



Irish Association for Counselling and Psychotherapy

IACP Accreditation Policy

Contents

Rationale	1
First Time Accreditation Requirements	1
Annual Re-Accreditation	4
IACP Accreditation Appeals Procedure.....	4
Supervision.....	5
Frequency, Ratio and Forms of Supervision.....	5
Types of Supervision	6
Residency Abroad and Supervision	7
Accreditation as a Supervisor	8
Other Membership Categories.....	8
Student Membership	9
Pre-Accredited Membership.....	9
Inactive Membership	12
Retired Accredited Membership	12
IACP Accreditation Re-Instatement Policy.....	12
Recognition of Licensure from Regulated Countries.....	14
IACP - BACP Recognition of Accreditation	15
Recognition of IAHIP Senior Accreditation (5 years or over).....	16
IACP - ACA Recognition of Accreditation	17
Data Protection.....	19

Rationale

The Irish Association for Counselling and Psychotherapy (IACP) was established in 1981, to identify, develop and maintain professional standards of excellence in counselling and psychotherapy. IACP's work promotes best practice and the development of the profession as well as safeguard the public. Accreditation helps to ensure that practitioners are appropriately qualified and work to recognised standards of professional competence. Accreditation also assures the client that the practitioner will work within an agreed ethical framework and code of practice.

This policy is intended as a living document. Please note, this document may be periodically updated in order to ensure the most current practices are in place. When referring to the IACP Accreditation Policy, be sure it is the most current version available on the IACP website.

First Time Accreditation Requirements

To apply for IACP First Time Accreditation an applicant must:

1. Be covered by professional indemnity insurance.
2. Have applied for IACP Garda Vetting.
3. Have completed a core Accredited Counselling / Psychotherapy Course or equivalent.
4. Have completed 450 hours of client contact work with an Accredited Supervisor (IACP, BACP, or IAHIP) after completion of 100 trainee hours required on the course (* 120 hours for courses commencing on and from 1st September 2020)

Students can start counting 450 hours towards accreditation after the full completion of the currently required 100 hours even if they are still in training on the accredited courses.

Students are not required to change their Supervisor while in training but they must change their Supervisor immediately after graduation or completion of the core course (receipt of final transcript of results).

Students must have completed a minimum of 2 academic years on the course and finished the required 50 hours of personal therapy before they start counting the 450 hours. It is the course provider's responsibility to manage all client work while in training. IACP recognise supervision with IACP, BACP or IAHIP*Accredited Supervisors only.

A) The 450 hours of client contact work must cover a variety of presenting issues

B) Complete one hour of supervision for every 10 hours of client contact work.

Frequency: Individual Supervision must take place at least once a month when the Counsellor / Psychotherapist is actively seeing or available to see clients

C) Applications for First Time Accreditation may be accepted between the period of 1 year and 5 years following the successful completion of a core course. 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. If the applicant has taken parental leave during this time period, one additional year can be granted to the allotted timeframe.

D) Client work for the purpose of First Time Accreditation may include couple, family or group Counselling / Psychotherapy hours up to 25% of the required 450 post-trainee hours.

E) A maximum of 50% of the hours out of the overall 450 post-trainee hours may consist of remote / online work provided the applicant is competent to work remotely (please see IACP Criteria for Remote / Online Counselling & Psychotherapy).

F) Up to 25% of the 450 hours required for the purpose of First Time Accreditation can be with clients who are under 18, if all the criteria and competencies listed in the Standards for Working with Under 18s are met. There must be proof provided of completion of a minimum certificate level additional qualification to work with children & adolescents that encompasses the following modules/themes:

- Child Development
- Atypical psychology
- Neurodevelopment of the brain
- Play skills for the therapist and techniques for working with children
- Legal Training/Children's Rights/Child Protection Policy/Child Welfare/Consent/Report
- Writing
- Systemic issues/working with parents/guardians/care-givers
- Personal therapy/Group process
- Working with disabilities/special needs clients
- Practical element in training required under strict supervision

The onus is on the applicant to comply with the Standards for Working with Under 18s if the applicant counts such hours towards IACP Accreditation. A copy of the certificate will be required from an applicant at the time of applying for First Time Accreditation as a proof of holding an additional qualification to conduct this type of work.

G) A Supervisors Report is required from each Supervisor listed on the application form. The Supervisors Reports may be sent directly to IACP by the Supervisor, or may be enclosed by the applicant along with the application form.

The applicant should download the Supervisors 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.

H) Applicants should have been in on-going supervision with the same Accredited Supervisor (IACP, BACP or IAHIP) for at least 12 months immediately prior to applying.

I) In the Pre-Accreditation period, a minimum of 45 hours of supervision is required to comply with the ratio of 1 hour supervision to 10 counselling hours. Within this 45 hours, 11 supervision hours can be met by group supervision.

