

INTERPRETATION.

- ❖ “Association” means the ‘Pancyprian Association for Psychotherapists’
- ❖ “Board” means PAP’s board of directors
- ❖ “CPD” means ‘Continuous Professional Development’
- ❖ “EAP” means the ‘European Association of Psychotherapy’.
- ❖ “ECP” means the ‘European Certificate of Psychotherapy’ awarded by the EAP.
- ❖ “Member” means all PAP members in all categories of membership.
- ❖ “PAP” means a ‘The Pancyprian Association for Psychotherapists’.
- ❖ “Recipient” means anyone (including individuals, couples, groups, families, trainees, students and supervisees) seeking or receiving professional services related in any way to a member’s professional training with which he is registered as a member of PAP.
- ❖ “Register” means PAP’s register of members.
- ❖ “TEC” means ‘Training Evaluation Committee’.
- ❖ “TOMAF-Document” means ‘Training Organisations Membership Application Form-Document’.
- ❖ Words importing one gender shall include all genders, and the singular includes the plural and vice versa.

PREAMBLE.

PAP was founded on the 6th of February 2013 based on the principles of the Strasbourg Declaration on Psychotherapy 1990. It is today a professional body accredited by the European Association of Psychotherapy (EAP) as the National Umbrella Organisation (NUO) and the National Awarding Organisation (NAO) for psychotherapists in Cyprus.

The main documents of PAP are:

- ❖ Document 1 (D1): Memorandum of Association.
- ❖ Document 2 (D2): Articles of Association.
- ❖ Document 3 (D3): Internal Regulations.
- ❖ Document 4 (D4): Code of Ethics and Practice.
- ❖ Document 5 (D5): Register of Members

1. MEMBERS

- 1.1 Individuals and organizations who are of good standing and are approved by the board may become members of PAP upon application.
- 1.2 Every organizational member must be lawfully registered and possess an accountable administrative structure, which is compatible with the constitution of PAP and a written Code of Ethics compatible with the Code of Ethics and Practice of PAP.
- 1.3 Organisational membership shall not be transferable to sub-units or branches of the

particular organisational member.

- 1.4 All membership applications shall be submitted to the secretary who after ensuring all necessary information and documents are included and all fee payments required are made shall forward the application to the Training Evaluation Committee (TEC).
- 1.5 All applications shall be evaluated by the TEC in accordance with the procedures determined by the board. The TEC may ask the applicant for further information or to resubmit their application. The TEC submits their evaluation report and recommendations to the board who takes the final decision.
- 1.6
 - 1.6.1 The board may defer an application, or require an application to be resubmitted.
 - 1.6.2 The board may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Association to refuse the application.
 - 1.6.3 The board must inform the applicant in writing of the reasons for the refusal within twenty-eight days of their decision.
 - 1.6.4 The board must consider any written representations the applicant may make about the decision. The board's decision following any written representations must be notified to the applicant in writing but shall be final.
- 1.7 Applicants, once approved for membership and provided their membership fees are paid in full, become members of PAP and are bound by its regulations.
- 1.8 If more than twenty eight days lapse between approval of membership and first payment of membership fees the approval of membership shall be withdrawn by the board and the applicant, if he wishes, shall have to reapply for membership.
- 1.9 Membership is renewed automatically annually unless the member resigns from membership in writing or his membership is terminated by PAP.

2. CATEGORIES OF MEMBERSHIP.

2.1 Full Members - Organizations. Shall be open to:

- 2.1.1
 - a) **European Accredited Psychotherapy Training Institutes (EAPTI):**
PTIs that have been accredited at European level by the EAP to provide psychotherapy training programs to suitable applicant in accordance with the criteria of the ECP and whose graduates can apply to the EAP for the award of the ECP upon graduation.
 - b) **National Accredited Psychotherapy Training Institutes (NAPTI):**
PTIs that provide such trainings to suitable applicants and can meet PAP's criteria for accreditation at National level and whose graduates can apply to the EAP for the award of the EAP after three years of postgraduate experience.

EAPTI and NAPTI membership detailed criteria are set out in PAP's TOMAF-Document. The approved trainings they provide shall include the following elements:

- ❖ The said psychotherapy approach is supported by sufficient scientific

publications and its scientific direction is internationally recognized.

