



Accreditation Policy

March 2025

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
- Accreditation Code for Psychoanalytic Training Institutes criteria and procedures for the accreditation of Training institutes 2012

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 with the School of Medicine, University College Dublin. Candidates for Accredited Membership will have completed 4 years of Child Art Psychotherapy training, (including those who completed CAP MSc UCD + CAP PMSc TSOP, Sept 2021-2025) plus (if necessary) a Pre-Accredited Period of no more than five years.

To be 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 (CPD)
- (d) be committed to maintaining appropriate ongoing supervision.
- (e) be committed to maintaining ongoing self care
- (f) only claim Accredited ACAP Membership once full Accreditation with ACAP has been achieved and membership fees are up to date.
- (g) demonstrate a commitment to the development of the profession of psychotherapy.



- (h) must not use the ACAP Logos in their own advertising, other than providing a link to the organisations' website.
- (i) membership of ACAP during the training and Pre-Accredited period is a requirement.

Graduates of the Professional Masters in Child Art Psychotherapy may apply for Pre-Accredited ACAP Membership once all four years of training have been successfully completed and for Accredited ACAP Membership once the following requirements have also been met,

- A minimum of 400 supervised clinical practice hours, specific to working psycho-therapeutically with children and adolescents, including hours completed during training.
- A total of 150 hours of Supervision hours, including those completed while in training, in both individual and group format. Supervisors must have a recognised qualification in supervision, be an accredited psychotherapist with ICP or equivalent and have experience working with children. Please see ACAP Supervision Policy for further details.
- Personal psychotherapy requirement is a total of 250 hours. Group Process hours completed during training are counted towards the total number of hours, though no more than 90 group hours are acceptable with the remainder being individual psychoanalysis or psychotherapy with an accredited practitioner.

Additional documentation needed for an Application for Accredited ACAP Membership

- Up to date Children's First Certificate
<https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/training/>
- Child Art Psychotherapy Training Certificates
- Evidence of Public Liability Insurance either via main employer or of private insurance, for working as a Psychotherapist with under 18's.
- Completed 'ACAP Accreditation Application Form', co-signed by the applicant's current Supervisor. This form includes a statement of no more than 500 words, which outlines the applicant's psychotherapeutic philosophy, application of the CAP method and understanding of the approach.



- ‘Supervisor’s Report Form’. The latter must have been completed by a supervisor who has been working with the practitioner for a minimum of six months. If the supervisory relationship is less than six months old, then the previous supervisor must also complete a report.
- Garda Vetting Certificate <https://vetting.garda.ie/Application/Invitation>
- Confirmation of Personal Psychotherapy hours
- Proof of Professional Employment (if applicable)
<https://acap.ie/resources/ACAP-Proof-of-Employment-Form.pdf>

Applications for First Time Accreditation may be accepted between the period after the member has successfully completed all four years of training and up to 5 years thereafter. 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 or during September 2019 fall under the active ACAP Grandparenting Policy).

Application Process

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. 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 an application fee for first time accreditation with ACAP which is paid at the time of making the application. After the Accreditation Committee has deemed an application successful, the Applicant will be invited to convert their membership from Pre-Accredited to Accredited Member.

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