Non IACP Accredited Course

If the core course completed is not an IACP Accredited Course, it is at the discretion of the Accreditation Committee to evaluate whether it meets criteria.

As of 12 June 2015: courses may be combined to make up a core course. These two courses must be completed within 5 years of each other.

Following are minimum course requirements for applicants for accreditation who apply before September 2024:

The main elements of the Core Course Criteria are as follows:

- A) Minimum of at least two years full or part time duration
- B) Minimum of 100 hours of supervised individual client work. The student's external supervisor must not be a member of the course staff.
- C) At least one hour of Supervision from an external supervisor for every five hours of client contact. In addition, the course must include group supervision once students begin client practice hours (please check Course Accreditation Criteria for the details of external individual and internal group supervision requirements).
- D) Minimum of 450 course hours of class contact, including skills, theory and self-development
- E) A detailed study of one core theoretical model of Counselling/Psychotherapy with an introduction to other theoretical models of Counselling/Psychotherapy for comparison and contrast
- F) Minimum of 50 hours of personal therapy during training

As of 12 June 2015: where the applicant has completed a course or combination of two courses, which meet the IACP Core Course criteria in all respects except for the inclusion of 50 hours of personal therapy, then personal therapy taken in parallel with the course with a therapist accredited by either IACP, BACP, or IAHIP will be accepted.

- G) Assessment of applicants for suitability before being selected onto the course
- H) Certification of having satisfactorily completed the course

Following are minimum course requirements for applicants for accreditation who apply as of and from September 2024:

- A) Core course must be a minimum of NFQ Level 8 (or international equivalent) and a minimum of 4 years full or part time in duration and not less than 500 hours of student contact. The course must be awarded not less than 180 European Credit Transfer and Accumulation System (ECTS) for a Level 8 degree and not less than 120 credits for a Level 9 qualification.
- B) Minimum of 120 hours of supervised individual client work. The student's external supervisor must not be a member of the course staff.
- C) At least one hour of Supervision from an external supervisor for every five hours of client contact. In addition, the course must include group supervision once students begin client practice hours (please check Course Accreditation Criteria for the details of external individual and internal group supervision requirements).

D) Minimum of 500 course hours of class contact, including skills, theory and self-development

E) A detailed study of one core theoretical model of Counselling/Psychotherapy with an introduction to other theoretical models of Counselling/Psychotherapy for comparison and contrast

F) Minimum of 50 hours of personal therapy during training

G) Assessment of applicants for suitability before being selected onto the course

As of 12 June 2015: courses may be combined to make up a core course. These two courses must be completed within 5 years of each other.

Annual Re-Accreditation

All Accredited Members and Supervisors must renew their accreditation on annual basis.

There is only one form to be completed for both categories of membership (Accredited Member and Accredited Supervisor).

Continuing Accreditation depends on a renewal application being received by IACP in the first week of the month following the member's renewal month and is subject to current and valid Garda Vetting.

Annual re-accreditation depends on:

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

IACP Accreditation Appeals Procedure

The Appeals Panel

The IACP Appeals Panel comprises of:

- One IACP Executive Committee Member.
- One IACP Accreditation Committee Member.
- One Accredited Member of IACP who is not currently serving on the IACP Executive committee, and who is not currently serving on the IACP Accreditation Committee and who has been an IACP Accredited Member for a minimum of five consecutive years.

The IACP Executive Committee appoints members to the IACP Appeals Panel for a minimum of one year.

The Representative of Accreditation Committee is chosen on a rotational basis throughout the year. The member who signed the actual application cannot be chosen for the Appeals Meeting.

Grounds for Appeal

An applicant may appeal to the IACP Appeals Panel 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.

How the Appeal is Assessed

The IACP Appeals Panel will endeavour to meet no later than 6 weeks from the date of the Appeal. The original application for accreditation is read unchanged by the IACP Appeals Panel 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. The appeal must be accompanied by a fee of €50 (refundable if the appeal is upheld). All correspondence should be addressed to the Secretary of the IACP Appeals Panel.

Decision of the Appeals Panel

The decision of the IACP Appeals Panel is final.

The Accreditation Department will communicate it to the applicant in writing.

Supervision

Supervision is a formal arrangement for Counsellors / Psychotherapists to discuss their work regularly with someone who is experienced in Counselling / Psychotherapy and Supervision.

Supervision is seen by the IACP as vital to the process and ongoing maintenance of a Counsellor / Psychotherapist's competency and continued accreditation.

All IACP Members working as Counsellor / Psychotherapists are bound by the IACP Code of Ethics and Practice to monitor their work through regular Supervision, to ensure that their standard of Counselling / Psychotherapy is competent and continues to develop.

Different membership categories are subject to different supervision requirements.

