# FiP’s Process for Accreditation

# as a Psychodynamic Psychotherapist

[(*Click for pdf copy*)](https://www.fip.org.uk/wp-content/uploads/2020/10/2020-Accreditation-Procedure.pdf)

Once you are confident that you meet [*FiP’s Criteria for Accreditation as a Psychodynamic Psychotherapist*,](https://www.fip.org.uk/wp-content/uploads/2023/07/doc19_FiP-Criteria-for-Psychodynamic-Accreditation_V2.docx) please read the procedure outlined below and complete the application form found via the link provided.

*Please Note: FiP’s Applications Committee meet to consider applications for accreditation 3 times a year; Autumn, Winter and early Summer. Submissions should be received by 20th of September, December or May respectively. A response will normally be given within 6 to 10 weeks of these deadlines.*

# Stage One

The applicant should submit a completed [*Stage One application form*](https://www.fip.org.uk/wp-content/uploads/2023/06/doc21_psychodynamic-accreditation-application-form.docx) and requested supporting evidence and reference information for the committee’s consideration. Application documents should be submitted electronically in accordance with the instructions included in the application form if there are difficulties with this please contact the administrator.

The fee payable for this stage is £150.

The first £50 is non-refundable and is levied in respect of the initial administration of applications received. At this stage your application will be examined by our administrator to ensure that all elements of the form are complete and that required supporting documentation has been provided. Only if your application is complete will it be passed to the Applications Committee for detailed assessment against the accreditation criteria.

If the submitted application is deemed incomplete the applicant will be contacted by the administrator to request the missing information. The applicant should then submit the requested information within a period of 21 working days. If the information is not received by that time it will be assumed, unless the applicant has advised of a delay, that the applicant does not wish to proceed. In this case the refundable element of the Stage One fee will be refunded. Should the applicant subsequently wish to reapply a new application process will have to be initiated.

The remaining £100 Stage One fee is levied in relation to the Application Committee’s detailed professional review of the evidence submitted in support of the accreditation application.

If the applicant is considered to be eligible they will be invited to proceed to Stage Two.

In cases where the applicant does not currently fulfil all the criteria for accreditation at Stage One, recommendations for suitable further training, psychotherapy and/or supervision may be made by the Applications Committee. A decision as to whether the applicant will be asked to submit a new application once outstanding criteria have been met will be determined and communicated by the Applications Committee on a case by case basis.

# Stage Two

Applicants should submit Stage Two documents electronically to [administrator@fip.org.uk](administrator%40fip.org.uk).

The fee payable for this stage is £200.

The Stage Two application consists of:

1. A clinical case study (approximately 5000 words). This should incorporate relevant session material which illustrates effective use of psychoanalytic theories in clinical work. It should also demonstrate an awareness of transference and countertransference processes and the use of supervision. A list of references should be included.

The case study work should be in respect of a client seen once-weekly which was supervised by a psychoanalytic supervisor whose contact details are included to enable confirmation of the work.
2. A professional development statement of 2,000-3,000 words to include:
	* A statement about the evolution of the applicant’s practice and the main theoretical models informing it. The statement should demonstrate an awareness of diversity and intersectionality and an understanding of ethical considerations and should also include consideration of how the applicant believes joining FiP will contribute to their future professional development.
	* Two clinical vignettes of up to 500 words each (which can be written separately or incorporated within the professional development statement). The vignettes should describe work with two clients – other than the patient in the case study and which illustrate a particular stage or aspect of the applicant’s work.
3. Professional references: The applicant will ask two persons, of whom one must be their most recent supervisor, to provide professional references and send them to the Application Committee. The applicant should provide the referees with a copy of the [*FiP Guidance for Professional Referees*](https://www.fip.org.uk/wp-content/uploads/2023/07/2020-2021-Guidance-for-Referees.pdf).
4. Applicants are required to provide the name and postal address of their individual psychotherapist(s). They will be sent a request for the dates and frequency of their personal psychotherapy. No request will be made in respect of the details of the work.

A recommendation as to whether to award formal accreditation is based on the quality and standard of the work presented  and is adjudicated by the Applications Committee taking into account all the information supplied to them. Occasionally the Applications Committee may request a meeting with the applicant to discuss their application.

**Accreditation applications: Appeals process**

FiP seeks to process applications for membership efficiently and fairly in accordance with its accreditation criteria, which are aligned to equivalent UKCP/CPJA Standards of Education and Training (SETs).

If an applicant is concerned about the way their application has been considered or with the outcome of their accreditation application, FiP has an [Applications Appeal Procedure](https://www.fip.org.uk/wp-content/uploads/2023/10/Applications-Appeals-Procedure.docx) via which they can seek an independent review of the decision and related matters. The only basis for an appeal against an accreditation decision is failure by the Applications Committee to follow FiP’s accreditation criteria and process.

Appeals must be made in writing to the Directors of FiP within 6 weeks of the decision being communicated to the applicant.

Fees for applications for Accreditation are:

Stage One application fee **£150**

* + £50 **non-refundable**
	+ £100 refundable if the application is unable to proceed to professional review

If the application proceeds to Stage Two a further **non-refundable** fee of £200 will be required.

Upon successful completion of the accreditation process the applicant will be invited to join FiP and will be asked for the FiP annual [Full Clinical membership](https://www.fip.org.uk/membership-full-clinical/) fee which will be pro-rated based on the month of joining.

**ALL DOCUMENTS WILL BE TREATED WITH THE UTMOST CONFIDENTIALITY AND WILL BE DESTROYED ON COMPLETION OF THE APPLICATION PROCESS AND ANY SUBSEQUENT APPEAL**