- ❖ The training procedure offers a comprehensive psychotherapy specialized training of a duration of at least four years at post graduate level.
- ❖ The therapeutic approach demonstrates a theory of mental disorders, their causations and models of interventions.
- ❖ Training applicants must have completed a preparatory three year university degree in in one of the humanistic studies, or the equivalent, and must be personally assessed to be suitable for psychotherapy training before they can be accepted into the training program.
- ❖ The training staff that provides supervision, therapy, theoretical training and clinical practice must comprise professional psychotherapists-trainers, who have completed their training in accordance with the criteria of the ECP or equivalent or fall within the category of Grandparents (see par. 2.2.3) and must have considerable post graduate experience.
- ❖ The training includes all the elements required to obtain the ECP.
- ❖ Trainee assessment procedures must be of both theoretical and practical work at regular intervals and shall include self and trainer assessments. It is expected that the final certification process will involve a review of the trainees collected assessments and the trainee's final written work on a clinical case by the training committee.
- ❖ It is expected that the training structure will provide a facilitating environment in which the trainee is enabled to openly discuss his strengths and weaknesses in the assessment process thus becoming increasingly an active participator in his professional development as a psychotherapist.
- ❖ By the end of their training, trainees (now practitioners) must be able to demonstrate personal, social and professional maturity and a commitment to working to professional and ethical standards.

2.1.2 **Professional Psychotherapy Organizations** that serve and represent the professional development and interests of their practitioner members, in accordance with approved PAP professional standards.

2.2 **Full Members - Individuals.** Shall be open to:

2.2.1 **Psychotherapy practitioners** who hold the ECP (or equivalent) or, psychotherapy practitioners who have completed a comprehensive psychotherapy training and who can meet PAP's full membership accreditation criteria. These criteria shall include the following elements:

- ❖ A completion of a preparatory three year duration university degree (1800 hours) in one of the humanistic studies, or the equivalent, prior to their main psychotherapy training.

- ❖ A completion of a specialized psychotherapy training program at post-graduate level in one of the scientifically recognized psychotherapy modalities of at least four years duration with a minimum of 1400 training hours consisting of:
 - 500-800 hours theory
 - 300 hours minimum of practical experience over a period of at least 2 years in duration in parallel with 150 hours of continuous supervision.
 - 250 hours minimum of personal development through psychotherapeutic experience either in individual or in a group setting.
- ❖ Clinical placement in a mental health setting, or equivalent professional experience. The placement must provide adequate experience of psycho-social crisis and of collaboration with other specialists in the mental health field.
- ❖ An ability for commitment to working within the professional regulatory framework of the Association which include PAP's code of ethics and practice and CPD annual requirements.

2.2.2 **Psychotherapy practitioners** who have completed a specialized psychotherapy training program of a three year duration but who otherwise satisfy the remaining criteria of PAP, and who have been psychotherapy practitioners for the last three continuous years and have the ability to satisfy the criteria for full individual membership within the time period determined by the board.

2.2.3 **Psychotherapy practitioners** who do not satisfy the above criteria but have acquired their skills through practice and not necessarily through one specific training and whose status as current psychotherapy practitioners has been established and recognized by the professional community in Cyprus. The process of recognizing such practitioners by PAP is known as '**grandparenting**'. The criteria for grandparenting are:

- a) A 'grandparented' practitioner has levels of professional skills acquired through his professional development which are equal or greater than to those of a practitioner trained to the standards of other accredited individual members of PAP.
- b) The practitioner has expertise in a modality of psychotherapy which is recognised by the EAP.
- c) The practitioner has been in independent professional practice approved by PAP for a period appropriate to justify grandparenting.
- d) The practitioner must demonstrate an ability and a commitment to working within the professional regulatory framework of PAP which includes PAP's code of ethics and practice and CPD annual requirements.
- e) Practitioners who are also in training, or who have recently completed a training, will not normally be considered for grandparenting, but may have their training recognised retrospectively.