Acceptable Supervisors

From March 2010, those beginning supervision or current members changing supervisor (i.e. any new supervision contracts) must have their work supervised by a Supervisor Accredited by IACP, BACP, or IAHIP. It is required by the IACP that a Counsellor / Psychotherapist or a Student Counsellor / Psychotherapist should choose a Supervisor who is –

- a) an IACP Accredited Supervisor or
- b) a BACP Accredited Supervisor or
- c) an IAHIP* Accredited Supervisor

(Please note – it is the supervisee's responsibility to check that their Supervisor is accredited with one of the above organisations).

*IAHIP Supervisors must be accredited as IAHIP supervisors prior to January 2025.

Frequency, Ratio and Forms of Supervision

Frequency

Supervision must take place at least once a month when the Accredited Member is actively seeing or available to see clients. If not seeing clients, a minimum of 10 supervision sessions per year will be accepted, (allowing for holidays, illness, bereavements, etc.).

An applicant may add together hours from different supervision arrangements. When an applicant has more than one supervisor, a supervisor's report from each supervisor will be required.

Ratio

The ratio of client work to supervision depends on the Membership Status.

For IACP Student Members the required ratio of supervision is a minimum of one hour of supervision for every 5 client contact hours. This applies for the full duration of the course.

For IACP Pre-Accredited Members the required ratio of supervision is a minimum of one hour of supervision for every 10 client contact hours.

For Accredited members with less than five years of Accredited Membership, the required ratio of supervision is a minimum of one hour of supervision for every 20 client contact hours.

The ratio of Supervision for members with accreditation of between 5 and ten years is 30:1.

The ratio of Supervision for members with accreditation for 10 years or more is 40:1.

For IACP Accredited Supervisors the required ratio of supervision is a minimum of one hour of supervision for every 30 client contact hours (40:1 applies after 10 years of accreditation).

Types of Supervision

(a) One to one supervision

1. Sitting in on the counselling session followed by a review of the session
2. Viewing the Counsellor/Psychotherapist through a window or by video, followed by a review of the session
3. Reviewing sessions using case-notes, verbatim notes or tape-recording of the session and/or

(b) Group Supervision is where a designated Accredited Supervisor takes responsibility for the supervision of two or more Counsellors/Psychotherapists.

The designated accredited supervisor takes overall responsibility for the work of the group, managing the work, writing up supervisors' reports, signing off CPD logs, dealing with Ethical issues and adhering to the IACP Code of Ethics etc., for the group.

To include group supervision as part or all of the supervision requirements, it is necessary that the maximum number in the supervision group is 6 (not including the group supervisor) and:

- A group of 2 meet for a minimum of 1 hour a month (this would be counted as 1 hour supervision for each member)
- A group of 3 meet for a minimum of 1.5 hours a month (this would be counted as 1.5 hours supervision for each member)
- A group of 4 meet for a minimum of 2 hours a month (this would be counted as 2 hours supervision for each member)
- A group of 5 meet for a minimum of 2.5 hours a month (this would be counted as 2.5 hours supervision for each member)
- A group of 6 meet for a minimum of 3 hours a month (this would be counted as 3 hours supervision for each member)

Where group supervision is additional to individual supervision and meets the above group number / time requirements, group supervision hours can be counted towards your total requirements as shown above.

If group supervision is being included towards re-accreditation, a Supervisors' report is required. Therefore, the group cannot be described as a Peer Group.

(c) Peer Supervision only applies to Supervisors who are accredited by either IACP, IAHIP* or BACP. In Peer Supervision, Accredited Supervisors take shared responsibility for supervising and being supervised. The supervisors may rotate leading the group each time the group meet. Any one supervisor can write up the supervisor's report, sign off CPD log etc. for another member of the group. The groups contract will outline how they will operate as a group.

To include Peer Supervision as part or all of the supervision requirements, it is necessary that the peer group meets the time and group number requirements listed in **(b)** above.

(d) Remote/ online Supervision is accepted for Pre-accredited Members and for Accredited Members and Supervisors who work with clients face to face and/or remotely.

IACP Supervisor who supervises remotely / online, must be competent to deliver work remotely and adhere to **IACP Criteria for Remote / Online Counselling & Psychotherapy Work**, as well as adhere to **IACP's Recommended Approach for Online Counselling and Psychotherapy** and follow the **IACP Code of Ethics and Practice**.

Competence and training:

Competence includes having alternative ways of providing services if the primary method of communication fails, having access to technological support that ensures the confidentiality of the work and keeping up to date concerning any new developments regarding technology being used in order to provide the safest and most reliable service to clients.

Such competence in providing counselling and psychotherapy services and supervision that use technology require formal training.

