



The European Association for Psychotherapy  
 Association Européenne de Psychothérapie  
 Europäischer Verband für Psychotherapie

Member of the World Council for Psychotherapy (WCP)  
 NGO with consultative status to the Council of Europe

**Headoffice:** Mariahilfer Straße 1d/3. Stock/Tür 13, 1060 Vienna - Austria  
 ☎ +43 1 513 17 29, e-mail: [eap.admin@europsyche.org](mailto:eap.admin@europsyche.org)  
 Internet: [www.europsyche.org](http://www.europsyche.org)

*February 2017 (July 2009)*

# EAPTI

## European Accredited Psychotherapy Training Institute

### Questionnaire for European Accreditation of Psychotherapy Training Institute

*Please follow in detail the document called the "TAC Procedures"*

*Please complete every question in capital letters!*

1) **Name of the Institute:** .....

Abbreviated Name (acronym): .....

Street:.....

City:.....

Country: .....

Postal Code: .....

Phone No.: .....

Mobile phone: ..... Fax No.:.....

E-mail address: .....

Home page (web site):.....

Contact person: .....

2) How do you belong to EAP (**E**uropean **A**ssociation for **P**sychotherapy)?

.....  
 .....  
 .....

3) To which **E**uropean **W**ide **A**ccrediting **O**rganization (**E**WAO) do you belong?

- yes
- no (explain why) .....

4) Are you a member of a **N**ational **A**warding **O**rganization (**N**AO)?

- yes
- no (explain why) .....

5) Is your Training Program – concerning *psychotherapists* – already approved by your NAO or EWAO?

.....

6) We would need following printed documents and information from you:

- Advertising of your Institute (last 5 years)
- Program/Curriculum
- Fees for students (per year, in Euro)

7) Some figures about the Institute

- ❖ Date of foundation?.....  
(minimum 5 years of existence are required – to have accomplished at least 4 years of training with one group, and have started another one)
- ❖ How many students do you have in total?  
.....
- ❖ How many **students** are **participating in the training program that should lead to an ECP accreditation?**  
.....
- ❖ How many trainees have *obtained a certification as psychotherapists*, since the opening of your institute?  
or: have been allowed to *start a psychotherapeutic practice* under supervision  
(such practice implies an ongoing psychotherapy with a minimum of 3 clients/patients)  
(a minimum of 5 trainees is recommended)  
.....  
.....

8) Faculty (staff)

- ❖ How many trainers are involved in your Institute (full-time and/or part-time)?  
**(a minimum of 5 trainers required, out of which 3 should comprise training team)**  
.....  
.....
  - ❖ What are your requirements for accrediting your trainers?.....  
.....  
.....
- How many of the trainers are *ECP holders?*  
**(a minimum of 2 is required)**  
.....  
.....  
.....

9) Training program

Does your institute at present fulfil the requirements for the **European Certificate of Psychotherapy?**  
(look into our website <http://www.europsyche.org/contents/13489/european-certificate-of-psychotherapy-ecp->  
(see appendix 1)

yes  no

10) Assessment

Describe your regular assessment procedure: .....

.....

.....

Describe the final certification procedure: .....

.....

.....

(The Board of certification **must not include** a therapist of the trainee but the Board of certification **must include** at least *one expert* who is **not a trainer in your institute.**)

! Please send us some samples of final *written work* of your trainees !

11) Ethical Guideline

Do you agree with the EAP Ethical Guideline? (see appendix 2)

yes

no

12) Professional Involvement

Where is your Institute involved? (for example: list of associations, scientific committees, boards of journals, etc.)

.....

.....

.....

.....

.....

13) Facilities

Please give us a short description of your facilities: do you have meeting rooms, offices, etc.?

.....

.....

.....

**I certify that I have read and agreed the whole TAC Procedures, especially section 22 concerning the fees.**

**False information** may lead to the removal of your name from the Register of EAPTI. Failure to notify the Registrar of the EAP of changes of the registered details given above may also result in your name being removed.

I have read the above and agree to its conditions.

Date: .....

Position: .....

Signed by (full name) .....

Signature: .....



