

## ACC Counselling: Accreditation Transfer Application

### Introduction

ACC have a 'transfer' route for gaining accreditation membership with ACC by 'transferring' an accreditation gained with another professional counselling membership body that holds an Accredited Register under the Professional Standards Authority.

Transfer of accreditation is possible where the professional counselling bodies have sufficiently similar criteria for accreditation, that in effect places them as 'equivalent' attainments. In the case of UKCP the standards set for registration meet or exceed the standards set for accreditation with the other membership organisations.

### *For Counsellors:*

ACC registered counsellors can acquire registered accredited counsellor status with the ACC if they hold:

- a current or previous (in the last two years) accreditation with the British Association of Counselling and Psychotherapy (BACP)
- current or previous (in the last two years) registered membership of the United Kingdom Council for Psychotherapy (UKCP)
- current or previous (in the last two years) accredited membership of the NCS as an Accredited Professional Registrant (MNCS Prof Accred)
- a current or previous accredited membership with COSCA or BABCP (please be aware that there may be levels of accreditation with these bodies that are not directly transferrable)

### *For Supervisors*

If you hold senior accreditation with BACP as an individual or group supervisor, you are eligible to apply for ACC's accredited supervisor status.

*If you are accredited with another counselling body and want to apply for the transfer of your accreditation to ACC, please contact us at [registrar@acc-uk.org](mailto:registrar@acc-uk.org).*

## The Process

To apply for an accreditation transfer, please complete the form below and return it with all the requested documents and the fee to registrar@acc-uk.org. Fee information is published on the ACC website, and is available from [office@acc-uk.org](mailto:office@acc-uk.org).

Please note, if you have not studied counselling at a qualifying or post diploma/post graduate level with an organisation that teaches the integration of counselling with Christian faith and spirituality (sometimes called a Christian worldview) then you are required to complete a two thousand word reflection entitled “How My Faith Informs My Practice”. The assessor will be looking to understand how you practice ethically as a professional counsellor who is a Christian, and to what extent you integrate your faith with other elements of your preferred counselling approach (sometimes called your ‘philosophy’ of counselling).

When we receive your form, it will be passed to an assessor who will check for completeness and where applicable review your reflective essay. Your references will be taken up and passed to the assessor. If there any issues we will be in contact with you to try to resolve them. We would expect to complete the process of assessment within six to eight weeks.

Document Control: Beta Version

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Updated by Kathy Spooner

## Accreditation Transfer Application Form

### Personal Details

ACC Registration Number	
Your Name	
Postal Address (incl. postcode)	
E Mail Address	
Telephone Number	

### Current or Previous Accreditation

Name of Professional Counselling Body Registration / Accreditation you are applying to transfer	
Is this a current Accreditation?	Yes/No [please delete as appropriate]
If Yes	Please provide your current registration (UKCP only) or accreditation certificate
If No	Please provide your most recent registration (UKCP only) or accreditation certificate
What level of accreditation does this application refer to?	Accredited Counsellor or Accredited Supervisor [please delete as appropriate] [Please note ACC does not have a senior accredited status.]

### Supervisors Reference

Please provide contact details for the supervisor who we will request a reference from.

*Copy of reference form is included for your information in appendix 1*

Supervisors Name	
Supervisor of counselling practice or Supervision practice?	Counselling / Supervision [please delete as appropriate]
E Mail Address	
Telephone Number	

## Christian Sponsors Reference

NB Please check that the person you chose is happy for ACC to have these details.

Please provide contact details for the person who we will request a reference from. *Copy of reference form and guidance as to choosing a sponsor is included for your information in appendix 2*

Sponsors' Name	
E Mail Address	
Telephone Number	

## Reflective Essay: How My Faith Informs my Practice

Please note, if you have not studied counselling at a qualifying or post diploma/post graduate level with an organisation that teaches the integration of counselling with Christian faith and spirituality (sometimes called a Christian worldview) then you are required to complete a two thousand word reflective essay entitled "How My Faith Informs My Practice". The assessor will be looking to understand how you practice ethically as a professional counsellor who is a Christian, and to what extent you integrate your faith with other elements of your preferred counselling approach (sometimes called your 'philosophy' of counselling).