Training should cover modules such as:

- Different means of delivering online therapy and supervision
- Benefits and risks of online client and supervision work for practitioner and client / supervisor and supervisee
- Legal & Ethical considerations including Informed Consent, Privacy Policies / GDPR
- Future Developments and importance of staying up to date with technology

It is recommended that online supervision is contracted face-to-face and that there is a blend of face-to-face and online supervision contracted when possible rather than only online/ remote supervision, to maintain the benefits of face-to-face contact to build a supervisory relationship.

All other current supervision criteria must be met in order to count online supervision.

Residency Abroad and Supervision

For IACP Members Working Outside of the 32 counties, to fulfil the IACP Supervision requirements, Audio (tele) or Videoconferencing (VC) Supervision can be accepted for the purpose of accreditation/ reaccrreditation as long as it is done with the use of a safe medium. The onus is on the IACP Member/ Supervisor to make sure that the medium is secure and all aspects of confidentiality are protected. Also,

the IACP Member/ Supervisor must have appropriate insurance cover for such a working arrangement, be aware of the legal requirements of the country that they are working in and adhere to IACP Criteria for Online / Remote Counselling and Psychotherapy (Appendix 1).

Accreditation as a Supervisor

To Become an IACP Accredited Supervisor, the Applicant must:

(i) have successfully completed an IACP Accredited Supervision training course or a Supervision Training Course which meets the IACP Criteria for Supervision Training Courses (see Education section of IACP website) OR hold current IAHIP Supervisor Accreditation (must be awarded prior to January 2025).

Please note:

As and from 1st September 2019 IACP will accept for the purpose of First Time Supervisor Accreditation those who have completed IACP Accredited Supervision Course or those who completed a course which does not hold IACP course accreditation, but the supervision course completed must meet the minimum standards and requirements listed in the IACP Criteria for Supervision Training Courses and hold a QQI or University validation.

(ii) be an accredited IACP member for a minimum of 5 years and have been in continuous supervised practice since accreditation.

(iii) have fully paid the annual subscription for Accredited Members prior to application.

(iv) accept and work within IACP's Code of Ethics and Practice.

(v) provide clear evidence of details as requested on application form.

Application Process

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

(i) The relevant administration fee.

(ii) Relevant certification.

(iii) Copy of an up to date Course Prospectus / Information booklet

(iv) A report from the applicant's external Supervisor(s) during training

The application is processed by the IACP office. An applicant who does not provide the relevant documentation is informed by email and given guidance about what additional information is required. A confirmation email and a PDF version of the Certificate of Accreditation is sent to successful applicants.

As of January 2016, a hard copy of certificate of accreditation will be issued only on request.

There is a separate annual subscription for Accredited Supervisors, additional to the subscription for accredited membership of IACP.

Other Membership Categories

Student Membership

Student Members of the IACP adhere to the IACP Code of Ethics and Practice. This upholds a high standard of care among students and professionals to ensure the protection of the public and also helps to guide their own training and practice throughout their career.

As and from 31 August 2014, IACP Student and Pre-Accredited Membership is open only to those who are currently attending, or have qualified from, IACP Accredited Courses.

Applicants from Non IACP Accredited courses, including applicants from outside Ireland, may still apply for First Time Accreditation (once they have completed all the necessary client hours etc.) but must provide the relevant documentation regarding the course completed that satisfies criteria for IACP accreditation. These applications will be considered by the Accreditation Department and the Accreditation Committee if necessary.

Student Members may use the title Student Member IACP (exact phrase only) in documentation. They may not use MIACP or SMIACP.

Garda Vetting is a requirement from student members (1st year students exempt).

Supervision of Students

Supervisors must be IACP, BACP, or IAHIP* accredited.

Frequency: Regardless of the number of client contact hours the Student must meet their supervisor at least 1 hour a month.

Ratio: The student is required to have a minimum of one hour of individual supervision for every 5 client contact hours. Upon completion of the 120 student client hours, and after all clinical components are fully completed, and provided that the student has ceased working with clients, a break from external 1-1 supervision is acceptable.

Forms of Supervision:

(a) One to one supervision:

Sitting in on the counselling session followed by a review of the session.

Viewing the Counsellor/Psychotherapist through a window or by video, followed by a review of the session.

Using case-notes, verbatim notes or tape-recording of the session.

(b) Group Supervision is an important part and requirement of the course structure and learning. Please see the Course Accreditation Criteria 2015 for more details regarding Course Group Supervision requirements.

Pre-Accredited Membership

Pre-Accredited Membership is available to those who have successfully completed an IACP Accredited Course and who are actively working towards Accreditation.

A Pre-Accredited Member may use the title Pre-Accredited Member IACP (exact phrase only) on documentation. They may not represent themselves as an Accredited Member and may not use the initials MIACP.

Pre-Accredited Members are required to abide by the IACP Code of Ethics and Practice and are subject to the IACP Complaints Procedure.