2.3 Affiliated Professions - Members.

Shall be open to professional organisations and individual practitioners of the therapeutic professions allied to psychotherapy. These professions may include but are not limited to Counselling, Art therapy, Music Therapy, Hypnotherapy.

2.4 Trainee - Members.

Shall be open to individuals who are in the process of training on a psychotherapy program or on one of the affiliated professions program.

2.5 Contingent - Members.

Shall be open to PTIs or professional organizations, that are in the process of professional development and have the ability to satisfy the full organizational membership criteria within the time period determined by the board, which cannot in any event exceed five years.

2.6 Honorary – Members.

Shall be open to Organizations or individuals whose actions and scientific work have been found to contribute substantially to the promotion of the objectives of PAP, to the psychotherapy profession and to mental health in general.

2.7 The board may from time to time determine the member categories and the distribution of votes for each member category, if deemed appropriate.

3. MEMBERS RIGHTS AND OBLIGATIONS.

3.1 Individual members of all categories have all the rights and obligations deriving from the constitution of PAP and in particular to be elected to the bodies of PAP.

3.2 Members of all categories shall have the right to participate in the activities of PAP and to vote at general meetings.

3.3 Members of all categories may use the logo of PAP appropriately and by request from the secretary.

3.4 Members of all categories may use the following titles next to their name and professional qualification according to their category of membership:

3.3.1 “PAP accredited member” (or “PAP accr. member”) - for EAPTIs, NAPTIS and full individual members.

3.3.2 “PAP organizational member” (or, “PAP org. member”) - for Organizational Members.

3.3.3 “PAP affiliated member” (or, “PAP aff. member”) - for Affiliated Individual Members.

3.3.4 “PAP psychotherapy trainee member” (or, PAP psychotherapy tr. member) - for psychotherapy trainee members.

3.3.5 “PAP trainee member” (or, PAP tr. member) - for trainee members of the affiliated professions.

3.3.6 “PAP honorary member” (or “PAP hon. Member”) -- for honorary members

- 3.5 Full individual members and affiliated individual members must satisfy the annual continuing professional development (CPD) requirements of PAP as determined by the board.
- 3.6 Every member shall have the right to request the professional and scientific contribution of PAP whenever required.
- 3.7 Contingent organizational members shall have the right of PAP's support and contribution in their professional development.
- 3.8 Affiliated professional members shall have the right of PAP's support and contribution in pursuing and achieving their professional aims and goals.
- 3.9 Trainee members shall have the right to request the support of PAP for matters pertaining to their training including:
 - ❖ To request the Association for mentorship through the appointment of a mentor;
 - ❖ To request the Association's representation on issues pertaining to their training with an EAPTI or a NAPTI.
- 3.10 Every member shall have the right to raise a complaint against PAP and to a hearing of such complaint and the right to request or accept the involvement of a mediator appointed by the board.
- 3.11 Every member has the duty to support the aims and objectives of PAP.
- 3.12 Every member must inform the secretary of any of any changes in their professional and personal life that relate to their professional and membership status with PAP and to their details on the r register.
- 3.13 3.13.1 All members shall offer their services within the framework of PAP's code of ethics and practice and shall be accountable to complaints or charges of ethical violations that are made against them.
 - 3.13.2 A member's lapse of membership or, resignation of membership or, termination of membership, does not relieve him from being accountable to any such complaints and charges that fall within the period of his membership.
 - 3.13.3 All members shall cooperate fully with PAP and any other professional bodies they are involved with, by responding promptly and completely to enquiries from and requirements of any duly constituted ethics or professional committees of such professional bodies, even after their membership period with PAP.
 - 3.13.4 All members shall inform their recipients of their above ethical commitments as well as any ending of their membership with PAP.
- 3.14 Every member, other than honorary members, shall pay a registration fee on becoming a member and thereon an annual membership fee to PAP, as determined and reviewed by the board.

4. RESIGNATION AND TERMINATION OF MEMBERSHIP.

- 4.1 A member may resign from membership with a written statement to the board and after

having paid his contributions due in full up to the date of resignation. A member who resigns is not entitled to return of funds which he may have paid to PAP.

