application was made and dated. Communications with the Accreditation Officers should be limited to the application submission only and any questions relating to accreditation requirements should be sent to info@acap.ie

There is a separate annual subscription for Accredited Members, additional to the application fee for first time Accredited membership of ACAP.

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. The Appeal will be reviewed independently by the Executive Committee.

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

Accreditation Committee Response Time

The ACAP Accreditation Committee meets on a quarterly basis, therefore response time in relation to application queries and outcomes can vary but will generally be between three to six months.

These Guidelines are to be reviewed annually at the ACAP AGM

Ratified at the 2024 AGM on 30/11/24