NB: It is an IACP requirement that all Pre-Accredited Members must have current and valid IACP Garda Vetting.

Pre-Accredited Members must have current and valid professional indemnity insurance.

Membership of this category does not guarantee IACP Accreditation.

NB:

As and from 31 August 2014, IACP Student and Pre-Accredited Membership is open only to those who are currently attending, or have qualified from, IACP Accredited Courses.

Applicants from Non IACP Accredited courses, including applicants from outside Ireland, may still apply for First Time Accreditation but must provide the relevant documentation regarding the course completed that satisfies criteria for IACP accreditation. These applications will be considered by the Accreditation Department and the Accreditation Committee if necessary.

Supervision of Pre-Accredited Members

As of 26th May 2017:

Students can start counting the 450 client hours towards accreditation after full completion of the currently required minimum 120 student placement hours, even if still in training on an accredited course. Students are not required to change their Supervisor while in training but they must change their Supervisor immediately after graduation / completion of the course.

Students must have completed a minimum of 2 academic years on the course and finished the required 50 hours of personal therapy before they start counting the 450 hours. It is Course's responsibility to manage all client work while in training. IACP recognise supervision with IACP, BACP or IAHIP* Accredited Supervisors only.

Pre-Accredited Members must comply with IACP supervision requirements.

In order to ensure that the supervisor can be seen to be objective and have no conflict of interest with regard to the supervisee, supervision of the 450 hours post trainee work must **not** be undertaken with an Accredited Supervisor (IACP, BACP, or IAHIP* accredited) who:

- Was directly involved as a core trainer or assessor on their Course/College/Institute or Organisation
- Was their supervisor at any stage of their training
- Was their personal therapist during training
- Had any involvement in the supervisee's Course/College/Institute or Organisation during the student's training.

Involvement of a supervisor with the Course/College/Institute or Organisation is deemed to extend for 2 years following the termination of a period of employment on or engagement with the Course/College/Institute or Organisation.

Frequency, Ratio and Forms of Supervision

Frequency: Individual Supervision must take place at least once a month when the Counsellor / Psychotherapist is actively seeing or available to see clients.

Ratio: The required minimum ratio of supervision for Pre-Accredited members is one hour of supervision for every 10 client contact hours.

Forms of Supervision:

(a) One to one supervision

Sitting in on the counselling session followed by a review of the session.

Viewing the Counsellor/Psychotherapist through a window or by video, followed by a review of the session.

Using case-notes, verbatim notes or tape-recording of the session.

During the 450 hours of post-trainee counselling/psychotherapy practice, at least 75% of supervision time must be in individual supervision.

(b) Group supervision - where the Supervisor takes responsibility for the supervision of two or more Counsellors/Psychotherapists.

In order to include group supervision as part of a Pre-Accredited member's supervision requirements for accreditation, it is required that the maximum number of supervisees in the supervision group is 6 (not including the group supervisor) and:

- A group of 2 meet for a minimum of 1 hour a month (this would be counted as 1 hour supervision for each member)
- A group of 3 meet for a minimum of 1.5 hours a month (this would be counted as 1.5 hours supervision for each member)
- A group of 4 meet for a minimum of 2 hours a month (this would be counted as 2 hours supervision for each member)
- A group of 5 meet for a minimum of 2.5 hours a month (this would be counted as 2.5 hours supervision for each member)
- A group of 6 meet for a minimum of 3 hours a month (this would be counted as 3 hours supervision for each member)

In the Pre-Accreditation period, a minimum of 45 hours of supervision is required to comply with the ratio of 1 hour supervision to 10 client contact hours. Within this 45 hours, 11 supervision hours can be met by group supervision, where the group meets the above requirements.

When applying for Accreditation the applicant must be able to show a range of client experience.

Supervisor and supervisee should discuss this in their contracting and at each review of the supervisory contract.

(c) Remote/ online Supervision is accepted for Pre-accredited Members and for Accredited Members and Supervisors who work remotely and/or face to face.

IACP Supervisor who supervises remotely / online, must be competent to deliver work remotely and adhere to **IACP Criteria for Remote / Online Counselling & Psychotherapy Work**, as well as adhere to **IACP's Recommended Approach for Online Counselling and Psychotherapy** and follow the **IACP Code of Ethics and Practice**.

For IACP Members Working Towards Accreditation Outside of the 32 counties:

To fulfil the IACP Supervision requirements, Audio (tele) or Videoconferencing (VC) Supervision can be accepted for the purpose of accreditation/ reaccreditation as long as it is done with the use of a safe medium. The onus is on the IACP Member/ Supervisor to make sure that the medium is secure and all aspects of confidentiality are protected. Also, the IACP Member/ Supervisor must have appropriate training and insurance cover for such a working arrangement, be aware of the legal requirements of the country that they are working in and adhere to **IACP Criteria for Remote / Online Counselling & Psychotherapy Work**, as well as adhere to **IACP's Recommended Approach for Online Counselling and Psychotherapy** and follow the **IACP Code of Ethics and Practice**.