4.2 A membership is terminated:

4.2.1 If the member dies or in the event of an organization, such organization ceases to exist.

4.2.2 If the member neglects or refuses to pay his contribution after the current contribution has expired and after the lapse of two months following a written reminder of the same by the board.

4.2.3 Following a decision of the disciplinary committee.

5. MEMBERSHIP SECTIONS AND DELEGATES.

5.1 All individual members including trainees are organised into sections according to their scientific modality. Sections shall include:

5.1.1 Psychodynamic / Psychoanalytic Psychotherapy Section.

5.1.2 Humanistic / Existential Psychotherapy Section.

5.1.3 Systemic / Family Psychotherapy Section.

5.1.4 Integrative Psychotherapy Section.

5.1.5 Cognitive / Behavioural Psychotherapy Section.

5.1.6 Affiliated Professions Sections.

5.2 Individual members within each and every chamber may form a section-committee with a chairman. The section-committee chairman shall be the section-delegate.

5.3 Each section-committee member and section-delegate shall be elected from the members of each section and by the members of each section on the basis of one vote for each member. Their term of office shall be two years and they may be re-elected.

5.4 Decisions on all matters relating to each section are taken on the basis of a simple majority vote. In the case of equality of votes the chairman shall have a casting vote.

5.5 Each section-committee shall have the responsibility of promoting the professional interests and activities of their section in collaboration with the board, and each section- delegate shall have the responsibility of representing the interest of his section to the board.

5.6 The board may, from time to time, appoint delegates of sections if it deems that this is reasonable and/or necessary for the smooth operation of the Association. Delegates, appointed by the board serve for a limited period of time, as determined by the board.

5.7 Each organizational member shall appoint one organizational-delegate whose role shall be that of representing the interests of the organization to the board and to vote on behalf of the organizational member at the general meetings.

5.8 The board may from time to time determine the number of sections and delegates for each member category, if deemed appropriate.

6. GENERAL MEETING.

- 6.1 In the event the Annual General Meeting is also electoral, a three-member election committee shall be appointed by the chairman, which shall regulate the operation of the elections at the meeting. Members of the election committee shall not be entitled to declare an interest for participation as election candidates.
- 6.2 The decisions of the General Meeting are taken on the basis of a simple majority. In the event of an equality of votes, the chairman of the General Meeting shall have a casting vote.
- 6.3 All decisions at the General Meeting are taken on the following basis:
- ❖ Two votes for each full individual member.
 - ❖ One vote for each of all other individual members.
 - ❖ Two votes for each delegate of a full organisational member.
 - ❖ One vote for each delegate of all other organisational members.

7. BOARD OF DIRECTORS.

- 7.1 The elected board members vote amongst themselves for the appointment of a chairman, vice chairman, treasurer and secretary, within two weeks of their election at the General Meeting.
- 7.2 The tenure of office of the members of the board is two years, unless otherwise decided by the General Meeting.
- 7.3 The board may meet for meetings on an ordinary basis once a month if possible and on an extraordinary basis as deemed necessary. Matters arising at any meeting are decided on the basis of one vote per board member. In the case of an equality of votes the chairman shall have a casting vote.
- 7.4 The chairman and/or vice chairman represent PAP before any Judicial or other authorities and, also, in every extrajudicial relationship with any natural or legal person, organization or bank. The chairman, liaising with the vice chairman and the secretary, prepares the agenda for the meetings of the board and the General Meetings, has supreme supervision with regard to all events or actions of the Association and, together with the secretary, signs the minutes of the meetings and any document concerning the Association, thus binding the same. In pursuing the aims of the Association the chairman shall take decisions and actions according to procedures approved by the board at its meeting on the 19th of September 2014.
- 7.5 The secretary conducts all correspondence and communication for PAP and keeps an accurate list of the members and their addresses and, generally, draws up, prepares and keeps the statements, books and documents which the Association is obliged to keep under the Regulations and keeps the common seal of the Association.
- 7.6 The treasurer on behalf of the board collects the contributions and any other moneys of PAP, deposits the same in the bank to be determined by the board and only pays bills or invoices as determined by the board. The treasurer keeps a detailed list of all receipts and payments and gives a written report to the board when required to do so by the board. The treasurer submits all books of account for auditing purposes as

determined by the board and the Regulations.

