

Conditions for the Renewal of the Validity of CTPB Cognitive-Behavioral Psychotherapist Certificate

1. Certificate of Cognitive-Behavioral Psychotherapist of Cognitive-Behavioral Therapy Center (the "Certificate") is valid on the territory of the Republic of Poland, for period of five years from the date of its issue.
2. A person who has been granted the Certificate can apply for its' renewal for the period of another five year time, accordingly to the conditions described below.
3. The conditions for the renewal of validity of the Certificate are based on guidelines of the European Association for Behavioural and Cognitive Therapies (EABCT).
4. In order to renew the validity of the Certificate one should apply in writing to the Cognitive-Behavioral Therapy Center ("CTPB"). The template of application for renewal of the validity of the Certificate is described by the CTPB.
5. The application for the renewal of the Certificate should be completed legibly, with typescript or on the computer (in capital letters).
6. The application for the renewal of the Certificate is a subject to a payment specified, published and updated on the CTPB website (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 then by 30 September of that year
8. To the application for the Certificate's validity renewal shall be attached:
 - a) A signed statement on both, acknowledgement and commitment to comply with the Set of Ethical Principles of Cognitive-Behavioural Therapy CTPB and on lack of any legal nor ethical objections that would prohibit the applicant from pursuing her/his profession accordingly to described standards (in Polish),
 - b) Confirmation of fee payment for the application for Certificate's validity renewal on behalf the CTPB,
 - c) Completed forms, which are specified by CTPB, including information confirming the fulfilment of the conditions listed in section 14 lit. a) – d), those are form on systematic clinical work, on continuous professional development, form on supervision of the clinical work including supervisor's recommendation and the supervision card report (both in Polish, in English),
9. Completed application form for the Certificate validity renewal and its attachments, as referred in section 8, shall be sent by mail at the address: maleszkolenia@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) The applicant for the certificate validity renewal has documented and proved that in each year of the Certificate validity period had worked in Cognitive-Behavioral Therapy model as a main model

of therapeutic work, however, it is approved that the clinical practice in mainstream could include work in the cognitive-behavioural model of the third wave (therapy focused on mindfulness, schema therapy, EMDR, ACT, dialectical-behavioural therapy),

b) The applicant for the certificate validity renewal has documented and proved that clinical practice was systematically supervised by the Cognitive-behavioural therapy supervisor (individual and/or group supervision), in amount of at least 12 hours in each year of the validity period of the certificate, which is confirmed by the supervisor's signatures in the supervision report card, but also, supervisions in in the cognitive-behavioural model of the third wave (therapy focused on mindfulness, schema therapy, EMDR, ACT, dialectical-behavioural therapy) are also to be considered as a supplement of the Cognitive-behavioural therapy supervision;

c) The applicant for the certificate validity renewal has documented and proved her/his involvement in a professional development by attendance at conferences, seminars, workshops, clinical trials, didactic activity, publications of articles or books on cognitive-behavioural therapy, but also the third wave of the cognitive-behavioural therapy (therapy focused on mindfulness, schema therapy, EMDR, ACT, dialectical-behavioural therapy) in total number hours of at least 20 hours in each year of the certificate's validity,

d) The applicant for the certificate validity renewal has submitted Supervisor's recommendations.

15. If all conditions indicated in section 14 letters a) – d) 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 maleszkolenia@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).

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).