Inactive Membership

This category is open to Accredited Members who have ceased practising (in a paid or voluntary capacity) and are up to date with their annual membership fees.

Inactive Membership applications must be received before an applicant's renewal of accreditation date and cannot be accepted if received when the applicant's renewal date has already passed.

The period of Inactive Membership is valid for a minimum of 3 months and a maximum of 24 months. Inactive Members will not be listed on the IACP Online Directory.

Members can request to return to Active Status at any time between 3 and 24 months of their period of inactivity.

At the end of the 24 months an Inactive Member must apply in writing to the IACP to have their status changed to Active.

Applications to return to active accredited membership must be accompanied by:

- 1) Written confirmation from the supervisor that a contract is in place
- 2) At least one supervision session has been attended prior to commencing work with clients
- 3) A copy of current Professional Liability Insurance

Inactive Members are not required to undergo monthly supervision or engage in CPD activities for the period of their Inactive membership.

Applications made for an additional period of Inactive Membership after the initial 24 months may be granted at the discretion of the Accreditation Department / Accreditation Committee and may require 10 CPD points per annum.

Retired Accredited Membership

Retired Accredited Membership is open to any current or past IACP Accredited Member who has permanently ceased practising, in a paid or voluntary capacity, as a Counsellor / Psychotherapist. Renewal of accreditation and meeting the requirements for renewal, are therefore not necessary.

Retired Accredited Members must adhere to the IACP Code of Ethics.

Retired Accredited Members may refer to themselves as "IACP Retired Accredited Member" only and they may not use the IACP Accredited Member logo or present themselves other than "IACP Retired Accredited Member" on any marketing or promotional materials, including printed and electronic.

Retired Accredited Members will not be listed on the IACP Referral Database

Retired Accredited Member may not practice as an IACP Counsellor / Psychotherapist

IACP Accreditation Re-Instatement Policy

The IACP Re-Instatement policy is available to previously accredited members who have cancelled their accreditation or allowed it to lapse and now wish to resume their accreditation with IACP.

Requirements for Re-Instatement of Accreditation depend on how long your membership has been cancelled:

Cancelled less than 2 months

Cancelled between 2 months and 2 years

Cancelled between 2 years and 7 years

Cancelled for 7 years or over- you must apply for First Time Accreditation

Requirements:

- **Cancelled less than 2 months**

The individual must submit a letter detailing why they allowed their membership to lapse. This will be reviewed by the Accreditation Department and may be referred to the Accreditation Committee if deemed necessary. If membership lapses on more than one occasion, this will be referred to the Accreditation Committee. The individual must undergo Garda Vetting again.

- **Cancelled between 2 months and 2 years**

Reinstatement of Accreditation between 2 months and 2 years: The individual must submit:

- Letter stating why membership was lapsed and why the applicant wishes to reinstate membership
- Letter of support from IACP/BACP/IAHIP* accredited supervisor stating a contract is in place and at least one supervision session has been attended
- Proof of professional indemnity insurance
- Must reapply for IACP Garda Vetting
- If annual re-accreditation paperwork is overdue, this must also be submitted prior to reinstatement.

Cancelled between 2 years and 7 years

The individual must:

Hold Pre-Accredited Membership for the 12 months immediately prior to full Re-Instatement of Accreditation

Meet Pre-Accredited Member supervision requirements for the 12 months prior to full Re-Instatement of Accreditation

Log 30 hours of CPD in the 12 months prior to full Re-Instatement of Accreditation

Have current Professional Liability Insurance

Must undergo Garda Vetting

- **Cancelled for 7+ years**

The individual must apply for First Time Accreditation under current rules.

Applicants must be Garda vetted, for details please contact the Accreditation Department on accreditation@iacp.ie.

- **How to apply if your membership is cancelled between 2 years and 7 years:**

Part A of the application form should be completed when applying for the Re-Instatement of Accreditation. This should be accompanied by the processing fee of €100.

After 12 months, once you meet all the above requirements, please complete **Part B** of the application form and return it to the IACP office.

All applications are considered at the discretion of the Accreditation Department and Re-instatement of Accredited Membership is not guaranteed.

Please note that Re-Instatement of Accreditation is not available to those whose Renewal of Accreditation has been unsuccessful. These applicants must apply for First Time Accreditation.

Recognition of Licensure from Regulated Countries

IACP accepts the licensure from the regulated countries for the purpose of IACP accreditation.

