

COSRT Accreditation Application Pack 2019 for applicants whose training course was not COSRT accredited – Category 2

Introduction

Welcome to your Accreditation pack. Inside you will find a lot of useful information to help you complete the application process.

Accredited Membership is the next step in professional development for General Members this route is under Category 2 and is for those applicants whose training course was NOT accredited by COSRT. COSRT accreditation is awarded to psychosexual therapists who have met strict criteria in respect of training, experience, knowledge, ethical standards, clinical skills and commitment to continuous professional development. COSRT Accreditation demonstrates to clients and employers that you have achieved high standards of knowledge development in the field of sex and relationship therapy.

Alongside your application please consult the following documents which can be found on the COSRT website:

- The Code of Ethics for General and Accredited Members
- Practice Guideline 1 Supervision and the Supervision Contract
- Practice Guideline 2 The Client and Therapist Agreement for Therapy

Applicants who have completed a four-year training may be eligible for UKCP Registration. The application form and other documents pertaining to clinical practice can be found on the documents page of the website www.cosrt.org.uk

We look forward to receiving your application and welcoming you into Accredited Membership.

Anne Chilton, Membership and Accreditation Representative to the Professional Standards Board
Jo Coker, Professional Standards Manager COSRT, Chair Professional Standards Board

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Notes on Application for Accreditation (Non COSRT accredited Courses)

Please read all sections carefully.

Please:

1. Please type your application.
2. Send ORIGINAL and THREE photocopies (four sets in total) of the following:
 - a) Application Form - typed
 - b) Curriculum Vitae - typed
 - c) Log Book
3. Send FOUR photocopies of the documents supporting your application, eg evidence of professional qualifications, examinations passed and details of courses attended.
4. Send FOUR photocopies of your up-to-date COSRT subscription receipt.
5. Send FOUR photocopies of your up-to-date insurance indemnity certificate or equivalent. For NHS employees, send proof to confirm that NHS work is covered - this may be in the form of a letter from your line manager. If working in both the private sector and NHS, provide evidence of cover for both areas of work.
6. Read criteria carefully and ensure you are able to demonstrate you fulfil each criterion when completing your application form.
7. Please collate your documents into FOUR complete application packs before sending. **Please do not put in folders, bind or staple the packs.**
8. The fee of £190.00

NB Illegible or incomplete applications will be returned.

Time Scale of the Accreditation Process

- Upon receiving your application it will be allocated to two Assessors who will consider if you have met the required criteria.
- If there are any issues that need clarifying, you may be asked for additional information.
- The Accreditation process takes six weeks on average, but can be longer if the Assessors require further information.
- If your application is successful, you will receive notification of the outcome of your application and your certificate.
- Your accreditation will be from the date on your certificate for that year. You will therefore pay a proportion of the annual membership fee for the year in which you are accredited. In the January following accreditation you will need to pay the annual renewal fee.
- If a person is not granted accreditation they will be informed and given the reason why. They may not re-apply until 12 months from the date of notification.

Appeal Procedure

If you are not awarded Accredited Membership you may appeal on the grounds of incorrect procedure (See page 16)

Renewal of Accreditation

Accredited Membership is renewed annually, provided you meet the required criteria for cpd, supervision and clinical hours. This will be recorded on your certificate. You will be sent a renewal form in November of each year along with the request for your subscription to COSRT.

Criteria for Accreditation – Category Two

(for applicants whose training course was not COSRT accredited)