**PLEASE FEEL FREE TO SUBMIT AS A SEPARATE DOCUMENT**

**OR**

Please complete if you have been trained in a context that allowed you to reflect on the integration of your Christian faith and/or spirituality and your counselling practice

Name of Training organisation	
Qualification level	
Years of study	
Certificate or other evidence	<b>Please provide scanned copy</b>

## Re-statement of ACC membership Commitments

Each year at renewal all ACC counsellors affirm their agreement to abide by the code of ethics and practice, and to follow the guidelines in relation to e.g. insurance, supervision, CPD, record keeping and practice breaks. In addition, there is a general duty to inform us of anything that may impact on their practice: e.g. if a complaint is made against them through membership of or employment with another organisation.

By applying to become an accredited counsellor we ask that you re-affirm these commitments by ticking to comply with each of the statements in the table and signing the declaration that follows.

I confirm my commitment to	Y/N
<b>a) practise</b> in accordance with <i>ACC Ethics and Practice</i> & take into account the standards and guidelines published on ACC's website	
<b>b) keep</b> appropriate records of my Counselling/Supervision Practice/s	
<b>c) keep</b> appropriate records of Supervision of my Counselling /Supervision Practice	
<b>d) maintain the annual minimum of CPD</b> appropriate to my role and membership category [a <b>minimum</b> of 25 hours CPD for Registered Accredited Counsellors; or 30 hours for Registered Accredited Counselling Supervisors]	
<b>e) have supervision</b> appropriate to my role and membership category, client profile, and practice hours. [a <b>minimum</b> of 1.5 hours for Registered Accredited Counsellors]	
<b>f) notify</b> ACC of any changes to my membership and practice details (e.g. address & contact details, supervisor/s, insurance contract) by making changes to my membership details accessed through ACC's website	
<b>g) notify</b> ACC as soon as I am become aware of any complaint being made against me from any professional membership that relates to my counselling/supervision practice or other adjunct roles that could bring my fitness to practice and/or the safety of members of the public into question	
<b>h) if in private practice have in place</b> appropriate arrangements for notifying clients/supervisees in case of my sudden incapacity (a 'professional will')	
<b>i) if in private practice and keeping electronic records to maintain registration</b> with the Information Commissioners Office	
<b>j) to ensure</b> that I am covered by appropriate professional liability insurance	
<b>k) to be willing</b> to undergo an audit of my practice to ensure that I am practising within the terms and conditions of membership of ACC	

## Declaration

I confirm that the information I have provided is accurate.

Signed:

*An electronic signature is acceptable if this form is received by email by the applicant.*

Date:

## Check List

Please ensure that you have

Completed all sections of this form	
Paid the fee	
Supplied scanned copies of my accreditation with another body	
If required, written the essay, and attached as an email to registrar if a separate document	
Or, provided training details for Christian worldview counselling training & supplied scanned copies of training certificate	
Provided contact details for your supervisor and told them that we will be requesting a reference shortly	
Provided contact details for your Christian Sponsor and told them that we will be requesting a reference shortly	
Re-affirmed the commitments of my ACC membership	
Signed the declaration	

Thank you.

Please email to [registrar@acc-uk.org](mailto:registrar@acc-uk.org)

## Appendix 1

### Supervisors Reference.

Note:

If you have more than one supervisor for your counselling (or supervision practice if applying for accreditation as a supervisor), please select the supervisor who covers the bulk of your clinical work.

We will be emailing your supervisor to ask for a reference that covers the following:

- How long have they been supervising your practice as a counsellor or counselling supervisor?
- Whether they have any reservations about recommending you for accreditation with ACC as a counsellor or a supervisor of counselling practice (as applicable)?
- If so, what further professional development activities have they discussed with you, which when completed would allow them to unreservedly recommend you for accredited membership

## Appendix 2

### Christian sponsors reference

Your Christian sponsor will normally be your current or previous church minister or leader. However, they can also be a spiritual director or professional colleague of some standing such as a manager or tutor who has known you for a period of two years or more. Please contact us if you prefer to use someone different.

We will be emailing your Christian sponsor to ask for confirmation that;

- They have known you for two years or longer
- can confirm simply that you are someone who is a Christian (that is there is no requirement to comment on any aspect of your personal faith)
- and based on what they know about you, whether they have any reservations about you becoming an accredited member of ACC