IACP now accepts the licensure from the following countries:

- United States
- Italy
- Canada (Ontario, Québec and Nova Scotia only)
- Liechtenstein
- Austria
- The Netherlands
- Finland
- Sweden
- Germany
- Switzerland
- Malta

The applicant from one of the above countries must provide the following information:

- A copy of foreign qualifications
- A copy of a valid licence issued by the country of origin
- Proof of setting up a contract with an Accredited Supervisor (IACP, BACP, IAHIP*) in line with current Supervision criteria and attend at least one session with this supervisor before applying
- A copy of insurance from the country where they are currently practising
- Current and Valid Garda Vetting/ Police Clearance certificate
- The application fee: €155

(The applicant must ensure that all the above documents are formally translated into English by a professional translation service)

The outcome of the application for the Recognition of Licensure From Regulated Countries will be dependent on individuals obtaining Garda Vetting or a Police Clearance Certificate if practising outside of Ireland.

Fully completed applications are assessed by the Accreditation Department.

If the application for the Recognition of Licensure From Regulated Countries is unsuccessful, an applicant might still apply for First Time Accreditation under the current criteria.

IACP - BACP Recognition of Accreditation

As and from 5th November 2016 an agreement is in place between the British Association for Counselling & Psychotherapy (BACP) and the Irish Association For Counselling and Psychotherapy (IACP) on recognition of their respective accreditation schemes. This agreement replaced the previous longstanding IACP – BACP Reciprocity Agreement.

Following IACP AGM Motion 2018, the agreement has now been reviewed to include requirement of minimum 50 personal therapy hours to be completed in training by BACP Members, who wish to avail of this agreement.

BACP and IACP will accept each other's accreditation decisions with respect to individuals under the following conditions:

(i) This is not an automatic process and in order to advertise as having dual membership, a counsellor/psychotherapist must have membership of both BACP and IACP.

IACP Applicants

(ii) IACP Accredited Members who wish to avail of this agreement must first apply for membership of BACP as an individual member and pay the appropriate membership fee. Information of how to apply can be obtained on the BACP website www.bacp.co.uk/join_bacp.

(iii) The IACP applicant must then progress to the BACP Register by following the steps described on www.bacpregister.org.uk. Once on the Register as a BACP Registrant, having accepted the BACP Register terms and conditions, an IACP Accredited Member will become eligible for BACP Accredited status. To apply for BACP accreditation through the Recognition of Accreditation Scheme, please visit: www.bacp.co.uk/accreditation/Individual%20Practitioners/IACP.php

(iv) An IACP Accredited Member who is unsuccessful in attaining BACP Accreditation will be subject to a 12 month moratorium [calculated from the date of notification] before making a further application for accreditation.

(v) An IACP applicant may be required to provide to BACP

- Current IACP membership of good standing
- Current IACP accreditation status
- Due date of IACP accreditation renewal

(vi) Successful IACP applicants will receive an open-ended Certificate of Accreditation, valid with an annual authentication letter which will include the renewal date. Renewal requirement details are available at www.bacp.co.uk

BACP Applicants

(vii) BACP Accredited Members who wish to avail of this agreement must complete the IACP – BACP Recognition of Accreditation Application Form available on IACP website www.iacp.ie/BACP-accreditation.

(viii) Once completed the form and accepted IACP terms and conditions, a BACP Accredited Member will become eligible for IACP Accredited status.

(ix) A BACP Accredited Member who is unsuccessful in attaining IACP Accreditation will be subject to a 12-month moratorium [calculated from the date of notification] before making a further application for accreditation.

(x) A BACP applicant may be required to provide to IACP with evidence of;

- Current BACP membership of good standing
- Current BACP accreditation status
- Due date of BACP accreditation renewal

(xi) Successful BACP applicants will receive an IACP Certificate of Accreditation. Renewal requirement details are available at www.iacp.ie/renewal-of-accreditation

(xii) BACP Accredited Members who wish to avail of this agreement must have also successfully completed IACP Garda (Police) Vetting process details can be found at www.iacp.ie/garda-vetting.

Recognition of IAHIP Senior Accreditation (5 years or over)

IAHIP Accredited Members (5 years or over) are in a position to apply for IACP accreditation by completion of IACP Recognition of IAHIP Senior Accreditation (5 years or over) Application Form.

All applicants must be IAHIP Members in good standing, under regular supervision recognised by IACP (IACP, IAHIP or BACP Accredited Supervisor) and must have completed a minimum of 30 CPD points in the 12 months prior to applying for IACP accreditation. IAHIP Members must complete IACP Garda Vetting.

IAHIP Recognition of Accreditation Terms and Conditions:

1. This recognition of Accreditation is available to the IAHIP Members, who have been accredited with IAHIP for 5 years or more. Any IAHIP members who are accredited with IAHIP for less than 5 years must complete IACP First Time Accreditation requirements.
2. Where a Counsellor/Psychotherapist is granted accreditation on the basis of this recognition process,

all the benefits and responsibilities normally associated with each organisation's accreditation status will be conferred upon the applicant.