The applicant must

1. Be a paid up Full General Member of COSRT for a minimum of 12 months preceding application.
2. Provide the curriculum and course content details (including evidence of clinical practice undertaken) of the non-COSRT course that they have undertaken. These should comply with the Theoretical Knowledge Syllabus and Clinical Competencies. (See appendix 1)
3. Have undertaken for a minimum of 50 hours experiential work (excluding supervision, case discussion and CPD) and personal therapy which facilitates awareness of self in relation to others within the context of client therapy.
This requirement should include a minimum of 20 hours one-to-one personal therapy. The following would be acceptable as additional hours:
 - Any personal therapy undertaken within the last 10 years
 - Any couple therapy undertaken in the last 10 years
 - All personal and professional development group hours attended during training.
 - Any awareness group hours during training.
 - Any therapeutic group work undertaken outside the training.Trainees, who were required to include one-to-one personal therapy within the accreditation process for other professional bodies, may include this within the 50 providing it is within the 10 year period.
4. Have completed 450 hours of clinical practice if this course (the course you are applying for Accreditation with), is your primary training. If you are Accredited with BACP, COSCA, UKCP, HCPC or equivalent AND you can evidence that Accreditation through the APEL process then, you may complete 320 clinical hours (rather than 450). You cannot apply for Accreditation until you have been qualified (completed and passed your qualification) in sex therapy for at least one year, and have been a General Member of COSRT for at least one year.
5. Have completed 20 cases during training on the accredited course and the pre-accreditation period. At least ten of these cases should be couples. Completion does not imply successful outcome. The case may be deemed complete after appropriate referral or termination of therapy by client or therapist without achieving a successful outcome. A spread of experience encompassing a wide spread of sexual difficulties will be expected.
6. Have completed at least 100 hours of face-to-face assessment and treatment of sex therapy clients in the year prior to application
7. Have not have had any breaks in clinical practice in the 12 months prior to applying for accreditation.
8. Have completed a Log Book in the form provided to document all relevant clinical work carried out over the six months preceding application for accreditation. The period covered by the Log Book should be supervised at a ratio of one hour supervision to six hours therapy. Your current supervisor(s) will need to sign the Log to verify they have supervised the documented work at the agreed ratio. It is important that any named current supervisor has worked with you for the full six months, covered by your Log Book. In exceptional circumstances variation from this requirement may be considered, eg experienced therapists or those with a large caseload. Applicants who wish to be exempt should send an explanatory letter to support their application. This explanatory letter should be signed by the applicant and the information confirmed by a covering letter from relevant supervisor(s).
9. Provide a copy of their written client agreement
10. Provide the names and addresses of all past supervisors who have been in the role of supervisor of sex therapy work. They may be contacted to provide a report of your work.

11. Provide the name and address of a further professional colleague if the current supervisor and post basic training is the same person. This colleague should have known the applicants professional work for a minimum of one year and can confirm his/her work in the field of sexual and relationship therapy to the standard required for accreditation.
12. Confirm you have studied the [COSRT Code of Ethics and Practice for General and Accredited Members](#) with your supervisor(s).
13. Provide a sex therapy case study of 4-5000 words, of a client or couple representative of their current practice which demonstrates their usual modality of practice. The case study should demonstrate knowledge, skills and capacity for critical reflection and reflexivity, and indicate the application of theory to practice, the application of ethical thinking, and how the use of supervision informs clinical practice. This is the opportunity for the applicant to demonstrate that they have acquired all the Theoretical Knowledge and all the Clinical Competencies listed in the Appendices below. The supervisor will be invited to comment on the submitted Case Study and to validate it as typical of your ways of working.
13. Provide a written statement with the application form of no more than 1500 words giving details of the theoretical framework and methods of working with couples and individuals which underpins the applicants work in sexual and relationship therapy
14. Provide a curriculum vitae detailing your background and career to date. This should include evidence of a commitment to continuing professional development, eg courses and conferences attended, research and publications, over the previous five years.
15. Provide proof that you are insured to the required minimum level of £2,000,000 for the work you undertake. Please note this applies to UK and Ireland residents only. COSRT accepts no liability for your insurance.
16. Have not been convicted of any sexual offences.
17. Have not been debarred from another therapy organisation and have no complaints upheld or in progress
18. Agree to participate in the annual audit of CPD.
19. Agree to undertake a minimum of 30 hours per year of CPD. **A minimum of 16 hours of CPD must be relevant to sexual and relationship therapy, 6 of which must be face to face.**
20. Agree to be interviewed if the assessors feel this would aid in clarifying the application.

NB Applications will be returned if they are found to be illegible.

Application Form for Accreditation – Category Two

(For general members who have completed a course in psychosexual and relationship therapy not accredited by COSRT)

The application form should be completed on your computer.

Personal Details

Membership No:		Title:	
Surname:		Date of Birth:	
Forenames:			
Address:			
Tel No (day):		Tel No (eve):	
Email:			
Please provide the name of the course you have completed:			
Following successful accreditation, state the name you would like recorded on your certificate:			

NOTE:

If you have not completed any clinical hours associated with any other training course before this course then you are required to complete 450 clinical hours, supervised at a ratio of 1:6.

If you are Accredited with BACP, COSCA, UKCP, HCPC or equivalent AND you can evidence that Accreditation through the APEL process then, you may complete 320 clinical hours (rather than 450) supervised at a ratio of 1:6.

See COSRT Practice Guideline One on Supervision for further information.

You must supply a copy of your accreditation certificate with your application.

1. **Date you became a paid up General Member of COSRT:**

2. **List all professional qualifications, degrees, diplomas and dates obtained.**

Please note you will need to provide the curriculum and course content details (including evidence of clinical practice undertaken) of the non-COSRT course that you have undertaken, eg the course handbook. **Please refer to the theoretical syllabus and clinical competencies in Appendix 1 to demonstrate how you have met these requirements.**

3. **You are required to have undertaken 50 hours of personal therapy and experiential work. This does not include supervision, CPD or case discussion.**

This requirement should include a minimum of 20 hours one-to-one personal therapy. The following would be acceptable as addition hours:

- Any personal therapy undertaken within the last 10 years
- Any couple therapy undertaken in the last 10 years
- All personal and professional development group hours attended during training.
- Any awareness group hours during training.
- Any therapeutic group work undertaken outside the training.

Trainees, who were required to include one-to-one personal therapy within their accreditation process for other professional bodies, may include this within the 50 providing it is within the 10-year period. **Please list the hours** and modality of the work undertaken.

Date from/to	Hours completed	Modality

e.g.

Date from/to	Hours completed	Modality
12.02.14 – 05.06.15	30	Couples work
10.08.15 – 02.01.16	15	CBT
03.04.16 – 05.10.16	20	EMDR

3b. Describe in 1000 words +/- 10%, how this work (above) has informed your **self-reflective** process in the furtherance of your therapeutic work, your professional development, as well as how self-reflectivity informs your practice. Please give word count.

3c. Describe in 1000 words +/- 10%, how this experiential work or therapy has been relevant to your **clinical practice** in sexual and relationship therapy. Please give word count.

3d. Please supply a written copy of your client agreement that you, or the organisation where you practice, use.

4. **Please tell us about the clinical work have undertaken during your training and after qualification and in what setting and capacity it took place it took place**

Date from/to	Placement	Capacity	Hours completed

e.g

Date from/to	Placement	Capacity	Hours completed
11.02.16 – 03.04.17	North Herts NHS Trust	Trainee	143
05.07.16 – ongoing	The Fertility Centre Barnet	Trainee/Qualified	200
01.05.17	Transgender Clinic NHS	Qualified	167

- a) Number of years in practice:
- b) Number of hours completed:
 - i) in total over the years of your practice in this field:
 - ii) in the last year:
- c) How many cases have you completed with:
 - i) couples:
 - ii) individuals:

5. Give details of the supervision of your clinical practice in sexual and relationship therapy.

- a) Number of years you have been supervised:
- b) hours per year:
- c) What form has this supervision taken:
 - Individual:
 - Group:
 - If group:
 - Please state the number of members in the group:
 - Please state the duration of each group:

Please note that if you are using group supervision as part of your application, one of your referees must be your group supervisor.
- d) How many hours of supervision have you had of your clinical practice of sex and relationship therapy in the year prior to this application?

6. Breaks in Practice.

- a) Has your clinical practice been continuous during the 12 months prior to this application?
Yes / No
- b) If no, please give details:

7. Name and address of supervisor(s) from whom a reference will be sought. [Two references are required. If current supervisor is the same as your training supervisor please give name and address of a professional colleague who knows your work.]

Supervisor One (current):

- a) Name and address of current supervisor of your sex and relationship therapy:
- b) Number of years with this supervisor:

c) Number of hours per year with this supervisor:

d) What form has this supervision taken:

Supervisor Two (past):

a) Name and address of past supervisor of your sex and relationship therapy:

b) Number of years with this supervisor:

c) Number of hours per year with this supervisor:

d) What form has this supervision taken:

8. Name and address of professional colleague from whom a reference will be sought if your supervisor is the same training supervisor: This should be a person who has known your sexual and relationship work for a minimum of one year and can confirm your competence and integrity in the field.

9. It is a requirement that you discuss this application with your named past supervisor(s). Please confirm you have done so.

Yes / No

10. It is a requirement that you discuss this application with your named present supervisor(s). Please confirm you have done so.

Yes / No

11. It is a requirement that you study the COSRT Code of Ethics and Practice for General and Accredited Members with your supervisor(s). Please confirm you have done so.

Yes / No

12. Please describe in no more than 1500 words, +/- 10%, the theoretical framework(s) and method(s) of working with both couples and individuals which underpin your work as a sexual and relationship therapist.

13. Provide a psychosexual case study of 4500 words, +/- 10%, of a client or couple representative of their current practice which demonstrates their usual modality of practice. The case study should demonstrate knowledge, skills and capacity for critical reflection and reflexivity, and indicate the application of theory to practice, the application of ethical thinking, and how the use of supervision informs clinical practice. This is the opportunity for the applicant to demonstrate that they have acquired all the Theoretical Knowledge and all the Clinical Competencies listed in the Appendices below. The supervisor will be invited to comment on the submitted Case Study and to validate it as typical of your ways of working.

14. Please add other information you consider relevant to your application.

Please return completed application form and **FOUR** photocopies to COSRT, PO Box 13686, London, SW20 9ZH. With your application also enclose:

- (a) Curriculum Vitae and **THREE** photocopies.
- (b) [Log Book](#) and **THREE** photocopies.
- (c) The processing fee of £190, cheques should be made payable to COSRT and payment must be in Pounds Sterling.
- (d) **FOUR** photocopies of your up-to-date insurance indemnity certificate or equivalent. For NHS employees, send proof to confirm that NHS work is covered - this may be in the form of a letter from your line manager. If working in the private sector, NHS or voluntary sector, provide evidence of cover for all areas of work.
- (e) **FOUR** photocopies of current COSRT Subscription Receipt.

Please collate your documents into FOUR complete application packs before sending. Please do NOT put in folders, bind or staple the packs.

I DECLARE that I have never been convicted of any sexual offence.

I CONFIRM I am a current member of COSRT and will remain so for the duration of my Accreditation.

I CONFIRM my commitment to maintain ongoing supervision, continued professional development, and annual audit for the duration of the Accreditation or until such time as I discontinue clinical practice and I undertake to notify the College accordingly and to return my certificate.

I CONFIRM that I understand UKCP, CSRP and COSRT are signatories to The Second Memorandum of Understanding against Conversion Therapy, and that I must not advocate or use conversion therapy, which assumes that any one sexual orientation or gender identity is superior to or preferable to any other. I will not seek to work in such a way as to impose or attempt to impose change in a clients self-determination of sexual orientation or gender identity.

I CONFIRM proof of professional liability insurance to the required minimum level of £2,000,000.

I CONFIRM that all the above statements are true and I agree to abide by the Governing Documents of COSRT.

I CONFIRM I have not been debarred from another therapy organisation.

Signature:

Date:

Supervisor Declaration: Please ask your supervisor to sign below to confirm he/she has seen this application.

I CONFIRM I have seen this application.

Signature:
Date:
Name of Supervisor:



Clinical Practice Log

The log should be completed on your computer.

Therapist Name:

Date case started	Presenting problem	Individual or couple	How many sessions completed	End date	Outcome
				10.02.76	

Supervisor Name:

Supervisor Signature:

Date:



Supervision Log

The log should be completed on your computer.

Name of Supervisee:

Name of Supervisor:

Date	Group or individual supervision	Duration of session	Content

Supervisor signature:

Date:

COSRT Theoretical Knowledge

Introduction

It is recognised that the topics below do not present an exhaustive list of what could be taught, and course directors will exercise their own judgement in deciding on any further topics they wish to include. Course directors are also free to decide which topics require particular emphasis, and how they will be presented to the students.

Since students are accepted from a variety of professional backgrounds, extra clarification, support and advice may be needed in relation to some topics. For example, medically trained students will be familiar with the physical and medical parts of the syllabus, whilst the psychotherapy aspects may be new. Similarly, for those from psychotherapy backgrounds, the medical components of the training may present a challenge.

When dealing with a lifestyle or culture different from their own, students are encouraged to seek guidance with regard to specialised reading and supervision if they feel they need it. It is not appropriate to ask clients to be an educational resource.

COSRT are signatories to The Second Memorandum of Understanding against Conversion Therapy and are bound to adhere to the training requirements of that document details of which are found here - https://www.cosrt.org.uk/wp-content/uploads/2017/10/MoU2_FINAL.pdf.

The Memorandum clearly states that “new and existing psychological therapists are appropriately trained”. The syllabus of any new or existing course must clearly demonstrate that training in the topics of gender and sexual diversity form part of the core curriculum. Ethical practice requires practitioners to have adequate knowledge and understanding of gender and sexual diversity, and to be free from any agenda that favours one gender identity or sexual orientation over others.

Ethical thinking, attention to issues of diversity and equality, and safeguarding will underpin all teaching on all courses.

1. Sexual Facts

- 1.1 Classification and formulation of sexual and relationship problems from a range of recognised classification systems, such as DSM 5, ICD 10, and 'New View'.
- 1.2 Knowledge of sexual orientations, sexual preferences, and sexual diversity. Sufficient to enable the therapist to work sensitively with lifestyles different from their own, or to refer on appropriately. This would include knowledge about and awareness of the implications of open non-monogamy, BDSM etc.
- 1.3 The biology of sexuality to include anatomy and physiology, hormones, the male and female reproductive systems, neurobiology of sex and relationships.
- 1.4 Psychosexual development and sexuality throughout the life cycle including the effects of adolescence, ageing, sexual orientation, faith, culture and parenthood.

2. Gender Facts

- 2.1 Knowledge of gender classifications, trans, non-binary and cis and the associated language of gender diversity. Classification of Gender Dysphoria within DSM V and ICD 10 and treatment protocols.
- 2.2 Understanding of Queer Theory and Intersectionality when applied to gender diversity. Clarity on the differences between Gender and Sex, the influences of biology and societies expectations of gender and how identity develops.
- 2.3 The route of transition, legal issues, effects of cross sex hormones and surgical interventions for both M to F and F to M transitioners.
- 2.4 Awareness that trans and non-binary individuals are sexual beings, Sexual health and post-operative care.

3. Psychological Facts

- 3.1 Psychological development from infancy to adulthood, to include emotional, attachment and sexual perspectives, and the impact of trauma, loss, violence, neglect.
- 3.2 Psychotherapeutic approaches to the treatment of sexual and relationship problems, to include a range of theoretical modalities and ways of working. How these may bring about change for individuals and couples.
- 3.3 Stages and dynamics of the development of relationships and intimacy; the principles of couple interaction, taking into account cultural diversity and difference.
- 3.4 Knowledge of the assessment and management of sexual and relationship problems, to include psychological factors, mental and physical health, disability, including learning disability, cultural and inter-cultural factors, educational ability, religious and social factors, etc.

