

## Summary Information About Becoming An Accredited Counselling Manager With ACC

When a person has gained extensive experience (in excess of 10 years) in counselling and supervisory practice and is now spending considerable time managing and training counsellors and/or managing an Agency they may apply for this category.

### Requirements for accreditation as a Counsellor Manager:

- ✓ the applicant should have previously been accredited as a Counselling Practitioner or Accredited Counsellor.
- ✓ photocopies of logged evidence of the applicant's counselling and supervision practice for one year (normally showing at least 50 hours of practice).
- ✓ evidence of the training courses being provided, and the management duties being undertaken. Evidence of hours being completed regularly in these roles should be submitted. These claims should be separately endorsed by, for example, a trustee or a senior (or peer) counselling manager.
- ✓ evidence of personal training portfolio.
- ✓ evidence of continuous supervision.
- ✓ provision of a reference from the applicant's supervisor of supervision or from the supervisor of their counselling practice if not supervising. This must be on the pro-forma currently approved by ACC and must reflect the experience, competence and good practice of the applicant.
- ✓ a reference from the applicant's Church Leader or equivalent referee who will confirm that the applicant is a maturing Christian and in fellowship with other Christians. This must be on the pro-forma currently approved by ACC.
- ✓ agreement to undertake appropriate Continued Professional Development (CPD) in line with ACC guidance (i.e. 30 hours per annum from January 2015).
- ✓ If supervision is offered, evidence of adequate supervision training
- ✓ a personal development statement (approx. 800-1000 words) explaining how and what growth has taken place since the last accreditation.
- ✓ proof of adequate professional indemnity insurance.

### Accreditation Renewal

Certification lasts for 1 year. At this point an Accredited Counsellor Manager can renew their accreditation at the same level for a further year by completing the online re-accreditation renewal procedure (available by logging into the Members' Area and providing a list of Continuing Professional Development (CPD) activities undertaken over the previous year, in line with ACC guidelines. If the applicant is selected for audit, a more detailed professional

development statement is requested to show evidence of a full CPD cycle for each activity listed (i.e. explaining the type of CPD chosen, the learning outcomes and any modification in practice arising from the CPD experience).

It is anticipated that managers who also supervise will continue to provide a minimum of 50 hours supervised counselling per annum although extenuating circumstances and/or a notified break in practice will be taken into account. If you are thinking of taking a break from your counselling and/or psychotherapy practice, please contact ACC's Registrar to discuss your options for maintaining accreditation during the break.