College of Sexual and Relationship Therapists

3rd-Party Continuing Professional Development (CPD) Accreditation

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About CPD Accreditation

Overview

COSRT is committed to maximising professional standards for psychosexual and/or relationship therapists. An aspect of this work is the accreditation of specialised Continuing Professional Development (CPD) delivered by third parties. This document outlines the criteria by which CPD standards are assessed (Section 1) and the procedure for obtaining COSRT Accreditation for CPD (Section 2).

Costs and benefits

The accreditation process incurs a fixed charge depending on the length of the CPD:

- Up to 1 day/7 hours: £150
- 1 to 2 days/8 to 14 hours: £250
- Each additional day/7 hours: £75

CPD events that receive accreditation will be eligible for:

- Listing in COSRT's 3rd Party Accredited CPD web page
- One advertisement within COSRT's monthly newsletter
- Inclusion in COSRT's regular CPD mailouts
- Limited license to use the COSRT Marks (including Logo) in defined manner

Providing no substantial changes are made to content or format, the CPD can be run repeatedly over the accreditation period without change to accreditation status. COSRT must however, be informed of any change of content, format or trainer/presenter during the approval period. If such changes do occur, COSRT may terminate accreditation and request a new accreditation process.

Accreditation and benefits last for one year. After one-year CPD must be re-accredited. CPD events that are successfully re-accredited will receive the same benefits as above again.

Criteria for Accreditation

1. The training must provide a Continuing Professional Development (CPD) opportunity for qualified counsellors and therapists.

2. The training must be in the field of relationship and/or psychosexual therapy and clearly indicate the level of the training and target group.

3. The training must adhere to the COSRT Code of Ethics and Practice and the COSRT Code of Ethics and Practice for Supervisors.

4. If clinical practice is included as a necessary component of the CPD training, then participants need to be members of COSRT at a minimum level of Professional Associate. Membership must be completed before the participant commences training.

5. The training must be developed and delivered by people with appropriate qualifications and experience. You must include a biography (CV) for each person involved in the training.

6. The training must have a central overall theme with clearly articulated aims and objectives. These must be made very clear in any promotional materials along with the cost of the training including any additional expenses that may be incurred to enable prospective participants to make a fully informed choice.

7. The training provider must demonstrate that the content, documentation and learning materials are well-presented, up-to-date and congruent with the training subject matter and the aims and objectives.

8. The training should reflect current research and development in the subject area and be delivered in a format that is appropriate to the subject matter.

9. It must be very clear where and how the training will be delivered. The venue for training must be easily accessible and clearly described regarding disabled access. Participants must have clear instructions to enable them to locate the venue. Websites should have clear user information and be easy to navigate. Participants must have clear instructions to gain access to any on-line training such as addresses and log-in details.

10. The training provider must actively promote anti-discriminatory practice together with the implementation of an equal opportunity policy. There must be a policy for meeting the needs of trainers and participants with disabilities and procedures should be designed to promote equal opportunities.

11. The training must have a clear and published complaints procedure and cancellation policy that is readily available to all prospective and confirmed participants.

12. The provider must ensure that there is adequate and appropriate insurance including training and public liability in place to cover the CPD training.

13. Participants who successfully complete the training must be provided with a certificate of confirmation of attendance that clearly states the number of CPD hours awarded. A copy should be made available for up to one year following the training.

14. There must be provision for participants to evaluate the training. The training provider should collect and use the feedback to further develop the training if appropriate.

Process

15. Application is made to COSRT on the attached form (Section 3), together with a copy of the proposed plan and programme indicating training methods proposed and other required documentation with a cheque, or confirmation of online payment, for the administration fee. A separate form should be completed for each different training event or conference.

16. The application will be scrutinised, and we may seek further clarification. A representative from COSRT may be appointed to attend the event – such attendance should be free of charge. This is unlikely in the case of repeat applications of the same event unless feedback has indicated that improvements needed to be made.

17. The applicant will normally be informed in writing of the outcome of the application within two months of COSRT receiving the application.

18. All COSRT approved training providers must obtain feedback from participants. Following the training event or conference, a summary of all the feedback forms should be sent to

info@cosrt.org.uk. This will also formulate part of the approval process for any future applications from the training provider.

19. COSRT should be notified in advance of all subsequent repeats of the accredited training or conference in order to send a representative if required.

20. COSRT reserves the right to withhold accreditation without explanation. Where Accreditation is withheld, there is no right of appeal. Applications for Accreditation can be resubmitted within three months of an unsuccessful process.

21. COSRT reserves the right to withdraw accreditation where Trustees have deemed it is in the best interest of COSRT to do so. Such withdrawal will be subject to seven days written notice.

Application for Accreditation of Continuing Professional Development (CPD)

Contact details

Name of applicant

Organisation

Contact Address

Telephone

Email

Website

Details of CPD

Title of CPD

Duration (days)

Duration (hours CPD)

CPD aims and objectives

Materials/methods used

Materials provided

Please attach copies to this application

Date/dates (if known)

Venue (if known)

Maximum No. of participants

Level of training/target group

Attendance costs

Concessions

Access provisions

Attendee selection criteria? ☐ Yes ☐ No

If yes, please specify

Refreshments available? ☐ Yes ☐ No

Details of trainers

Name of trainer(s)

Qualifications

Training qualifications

Please attach a brief biography (CV) for each person involved in the training

What specialist knowledge and experience does the trainer(s) have on the CPD topic?

CPD summary

Please describe how this training contributes to the continuing professional development of qualified counsellors and therapists and how it meets the criteria laid out in Section 1 (max 300 words)

Documents and Payment

The Accreditation process will not begin unless all documents and payment are received. Please note that the fee payment is non-refundable.

Please attach a copy of the CPD programme and content including details of methods of presentation and feedback form, brief CV of trainers/presenters.

Please pay the relevant fee to:

Account Name: COSRT
Account No: 00011666
Sort Code: 40:52:40

Please clearly reference payments as 'CPD Accred [insert name]'

Please email info@cosrt.org.uk with full details of the completed payment.

Declarations, Terms and Conditions

I confirm that:

1. I have read, understood and agree to uphold and abide by the terms set out in this Application Pack.

2. I agree that the CPD will adhere to the COSRT Code of Ethics and Practice and Code of Ethics and Practice for Supervisors as amended from time to time.

3. The CPD will not advocate or use conversion therapy, which assumes that any one sexual orientation or gender identity is superior to or preferable to any other.

4. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorise the officers of COSRT to make such enquiries as they consider necessary to verify the information given.

5. I understand that any false or misleading statement, falsification of accompanying evidence or collusion may lead to conduct action being taken against me and may result in termination of Accreditation. I understand that failure to disclose relevant information on application or during the period of Accreditation could lead to action and termination of Accreditation.

6. I understand that failure to comply with any conditions imposed on Accreditation may result in a breach of contract which may result in termination of Accreditation.

7. I understand that any payment of Accreditation fees does not constitute commencement of Accredited status.

Name:

Signature:

Date: