

## **Conditions of renewal of validity of the CTPB's Certificate of Cognitive and Behavioural Supervisor**

1. The CTPB's Certificate of Cognitive-Behavioural Supervisor (hereinafter "the Certificate") is valid in the territory of the Republic of Poland for the period of five years of its issuance.
2. A person who has received the Certificate has a possibility to renew its validity for the period of the next five years on the conditions defined below.
3. The conditions of renewal of the Certificate validity have been prepared on basis of the guidelines of the European Association for Behavioural and Cognitive Therapies (EABCT).
4. To renew the Certificate validity you should file a request in an electronic form to Centrum Terapii Poznawczo-Behawioralnej (hereinafter: "CTPB"). The form of the request for renewal of the Certificate validity is defined by CTPB. The form of the request is published and updated on the CTPB's website.
5. The request for renewal of the Certificate validity should be completed legibly.
6. The request for renewal of the Certificate validity is subject to the fee specified in the Table of Fees, which is published and updated on the CTPB's website ([www.ctpb.pl](http://www.ctpb.pl)).
7. The Certification Commission examines requests for renewal of the Certificate during 3 session every year:
  - session 1 – in February of the year concerned – to examine requests submitted not later than by 31 January of that year,
  - session 2 – in June of the year concerned – to examine requests submitted not later than by 31 May of that year,
  - session 3 – in October of the year concerned – to examine requests submitted not later than by 30 September of that year.
8. The request for renewal of the Certificate validity should be accompanied by:
  - a) signed declaration of acknowledgement and undertaking to comply with the principles described in CTPB's Compendium of Ethical Rules and of no obstacles to perform the profession, on a form defined by CTPB (in Polish) and published on CTPB's website,
  - b) confirmation of payment of the fee for request for renewal of the Certificate, to CTPB,
  - c) completed forms defined by CTPB, and published on CTPB's website, with information confirming fulfilment of the conditions listed in sec. 14 letters a) – e) below (that is the form on performed supervisions, the form of supervision of supervision and/or presentation of feedback from supervisees, professional development form).
9. A completed request for renewal of the Certificate with appendices referred to in sec. 8 should be sent in an electronic form at e-mail address: [szkola@ctpb.pl](mailto:szkola@ctpb.pl) .
10. If the conditions defined in sec. 8 or 9 have not been fulfilled, and if after 21 days from when the applicant is requested to fill the gaps, such request remains unanswered, CTPB shall leave the request without further processing.

11. After the request and appendices are found to be correct and complete, CTPB codes received documents to ensure the applicant's anonymity for the Commission.

12. The Certification Committee works only on the basis of coded documents sent in an electronic form. Until a decision on prolongation, conditional prolongation or refusal to prolong the Certificate, the Commission Members have no access to data allowing identification of an applicant.

13. The Commission should plan its work in such a manner as to ensure that an application is finally examined before expiry of validity of the Certificate.

14. The Commission decides on renewal of validity of the Certificate if a person applying for renewal of validity of the Certificate proves fulfilment of all the following conditions:

a) performing regular supervision in CBT (cognitive-behavioural therapy) or in third wave cognitive-behavioural therapies (mindfulness-based therapy, schema therapy, EMDR, ACT, dialectical behaviour therapy), that is performing at least one separate supervision cycle consisting of at least 8 group meetings or 20 individual meetings in every year of the Certificate validity;

b) submitting performed supervision processes for therapists to supervision performed by a supervisor or in form of peer supervision (individual and/or group supervisions) in the amount of at least 5 hours during every year of the Certificate validity and/or presentation of feedback from supervisees. Also supervisions performed in third wave cognitive-behavioural therapies (mindfulness-based therapy, schema therapy, EMDR, ACT, dialectical behaviour therapy) will be taken into account;

c) involvement in professional development, for instance through participation in conferences, workshops, lectures, in particular devoted to supervision, performing clinical examinations, publication of scientific articles, books on the cognitive behaviour therapy, including third wave cognitive-behavioural therapies (mindfulness-based therapy, schema therapy, EMDR, ACT, dialectical behaviour therapy) and performing educational activities in the cognitive behaviour therapy or the third wave cognitive-behavioural therapies or activities for entities educating future therapists, in the total amount of 20 hours in every year of the Certificate validity.

15. If all conditions indicated in section 14 letters a) – c) are not fulfilled, and the conditions indicated in sec. 16 below enabling renewal or conditional renewal of the Certificate validity are not fulfilled, the Commission shall decide on refusal to renew the Certificate validity. The Commission's decision on refusal to renew the Certificate validity requires written justification.

16. In cases justified by particular circumstances, when an applicant proves only partial fulfilment of the conditions necessary for prolongation of the Certificate validity or if he/she files an request after the expiry of the Certificate validity, the Certification Commission may:

a) decide on renewal of the Certificate validity without further conditions, if the Commission believes that the applicant guarantees proper execution of the psychotherapeutic practice in form of cognitive-behavioural therapy or third wave cognitive-behavioural therapy (mindfulness-based therapy, schema therapy, EMDR, ACT, dialectical behaviour therapy),

b) decide on conditional temporary prolongation of the Certificate validity for a year, giving additional time for supplementing and fulfilment of unfulfilled conditions.

17. The Commission sends via electronic means the information on renewal of the Certificate validity together with a new Certificate or information on refusal to renew the Certificate validity with written justification of the refusal, to the e-mail address indicated by the applicant in a request.

18. If the Commission decides on refusal to renew the Certificate validity, within 2 weeks of delivery of the decision referred to in sec. 15, the applicant may submit a written request for re-examination of the request to [szkola@ctpb.pl](mailto:szkola@ctpb.pl). A request for re-examination requires a justification.

19. CTPB charges a fee for re-examination of the request for renewal of the Certificate validity. The fee is determined in the Table of Fees published and updated on CTPB's website ([www.ctpb.pl](http://www.ctpb.pl)).

20. The request for renewal of the Certificate validity should be re-examined before expiry of the Certificate validity.

21. After re-examination of the application for renewal of the Certificate validity the Commission may:

a) decide on renewal of the Certificate validity, if it states that the conditions in sec. 14 have been fulfilled;

b) decide on renewal of the Certificate validity on the basis of sec. 16,

c) maintain the decision on refusal to renew the Certificate validity, if there are no reasons to make a decision referred to in letter a) or b) above.

22. The CTPB's list of certified supervisors is updated on ongoing basis on CTPB's website ([www.ctpb.pl](http://www.ctpb.pl)).