# *European Association for Psychotherapy*

Mariahilfer Straße 1d/3. Stock/Tür 13  
1060 Vienna - Austria

Email: [eap.admin@europsyche.org](mailto:eap.admin@europsyche.org)

Internet: [www.europsyche.org](http://www.europsyche.org)

Vienna, February 22<sup>nd</sup>, 2003

Version February 24<sup>th</sup>, 2018

## TAC

### Accreditation of Training Institutes for ECP Award

# ***PROCEDURES***

*The TAC is the Training Accreditation Committee.*

*It is composed of 6 members:*

- 2 appointed by the NAOs
- 2 appointed by the EWAOs
- 2 appointed by the Executive Committee (representing the HeadOffice and the Registrar)

*The Registrar has been elected as chairperson.*

*The TAC had, to date, six meetings and worked regularly through e-mails.*

#### **Clause of subsidiarity**

**According to the *specificities* of each country and each *modality*, slight variations might occur and will be studied by the TAC, in order to allow enough *flexibility*.**

**If some conditions are missing with *acceptable justifications*, the Committee will take them into account.**

**The TAC will take strongly into consideration any prior accreditation accompanied by a detailed written report.**

#### **Independence**

The ECP is an ***European*** recognition and *not a National* one: so, the *Strasburg Declaration* and our own EAP rules are the bedrock from which all requirements spring.

For instance, in some countries, some EWAOs have not yet official representatives; in some others, the practice of psychotherapy is *restricted by the local law* to psychiatrists and psychologists...

In any case, ***a practitioner who reaches our requirements may obtain the ECP***, even if he is not allowed - at this moment - to be recognized as “psychotherapist” in his own country.

***This reports contains five main parts:***

- PREAMBLE*
- I. QUESTIONNAIRE*
- II. VISIT*
- III. PROCEDURES*
- IV. IMPLEMENTATION*

# I. QUESTIONNAIRE

*(All questions must be answered and comply with satisfaction of EAP)*

## 1. The information about each institute will be gathered through:

- 1.1 A written *questionnaire*
- 1.2 A set of *documentation*
- 1.3 A *visit* to the institute

## 2. Guidelines for a questionnaire

- 2.1 This questionnaire will be sent to every EWAO and every NAO, or NUO.
- 2.2 They will send it to all Training Institutes they know.

## 3. Name of the Institute:

- 3.1 Full name and abbreviated name (acronym)
- 3.2 Address; phone numbers; fax; e-mail; website
- 3.3 Contact person

## 4. EWAO

- 4.1 To which EWAO do you belong?
- 4.2 Is your Training Program — concerning *psychotherapists* — already accredited by this EWAO? Please provide written evidence.

## 5. NAO

- 5.1 Are you member of a NAO? Please provide evidence in writing from the NAO.
- 5.2 Is your Training Program — concerning *psychotherapists* — already accredited by this NAO? Please provide written evidence.

## 6. Printed documents

- 6.1 Advertising
- 6.2 Program/Curriculum
- 6.3 Fees for students (per year, in Euro)
- 6.4 Other

## 7. Some figures about the Institute

- 7.1 Date of foundation?  
*(minimum 5 years of existence are required – to have accomplished at least 4 years of training with one group, and have started another one)*
- 7.2 How many trainees are registered at the moment in your institute (including different levels)?
- 7.3 How many trainees have *obtained a certification* as psychotherapists, or: have been allowed to *start a psychotherapeutic practice* under supervision *(such practice implies an ongoing psychotherapy with a minimum of 3 clients/patients)* since the opening of your institute? *(a minimum of 5 is recommended)*

## 8. Faculty (staff)

- 8.1 How many trainers are involved in your Institute (full time and/or part time)?  
*(a minimum of 5 trainers required, out of which 3 should comprise training team)*
- 8.2 What are your requirements for accrediting your trainers?
- 8.3 How many of the trainers are *ECP holders*? *(a minimum of 2 ECP holders is required)*
- 8.4 Each trainer should have, at least, *5 years of practice* as a professional psychotherapist.
- 8.5 Trainers must participate either in an ongoing supervision group or in a peer “*intervision*” group for trainers.
- 8.6 Send some samples of *articles* or publications from the last 5 years.