3. A Counsellor/Psychotherapist who avails of this Recognition Process, will be required to ensure that they are working within the IACP Code of Ethics and Practice and will be subject to the IACP Complaints Procedure.

Accreditation is subject to successful completion of IACP Garda Vetting.

Cost: There is no processing fee required but IAHIP applicants must comply with IACP Garda Vetting (€30) and pay IACP annual membership fee (pro rata €289) at the time of confirmation of IACP accreditation.

IACP - ACA Recognition of Accreditation

As and from 16th June 2017 an agreement is in place between the Australian Counselling Association (ACA) and the Irish Association For Counselling and Psychotherapy (IACP) on recognition of their respective accreditation schemes.

ACA and IACP will accept each other's accreditation decisions with respect to individuals under the following conditions:

(i) This is not an automatic process and in order to advertise as having dual membership, a counsellor/psychotherapist must have membership of both ACA and IACP.

IACP Applicants

(ii) IACP Accredited Members who wish to avail of this agreement must first apply for membership of ACA as an individual member and pay the appropriate membership fee. Information of how to apply can be obtained on the ACA website <http://www.theaca.net.au/becoming-a-member.php>.

(iii) The IACP applicant must then progress to the ACA Register by following the steps described on the ACA membership application form. Once on the Register as an ACA Member, having accepted the ACA membership terms and conditions, an IACP Accredited Member will become eligible for ACA member status.

(iv) An IACP Accredited Member who is unsuccessful in attaining ACA Accreditation will be subject to a 12-month moratorium [calculated from the date of notification] before making a further application for accreditation.

(v) An IACP applicant will be required to provide to ACA with evidence of;

- Current IACP membership of good standing
- Current IACP accreditation status
- Certified copies of academic transcripts
- Due date of IACP accreditation renewal
- Documented post qualification Supervision history

(vi) Successful IACP applicants will receive an open-ended Certificate of Accreditation, valid with an annual authentication letter which will include the renewal date. Renewal requirement details are available at www.theaca.net.au.

ACA Applicants

(vii) ACA Members who wish to avail of this agreement must complete the IACP – ACA Recognition of Accreditation Application Form available on IACP website: www.iacp.ie/ACA-accreditation

(viii) Having completed the form and accepted IACP terms and conditions, an ACA Member will become eligible for IACP Accredited status.

(ix) An ACA Member who has previously been unsuccessful in attaining IACP Accreditation will be subject to a 12-month moratorium [calculated from the date of notification] before making a further application for accreditation under this agreement.

(x) An ACA applicant will be required to provide to IACP with evidence of;

- Current ACA membership (Level 3 or Level 4) in good standing
- Current ACA accredited qualification status
- Due date of ACA accreditation renewal
- Proof for a signed supervision contract with the Supervisor who is acceptable to IACP (IACP, BACP, IAHIP* accredited)

(xi) Successful ACA applicants will receive an IACP Certificate of Accreditation. Renewal requirement details are available at www.iacp.ie/renewal-of-accreditation

(xii) ACA Accredited Members who wish to avail of this agreement must have also successfully completed IACP Garda (Police) Vetting process details can be found at www.iacp.ie/garda-vetting.

Information Sharing

ACA will notify IACP of all Members who join ACA through this Agreement for the purposes of statistical monitoring.

IACP will notify ACA of all Accredited Members who join IACP through this Agreement for the purposes of statistical monitoring.

Where a Counsellor/Psychotherapist is granted accreditation or membership on the basis of this Agreement, all the benefits normally associated with each organisations' membership/accreditation status will be conferred upon the applicant.

A Counsellor/Psychotherapist who avails of this Agreement will be required to ensure that they are working within the applicable Code of Ethics and Practice / Ethical Framework / Scope of Practice and will be subject to the respective organisations Professional Conduct Procedure.

Where a complaint is made against a Counsellor / Psychotherapist, the complaint will be dealt with by the appropriate organisation.

Both organisations will inform the other of membership being withdrawn or regarding any sanctions given to members as outcomes of Complaints Procedures / Fitness to Practice Investigations / Garda (Police) Vetting being unsuccessful, depending on the current legislation of both countries.

Data Protection

All rules of Data Protection will be observed in respect of any data received:

- Information will be obtained and processed fairly
- Information will be kept for a specified, explicit and lawful purpose
- Use of and disclosure of information obtained occurs only in ways compatible with these purposes
- Information will be kept safe and secure
- Information will be accurate complete and up to date
- It will be retained only while necessary for the purpose obtained

All data is kept by the Accreditation Department in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988, 2003, and 2018.

Disclaimer

The IACP reserves the right to amend or revoke this policy at any time without notice, and in any way the IACP sees fit.

Revised: August 2024