

## **CONDITIONS FOR THE RENEWAL OF THE VALIDITY OF CTPB COGNITIVE-BEHAVIORAL SUPERVISOR CERTIFICATE**

1. Certificate of Cognitive-Behavioral Supervisor of Cognitive-Behavioral Therapy Center (the "**Certificate**") is valid on the territory of the Republic of Poland, for the 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](http://www.ctpb.pl)).
7. The application form for the renewal of the Certificate' validity must be submitted within:
  - a) **time between the 2nd of January to the 31st of January in a given year** if the validity of the certificate is due to the 1<sup>st</sup> of March in given year and not later that the 30<sup>th</sup> Of June of given year;
  - b) **time from the 1st of May to the 31st of May of given year**, if the validity of the certificate is due to the 1st of July in a given year and not later that the 31<sup>st</sup> of October of given year;
  - c) **time from the 1st of September to the 30th of September of given year**, if the validity of the certificate is due to the 1st of November in a given year and not later that the 28<sup>th</sup> of February of the following year <sup>1</sup>
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),

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<sup>1</sup> If in a given year it is that the February has 29 days the application for the certificate's renewal referred to in scion 7, lit. c) shall apply to those certificates which validity date is due to the 29<sup>th</sup> of February of a given year.

- b) Confirmation of fee payment for the application for Certificate's validity renewal on behalf the CTPB,
  - c) Completed forms, which templates are specified by CTPB, including information confirming the fulfilment of the conditions listed in section 13 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), form on conducting supervision.
9. Completed application form for the Certificate validity renewal and its attachments, as referred in section 8, shall be sent by post at CTPB: **ul. Wilcza 28 lok. 21 (00-544 Warszawa)** and by mail at the address: **szkola@ctpb.pl**.
10. If the conditions described in section 7, 8 or 9 are not fulfilled, the CTPB does not guarantee the renewal of validity of the Certificate.
11. The Certification Commission appointed by CTPB (later referred to as „Commission”) shall assess applications for the Certificate validity renewal three times a year, as follows:
- a) **in February and March** those applications submitted in term described in section 7 lit. a) are to be assessed,
  - b) **in June and July** applications submitted in term described in section 7 lit. b) are to be assessed,
  - c) **in October and November** applications submitted in term described in section 7 lit. c) are to be assessed.
12. The Commission recognizes the application before the validity of the Certificate is expired.
13. The Commission shall decide on the Certificate validity renewal if following conditions are met altogether:
- 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 she/he conducted regular supervision in mainstream of cognitive-behavioural therapy (CBT), meaning conducting at least one separate supervision cycle (individual or group supervision) in each year of the certificate's validity (one cycle includes at least 7 meetings);
  - c) 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;

- d) 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 30 hours in each year of the certificate's validity,
  - e) The applicant for the certificate validity renewal has submitted Supervisor's recommendations.
14. If at least one of the conditions described in section 13 lit. a) – e) are not to be fulfilled the Commission shall decide on not to renew the validity of the Certificate. Commission's decision includes its written explanation.
  15. In exceptional cases, which are justified by particular circumstances (e.g. chronic illness) if the applicant for the Certificate validity renewal had documented only partial fulfillment of one or more conditions described in section 13 lit. a) – d), the Commission, after considering all the documented circumstances, can decide on the renewal of the validity of the Certificate, even though there is only partial fulfilment of one or more conditions giving a warranty of professional way of conducting the clinical practice in cognitive-behavioural therapy model.
  16. The commission shall send information on the renewal of validity of the Certificate by registered mail along with the new Certificate, or the information on denial of the renewal of the validity of the certificate along with written explanation of the denial, at the mailing address indicated in application forms by the applicant for the validity renewal of the Certificate.
  17. In the case of denial of the validity renewal of the Certificate made by the Commission, an applicant for the renewal, who does not agree with that decision, may submit a written request for the reassessment, within 2 week time from the date of receiving the information referred to in point 16. The request for reassessment of the application requires written explanation.
  18. For reassessment of the application for the validity renewal of the Certification CTPB charges feel specified in the price list published ad updated on the CTPB website ([www.ctpb.pl](http://www.ctpb.pl)).
  19. Application for reassessment of the validity renewal of the Certificate is to be assessed before the time of certificate's validity expiration date.
  20. After the reassessment of the application for validity renewal of the Certificate:
    - a) The Commission decides on renewal of the validation of the Certificate, if it decides that conditions referred on to in section 13 are fulfilled;
    - b) The Commission may decide on the validity renewal of the Certificate based on section 15,
    - c) The Commission sustains decision on denial of renewal of validity of the Certificate if there are no grounds for making decision referred to in section above lit. a) or b).
  21. The list of Certified therapists of CTPB is regularly updated on CTPB website ([www.ctpb.pl](http://www.ctpb.pl)).