## 9. Training program

- 9.1 Total length: 3 200 hours, spread over a minimum of 7 years
- 9.1.1 First 3 years of general training in human sciences (medical, psychological, social, educational, etc.) or equivalence.  
Estimated length = 1.800 hours
- 9.1.2 Minimum of 4 years of training in a specific modality lasting min 1400 hours, which must contain all the theoretical and practical elements defined in § 9.3 of this document; **or**
- 9.2 Five-year full-time academic education and training in psychotherapy (minimum 3200 hours), organised by a university, which must contain all the theoretical and practical elements defined in § 9.3 of this document.
- 9.3 Elements of the training in a specific modality (min 1400 hours):
- 9.3.1 250 hours of *personal psychotherapeutic experience*, or equivalent in individual or group setting – *normally distributed over the period of 4 years*.
- 9.3.2 500 – 800 hours of *theory or methodology*, including *psychopathology*, in accordance with the usual standards of *the modality*
- 9.3.3 300 – 600 hours of *clinical practice* with clients/patients  
- either within a mental or social health setting, or equivalent  
- either with individual clients/patients, families or groups,  
*under regular supervision*  
Even if this practice is not directly organized by the institute, it remains under its responsibility.
- 9.3.4. 150 hours of *supervision* of an effective clinical practice of the trainee.
- 9.3.5. Practice does normally not take place in the first two years of the training.  
*Note:* Exceptions of early practice must be justified by the training institution that the student has prior knowledge of practice or that the institute offers special condition for such practices.
- 9.4. Each institute gives written account of the training hours of each trainee.

## 10. Assessment

- 10.1 Describe your regular assessment procedure.
- 10.2 Describe the *final* certification procedure.
- 10.3 The *Board of certification* must not include a therapist of the trainee.
- 10.4 The Board of certification must include at least one expert who is *not* a trainer of your institute.
- 10.5 Send some samples of final *written work* of your trainees.

## 11. Ethical Guideline

The Institute and its trainers must adhere to the EAP Ethical Guideline.

## 12. Professional Involvement

Membership (institute and/or staff) in different organizations  
List of associations, scientific committees, boards of journals, etc.

## 13. Facilities

Give a short description of meeting rooms, offices, etc.

## II. VISIT OF THE INSTITUTE

### 14. Visit of the training institute

- 14.1 The institute will be visited normally by *two independent experts* chosen within an international pool (cf. § 19): for example, one could be from the same country but another modality; the other from the same modality but another country.
- 14.2 Questions will be asked concerning:
- individual files of trainees (assuring the necessarily confidentiality)
  - regular co-ordination meetings of the training staff and brochures and flyers
- 14.3. budget and fees for the students

## III. PROCEDURES

### 15. Excerpt of ECP basic regulations (*last version 7.0. voted in Vienna, February 2017*)

#### *1.4. Training Organisations*

*1.4.1. Psychotherapy Training Organisations must be members in good standing of their country's NAO and of the relevant EWAO. They must be appropriately registered, and have their administration and finances in good order. The Training Organisation must have appropriate ethical standards and complaints procedures for its trainees.*

*1.4.2. To be accepted as a European Accredited Psychotherapy Training Institute (EAPTI) means that graduates of this organisation (or institute) can be awarded the European Certificate of Psychotherapy (ECP) directly, as their training institute has been accredited through a series of procedures outlined in the Training & Accreditation Committee (TAC) document.*

*1.4.3. A training programme, accepted by the EAP as leading to the ECP, must be conform to the criteria of the ECP, must be accredited by the relevant EWAO and must be approved by the relevant NAO.*

*1.4.3.1. If there is no NAO in place for the country and if there is no objection from the relevant EWAO, then the TAC can accredit the institute based on the experts' report (TAC: 17.4).*

*1.4.3.2. If there is no relevant EWAO, the EWOC is asked to scrutinize the method / modality and comment on this back to the TAC (TAC: 18.2).*

*1.4.4. Trainees successfully graduating from an accredited and approved 4-year (minimum) training programme in psychotherapy undertaken at a European Accredited Psychotherapy Training Institute (EAPTI), having been properly accepted by the Training & Accreditations Committee (TAC) of the EAP, will be eligible to apply for the ECP.*

*1.4.5. Criteria and procedures for accepting EAPTIs are established by the TAC, and are accepted by the EAP Board.*

### 16. Structures involved

- Three structures (or organizations) are involved:
- EWAOs, representing *modalities*; or GAP (*Grand parenting accreditation Committee*)
  - NAOs or NUOs, representing *countries*;
  - TAC (as a sub-committee of the *Board*), representing the *EAP*.

### 17. NAO and EWAO

- 17.1. The applying Training Organization sends their completed questionnaire both to the relevant NAO/NUO and the relevant EWAO.
- 17.2. Both the NAO/NUO and EWAO check this application against requirements and give a confirmation in writing to all the relevant items within a maximum of 6 months.
- 17.3. Both NAO/NUO and EWAO send the file to the EAP Head office.

- 17.4. If there is no NAO in place for the country then the TAC can accredit the institute based on the experts report and (when there is) no objection from the EWAO.