4. Medical Facts

- 4.1 Organic factors in sexual problems, including effects of illness, surgery, medication and substance misuse.
- 4.2 The impact of the use of recreational drugs and alcohol, the impact of chem sex, and guidelines for sober sex.
- 4.3 Knowledge of the relevant physical investigations, (such as prolactin, glucose, testosterone) and how to facilitate them, such as referring to GP or other resource, if an underlying medical condition is suspected.
- 4.4 Mental illness, the impact of psychiatric medication.
- 4.5 Genito-Urinary disease, STI's, HIV and AIDS.
- 4.6 Pregnancy, abortion, contraception, infertility and assisted conception in relation to sexual and relationship problems.

5. Treatment Options

- 5.1 Specific sex therapy interventions, e.g. sensate focus, arousal circles, psychosexual educational tools, and specific relationship enhancement tools, communication skills, conflict resolution.
- 5.2 Physical treatments and sex aids in the management of sexual problems. Medical interventions and medication.

6. Specialist areas

- 6.1 An understanding of the complexity of compulsive sexual behaviours and the debates around the research in the field.
- 6.2 An understanding of sexual anorexia and sexual aversion.
- 6.3 Knowledge of the impact of sexual trauma, abuse, rape.
- 6.4 Sufficient competency to work effectively with GSRD clients.

7. Research

- 7.1 Knowledge of research methods and how to evaluate research findings.
- 7.2 Basic understanding of different approaches to research in sexual, gender and relationship therapy practice.
- 7.3 A critical knowledge of relevant research and social sciences as applied to sexual, gender and relationship therapy.

8. Underpinning Values

- 8.1 A knowledge of the 2nd Memorandum of Understanding against Conversion Therapy is deemed essential along with any subsequent amendments or updates thereto. Understanding of the application of equal opportunities and anti-discriminatory practice, working with diversity, the meaning of safeguarding in clinical practice.
- 8.2. Ethical and moral issues as they relate to sexual, gender, and relationship therapy. Legal aspects of sexual, gender and relationship therapy to include current relevant legislation, and any regional and global variations.
- 8.3 Practicing within the Code of Ethics for General and Accredited Members.

Clinical Competencies for COSRT

Introduction

The competencies outlined below offer a summary of what the therapist needs to be able to do to perform as a sexual and relationship therapist. The manner and timing in which they are taught on COSRT training courses is a matter for the judgement of the course directors and their teams, but is always aimed at the integration of theory into practice.

The integration of theory into practice continues in supervision, self reflection and reflection groups. The importance of supervision cannot be over-emphasised, and although only one item below refers directly to its use, it is recognised that for students their supervision represents a fundamental source of learning. It is also a way monitoring the student's ability to use the therapeutic interventions effectively, ensuring that clients receive a good standard of care and treatment.

1. **Assessment**

- 1.1 Ability to establish, sustain and end a therapeutic relationship with couples and individuals, within an agreed verbal or written contract.
- 1.2 Ability to take a comprehensive and relevant history, showing understanding and awareness of the origins of an individual's and a couple's psychosexual dysfunction and function from biopsychosocial, psychodynamic and or integrative/humanistic, attachment and neurobiological perspectives.
- 1.3 Ability to make a formulation/treatment plan which is congruent with the client's race, culture, religion and any aspects of gender sexual or relationship diversity, and explain it to clients so they understand and are in agreement.
- 1.4 Ability to make an assessment in the event of coercion, emotional abuse or domestic abuse.
- 1.5 Ability to use outcome measurement tools and be able to gather client feedback.

