

Terms and conditions that must be fulfilled to be granted the CTPB's Certificate of Cognitive and Behavioural Supervisor

1. CTPB's Certificate of Cognitive and Behavioural Supervisor (hereinafter "CTPB's Certificate of Supervisor") is granted every five years and must be renewed after lapse of such period.
2. The terms and conditions that must be fulfilled to be granted the CTPB's Certificate of Supervisor were defined on the basis of *the European Association for Behavioural and Cognitive Therapies (EABCT)*.
3. CTPB's certifying commission decides to grant CTPB's Certificate of Supervisor after all the following conditions are fulfilled:
 - a) the Certificate of Cognitive and Behavioural Therapist has been held for at least 5 years,
 - b) training in supervision in cognitive and behavioural therapy has been completed, and two recommendations of supervisors, who conducted the training, have been obtained,
 - c) minimum period of 5-year-long clinical work with the cognitive and behavioural therapy has been documented,
 - d) systematic clinical work with the cognitive and behavioural therapy as the main therapeutic model has been documented,
 - e) involvement in professional development through participation in conferences, workshops, lectures, performing clinical studies, publication of scientific articles, books on the cognitive and behavioural therapy and performed didactic activities in the amount of 20 hours a year have been documented,
 - f) the applicant's clinical practice was regularly supervised by a cognitive and behavioural supervisor in the minimum amount of 20 hours a year (confirmed with supervisor's signature in the supervision book).
4. To achieve a CTPB's Certificate of Supervisor, an applicant should submit the following documents in Polish or in English, **no earlier than 2 months and no later than 2 weeks before the end of the validity of the current certificate, or before the date of commencement of the commission's work**:
 - a) a certificate application (only in Polish),
 - b) declaration on compliance with the CTPB's Ethical Code (only in Polish),
 - c) proof of payment of the certification fee (only in Polish),

- d) documented confirmation of fulfilment of the terms and conditions defined in sections 3a, 3b, 3c, 3d, 3e and 3f on forms prepared by CTPB and in the supervision book (in Polish and in English).
5. Completed application with appendices should be sent to CTPB, ul. Wilcza 28 suite 21, 00-544 Warsaw.
6. The certification commission shall examine an application within 2 months from the date of commencement of the commission's work. The current certificate is valid until a decision is issued by the certification commission.
7. The CTPB's certification commission will inform an applicant on a positive or negative decision concerning a certificate via registered letter.
8. The list of CTPB's certified supervisors is updated on the CTPB's website on ongoing basis.
9. A decision on refusal to grant a certificate shall be justified by the commission in writing. In case of a refusal to grant a certificate, the applicant shall have a possibility to submit another application. A written request for re-examination of an application, together with explanation, shall be sent to CTPB's address no later than within 2 weeks from receipt of a negative decision.
10. An application shall be re-examined during the next planned meeting of the commission.
11. Amounts of certification fees are defined in the list of fees, which is published and updated on www.ctbp.pl, under tag "CTPB Certificates". The re-examination of an application requires another certification fee.