# FiP’s Process for Accreditation

# as a Psychoanalytic Psychotherapist

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

Once you are confident that you meet [*FiP’s Criteria for Accreditation as a Psychoanalytic Psychotherapist*](https://www.fip.org.uk/wp-content/uploads/2023/11/doc15b_FiP-Criteria-for-Psychoanalytic-Accreditation_V2_06112023.docx), please read the procedure outlined below and complete the application form found via the link provided.

*Please Note: Accreditation is an important process as success confers on the individual the right to present themselves as a practitioner registered to the high standards of UKCP and the CPJA college. FiP seeks to operate the process with appropriate due diligence.*

*The time taken to complete the process is highly dependent on the quality and completeness of application submissions. Timings are also dependent on the timely receipt of responses from referees and on the timing of applications sub-committee and board meetings necessary to examine and ratify each application. Indicative timings for each stage of the process are 4-6 weeks.*

# Stage One

The applicant should submit a completed [*Stage One application form*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fip.org.uk%2Fwp-content%2Fuploads%2F2023%2F11%2Fdoc17b_psychoanalytic-accreditation-application-form_V2_06112023.docx&wdOrigin=BROWSELINK) 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 sub-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 sub-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 sub-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 sub-committee on a case by case basis.

# Stage Two

Applicants should submit Stage Two documents electronically to [administrator@fip.org.uk](mailto:administrator@fip.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 have been supervised by a psychoanalytic supervisor whose contact details are included to enable confirmation of the work.  
   For applicants seeking a psychoanalytic accreditation the clinical work being presented should be in respect of a client seen at least twice weekly.

1. 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 illustrate a particular stage or aspect of the applicant’s work.
2. 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 applications sub-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/2024/03/doc24_Guidance-for-professional-referees.docx)
3. 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.
4. Following the successful outcome of elements 1. To 4. above, applicants will be invited for an interview. The interview will be held online via zoom and will be conducted by two people one of whom is a member of the applications sub-committee and the other who is an internal assessor. The interviewers will have read your stage 2 submissions and, based on those submissions, will be seeking to explore the nature of your practice and your professional development.

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 sub-committee taking into account all the information supplied to them. The decision regarding accreditation will be ratified by FiP’s board of directors prior to the applicant being informed in writing of the outcome.

Upon successful completion of the accreditation process FiP will issue an accreditation certificate to the applicant. The applicant will be able to apply for registration with UKCP and will be invited to join FiP as a full clinical member.

## 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/2024/02/7.d_Applications-Appeals-Procedure_V2_27022024.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 sub-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 fee which will be pro-rated based on the month of joining.

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