8. COMMITTEES.

Committees shall be appointed by the board from time to time as deemed necessary for the smooth functioning of the association. They shall include:

8.1 Audit Committee

Shall comprise three members, whose tenure of office shall be two years, and whose purpose is to audit the finances of PAP. Members of the Audit Committee cannot be members of the board. The financial year shall commence on first day of January and end at the last day of December of each year. The books of accounts of the Association shall be audited at least once in every financial year by the Audit Committee and shall be submitted before the General Meeting for approval.

8.2 Disciplinary Committee (DC)

Shall comprise of at least three members appointed by the board according to their ability to attend to the nature of a particular complaint raised against another member, in an objective and fair manner. Members of the DC must not be professionally or personally connected to the complainant or member against which the complaint is made. DC members shall work closely with PAP's appointed mediator.

8.3 Sections-Committees

Shall be as provided in paragraph 5.1 of the present regulations.

8.4 Training Evaluation Committee (TEC)

The TEC shall be appointed by the board and shall be composed of at least three members who have been awarded the ECP or the equivalent and who are if possible from different scientific modalities. It shall be the main body involved in the evaluation and assessment process of:

- ❖ All membership applications with PAP.
- ❖ Members' CPD requirements and standards of training and practice.
- ❖ Applications to the EAP for the award of the ECP that are made by applicants who have not completed an EAP accredited psychotherapy training program with an EAPTI.

9. THE RESOURCES OF THE ASSOCIATION

The resources of PAP derive from the members' registration fees, the members' annual subscription fees, extraordinary contributions, grants of money, donations and bequests and any other legal income of the Association, as well as the benefits derived from its assets and any kinds of rights which it acquires from its operation.

10. COMPLAINTS PROCEDURE (CP)

The CP shall be as determined by the board from time to time in a separate document,

which shall include the following orders:

- 10.1 Any member or a third party may apply to the board for a hearing of a complaint against another member which concerns the violation of PAP's code of ethics and practice. All complaints shall be made in writing to the board via the secretary.
- 10.2 If the complaint is against a person who is not a PAP member but belongs to the membership of an organizational member of PAP, the complaint is referred to PAP's particular organizational member for examination and resolution. If the complainant is not satisfied with the outcome he may re-apply to the board or may use any other legal means.
- 10.3 On receipt of a complaint against a member of PAP the board appoints a screening official (SO) whose responsibility is to examine the complaint and determine whether the issue constitutes a dispute that may be alternatively resolved through the involvement of PAP's appointed mediator.
- 10.4 If the nature and severity of the complaint is such that may not be subject to an alternative dispute resolution through the involvement of the mediator the SO forms a DC committee to attend to the issue.
- 10.5 The DC gathers all the evidence brought by the complainant, informs the accused party for the matter and asks from it, within a reasonable time which does not exceed two months, to present its own view. The information which is requested and provided must take into consideration the necessary professional regulations of confidentiality.
- 10.6 The DC, having completed their examination shall take its decision on the principle of the proof of guilt and if deemed necessary presents it at a meeting of all interested parties. The DC may reject the complaint or having established the guilt, in whole or in part, of the accused member, decides accordingly to enforce any of the following sanctions:
 - 10.6.1 Written reprimand or warning
 - 10.6.2 Temporary or permanent loss of an administrative office within the Association.
 - 10.6.3 Temporary or permanent suspension of membership.
 - 10.6.4 Fine up to €200 (two hundred euros)
- 10.7 The member undergoing a CP, having first been informed in writing about the reasons for which disciplinary measures are being imposed on him, is called to a written apology within ten days.
- 10.8 The decision of the DC shall be subject to appeal within 30 days from its issue and if the appeal is about a conviction the decision is subject to a review by the General Meeting. The decision of the General Meeting, the decision shall be final and shall be conveyed in writing to the board which informs the interested parties accordingly.
- 10.9 The final decision may be publicized through those means which are judged as the most beneficial.
- 10.10 The violation of the CP which is provided by these regulations and any updated regulations provided by the board in a relevant document ensues automatically the cancellation of the relevant disciplinary action.