



PANCYPRIAN ASSOCIATION FOR PSYCHOTHERAPISTS
CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

POLICY

CONTINUOUS PROFESSIONAL DEVELOPMENT

1. Introduction

Apart from setting the generic minimum standards of training and education, PAP articulates what is required of PAP accredited members in terms of their continuing professional development. In line with the European Association for Psychotherapy (EAP) guidelines, PAP considers CPD to be a compulsory, not optional, requirement of all its accredited members, in line with maintaining current best practice. This document sets out PAP's policy for Continuing Professional Development and provides guidance to individual members concerning what PAP requires of its accredited members in terms of CPD.

2. Expectations of all individual accredited members

It is crucial to inform that PAP considers **CPD as a requirement for re-accreditation and the annual renewal of membership** and therefore all accredited members should undertake an appropriate range of CPD activities. This would usually include attendance at events such as conferences/workshops/webinars, private study and awareness of developments in contemporary thinking and best practice, and evidence of reflective practice. Although this is not an exhaustive list of CPD activities, the CPD Monitoring Form provides a wide-ranging list of the most common CPD activities psychotherapists usually engage in.

3. Clinical Practice

Although the total hours of clinical practice on an annual basis do not count towards the minimum required amount of CPD hours, it is important to elucidate that a minimum amount **of 80 hours of client work will be covered every year.**

4. Clinical Supervision

Supervision is considered, from a practical and ethical point of view, as a central and fundamental core condition for personal development, guaranteeing the quality of professionalism. Clinical supervision is mandatory with **a minimum number of 12 hours every year**, in order to be able to submit the Annual CPD Monitoring Form and renew one's membership as an accredited member. It is recommended to be completed monthly (e.g. minimum of 1 supervision hour per month). It should also be noted that PAP acknowledges individual, group and peer supervision as equally enriching means.

The confirmation for the annual (individual and/or group and/or peer/intervision group) supervision must be submitted **each year** together with the completed CPD Monitoring Form, containing the time period, the total number of hours, the number of different cases

and diagnoses, details and signature of the Supervisor or all members of the peer or intervision group.

5. What counts as CPD

Most psychotherapists are already engaged with CPD and any activity that has an impact on current or future professional practice may be included. It should be noted that **clinical supervision is mandatory** and therefore must be included as part of the total hours of the CPD. The Annual CPD Monitoring Form lists most common categories of CPD activities which are divided in three separated categories as explained in section 7.

6. How much CPD hours is the minimum requirement

All PAP accredited psychotherapists must complete a minimum amount of **250 hours** CPD activity over a 5-year period and a minimum of **20 hours** during any year within that 5-year period.

7. How CPD is recorded

It is a condition of full membership with PAP (Full Members and Associated Professions - Individuals) that you are CPD compliant and that a submission of record of CPD activities (*Annual Continuous Professional Development Monitoring Form*) is forwarded to the association each year together with the confirmation of supervision (see Note 4) **by May 31 of each year**. The submission of the CPD monitoring form coincides with the renewal of your membership and the payment of your subscription.

You are required to record your activities and keep them together with a copy of your annual monitoring form for six years. The monitoring form divides continuing professional development activities into three separate categories:

- 1) **Professional Activities**
- 2) **Organisational/Profession's Development** and
- 3) **Personal Development.**

It is recommended that members try their best to include a mixture of learning activities in their record although they can choose to concentrate on a specific type of activity because they find it is most appropriate for their professional development needs. Although there is a great level of flexibility for the choice of CPD undertaken on an annual basis, within the 5-year period, accredited members are expected to distribute the requested hours proportionally.

8. Breaks in practice

PAP recognises that it's members may have breaks in their practice and is mindful that breaks occur for many different reasons and at different points in a therapist's professional life. Our association may provide individual written guidance for registrants returning to practice, taking into account such things as level of experience, nature of break etc. It is important to note that all individual members planning to take breaks in their practice or having already taken a break should inform PAP so that their expected CPD hours would be reduced proportionally with their break. Where a break from practice has been enforced, such as when a registrant is returning to practice after a disciplinary matter the Training and Evaluation Committee (TEC) will assess the case on an individual basis to set the relevant criteria for return to registration following suspension.

9. PAP Auditing

Although along with their annual submission of the CPD Monitoring Form accredited members are not requested to provide evidence of their CPD undertaken, every member should be able to provide relevant evidence for their activities of the previous 5 years.

Every year a percentage of PAP's accredited members (10%) will be randomly selected and audited and will be therefore required to provide:

1. Evidence of CPD undertaken such as certificates of attendance at events/lectures/seminars etc. The evidence presented must clarify the number of hours spent, given credits, content of activity, and date/place the event took place.
2. Evidence of their clinical supervision/supervisor (as defined at Pt 4).