## 18. Role of the TAC

- 18.1. The TAC checks the whole file.  
18.2. If there is no relevant EWAO, the EWOC scrutinizes the method.

## 19. International pool of independent experts

- 19.1. *Each of the organizations involved* in accreditation of Training Institutes (EWAO, NAO and TAC) is invited to *nominate English speaking experts* to constitute an international pool. *The nominations must be approved by EAP (TAC > Board).*  
*There are 2 categories of international experts:*
- 19.1.1. *permanent* members of the TAC voted by the *Board* (they **don't** represent their modality or their country; they **represent the EAP**)
- 19.1.2. experts **nominated** by NAO's or EWAO's & **accepted** by the EAP (TAC-BOARD)
- 19.1.3. The pool of international experts is constituted by a maximum of 3 experts proposed by the same EWAO, 3 experts nominated by an NAO and additionally the permanent members.
- 19.2. The TAC is responsible for the quality control of the institutes. It chooses *two independent* experts, according to each specific situation, taking into account geographical, language, methodological and political considerations, in a spirit of competency, efficiency and equity — trying to avoid rivalries and collusions.
- 19.3. The TAC is empowered to develop such organizational means as proven necessary to implement these processes, and especially the criteria to apply as such expert.
- 19.4. *Criteria's for the nomination* of International Experts & members of the TAC:
- 19.4.1. A detailed CV in English
- 19.4.2. *Fluent* English language
- 19.4.3. *ECP* holder
- 19.4.4. 5 years minimum as *trainer* in a psychotherapeutic training program
- 19.4.5. Knowledge and *experience in managing a Training Institute*
- 19.4.6. To be *nominated* with a supportive letter *by a NAO or by an EWAO* or to be nominated by the EAP HeadOffice.

## 20. Accreditation

- 20.1. When all these steps are accomplished, the TAC recommends to EAP to award to the Training institute an accreditation allowed to prepare trainees for the ECP.
- 20.2. The accreditation is given for a period of 7 years, and may be renewed.
- 20.3. If there is evidence that the institute has ceased to fulfill the requirements of accreditation, a review may be instituted earlier.

## 21. Appeal procedure

In case of disagreement, an appeal can be sent to the ETSC of EAP.

## 22. Fees

- 22.1. The fee to be paid by each Training Organization is voted by the EAP.  
It includes two parts: • a fixed part of 75 euro (West), 50 euro (East) per year, per institute;  
• a variable part of 12 euro (West), 10 euro (East) per year, per student present in any year of the ECP training program.
- 22.2. This fee will be shared as follows:  
25 % for the NAO/NUO, 25 % for the EWAO, 50 % for the EAP.



22.3. The fee (point 22.1) does not include the travel expenses and the visit of the institute. The travel expenses (as low as possible) of the visiting experts are paid by the applying institute.

### **23. Vote**

This amended text has been voted in Malta, on October 19<sup>th</sup>2002 — after a last consultation of the different organizations involved, and completed in Vienna, on February 22<sup>nd</sup> 2003.

*Three short amendments have been voted by the ETSC and the Board in Ljubljana, on October 15<sup>th</sup>, 2004 (points: 19.1, 20.1 and 23).*

*One further amendment has been voted by the ETSC and the Board in Cambridge, July 13<sup>th</sup>, 2006 (point 9.3.5). Further amendment has been voted by the TAC and the Board in Vienna, February 17<sup>th</sup>, 2007 (points 4.2., 5.2., 19.1.1., 19.1.2., 19.1.3., 19.2. and 19.4.)*

*One amendment has been voted by the Board in Florence, June 13<sup>th</sup>, 2007. (Preamble and point 16). One amendment has been voted by the Board in Lisbon, July 1<sup>st</sup> 2009 (renaming of the title of this document, “procedures”).*

*One amendment has been voted by the Board in Paris, July 9<sup>th</sup>, 2010 (point 17.4.).*

*One amendment voted by the Board in Vienna, February 18<sup>th</sup>, 2012 (19.1.3. and 19.4.)*

*Further amendments voted by the Board in Vienna, February 25<sup>th</sup>, 2017 (8.1., 8.3., 9.3.2., 22.1.)*

*One amendment voted by the Board in Vienna, February 24<sup>th</sup>, 2018 (9. Training program: 9.1.2 / 9.2/ 9.3)*

### **24. Improvement**

These accreditation regulations may be *improved* — if necessary — after two years of experience.

**Ivana Slavkovic** (Serbia)  
Registrar, Chairman of the TAC  
iv.slavkovic@gmail.com