2. **Treatment**

- 2.1 As appropriate within the therapeutic model the ability to create, negotiate and implement a treatment strategy. Always being flexible about its implementation as more information emerges from the clients during the course of the therapy. Time and availability of clients to complete tasks are also be taken into account.
- 2.2 Ability to agree homework tasks with the client(s) collaboratively as appropriately and to use the feedback from the tasks constructively in the furtherance of the therapy.
- 2.3 Ability to use the specific sex therapy tools, techniques and strategies flexibly, sensitively and constructively giving a clear rationale for their implementation.
- 2.4 Ability to enable couples to use specific relationship enhancement tools and interventions, and manage relationship differences and disagreement constructively where they occur.
- 2.5 Ability to manage and direct the therapy sensitively and appropriately, showing ability to support positive changes.
- 2.6 Ability to set and maintain appropriate boundaries to the therapy, and deal with any boundary breaches that may occur, whether deliberately or inadvertently, in an ethical and constructive manner. This would include use of electronic communication.
- 2.7 Ability to end therapy constructively and evaluate the therapeutic process and outcome.

3. **Awareness of Own Limitations and Limitations of Therapy**

- 3.1 Ability to recognise any psychopathology or other factors which may render therapy inappropriate for a given client, and to make appropriate referrals if in any doubt as to the client's capacity. This would include a recognition by the therapist of their own limits in expertise or competency in these areas.
- 3.2 Ability to work appropriately with diversity in the broadest sense of the word, which would include all aspects of gender, gender identity, gender expression, sexuality,

sexual expression, sexual practices, relationship diversity, including cultural diversity, disability and legal restrictions and to be aware of own prejudices and judgements which may interfere to the ability to do this.

- 3.3 Ability to recognise own limitations and to act appropriately when faced with a situation which is beyond their own ability.

4. **Personal Awareness, Growth and Supervision**

- 4.1 Ability to demonstrate awareness of the potential for conscious and unconscious bias in all aspects of the above, and how any biases can be recognised and resolved.
- 4.2 Ability to demonstrate awareness of personal development needs and the processes by which those needs may be met.
- 4.3 Ability to use supervision constructively to further the work of sexual and relationship therapy and the therapist's own growth and development as a practitioner.
- 4.4 Ability to use self reflective processes in the furtherance of both the therapy and their own professional development, and use developing self reflexivity to inform their practice.
- 4.5 Ability to work in accordance with the COSRT Code of Ethics and Practice at all times and in all interactions with clients.

Guidelines for Resubmission, Reapplication and Appeal

It is the task of the Assessors Panel to ensure that applicants for COSRT Accreditation meet the published criteria.

The Assessors acknowledge the considerable amount of time, energy and feelings invested by many applicants in the process of applying. They will assess all applications fairly, respectfully and in accordance with the criteria. Should your application not meet those criteria then the reasons for non-accreditation will be set out clearly in the Assessor Panel's final letter

If you are not awarded accreditation it is important, to keep in mind, that under certain circumstances an application can be looked at again, and to this end the following procedures are available.

1. Resubmission. When the applicant has omitted or submitted an incomplete piece of required information, then the applicant will be invited to resubmit the application including the missing details. Resubmission has to take place within six months and there is a resubmission fee of £50.
2. Reapplication. Where the applicants have not satisfied the criteria they may reapply 12 months from the notification and when the criteria have been met. As this will be a new application the full application fee of £190 is required.
3. Appeal. Applicants may appeal 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. The grounds for appeal should be clearly and specifically stated. The application will be read, unchanged, by the Appeals Panel which is formed of members of the Professional Standards Board excluding the Accreditation Representative. In addition, applicants may submit up to a maximum of two sides (A4) of comments or information, which is pertinent to the reasons for rejection, as stated in the rejection letter.

Appeals have to be made within three months of notification to the Business Manager, COSRT, PO Box 13686 London SW20 9ZH. There is an appeals fee of £100 payable to COSRT.

4. The Appeals Panel.

- a) The Professional Standards Board will convene the Appeals Panel.
- b) If the Appeals Panel judges the appeal to be well founded it shall take such steps, as it considers necessary, in its absolute discretion, to consider the appeal and reverse or uphold the original decision.
- c) The reasons for reversing or upholding the decision not to accredit will be set out in the final letter from the Appeals Panel.
- d) The Appeals Panel does not enter into correspondence about applications.

The decision of the Appeals Panel, after due consideration of the Appeal, is final.