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PANCYPRRIAN ASSOCIATION FOR PSYCHOTHERAPISTS

POLICY FOR CONTINUING

PROFESSIONAL DEVELOPMENT (CPD)

CONTINUING 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 and clinical supervision 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 and 18 hours of clinical supervision**, must be covered in order to be able to submit the Annual CPD Monitoring Form and renew one's membership as an accredited member. It should also be noted that PAP acknowledges individual, group and peer supervision as equally enriching means.

4. 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 must be noted that Clinical supervision is a separate requirement and so it should not be submitted as part of CPD. The Annual CPD Monitoring Form lists most common categories of CPD activities which are divided in three separated categories as explained in section 5.

5. 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.

6. How CPD is recorded

It is a condition of full membership with PAP that you are CPD compliant and that a submission of record of CPD activities (***Annual Continuing Professional Development Monitoring Form***) is forwarded to the association by the 31 May of each year and each year thereafter prior to the renewal of your membership. 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.

7. 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.

8. PAP Auditing

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, content of activity, and date/place the event took place.
- 2) Evidence of their clinical supervision/supervisor.

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 must provide relevant evidence **over the previous 5 years**.