



## The FORUM for Body-Psychotherapy Organizations

# SELF-ASSESSMENT FORM FOR TRAINING INSTITUTES ASKING FOR ACCREDITATION (2011)

*Please consider taking some considerable time over the process of answering this form. This will probably assist the implementation of any new ideas that arise during this process.*

*Please consider involving a substantial proportion of your trainers, supervisors and administrative staff in the process of completing this form.*

*Please consider consulting with representatives of the trainees appropriately. This all is being done supposedly for their benefit; they might benefit from knowing the requirements and how you fulfill them. It also helps in the process of transparency, integration, respect and empowerment. (Personal details of the trainers and supervisors may be omitted from such a trainee consultation process.)*

*There are no 'right' answers. Obviously any derivations from the minimum requirements will be noted, and it is worth stating whether you intend to fulfill specific requirements at a later date or not. If you disagree with a specific requirement, or have a reason why you do not wish to comply with, please state this reason, and consideration will be given to that.*

*Please do not enclose any brochures or printed material at this stage, as we will not be able to circulate these to Forum organisations. Please bring them to Forum sessions.*

*Please understand that any serious discrepancies between what is stated in this form and actual practice may result in the EABP accreditation being suspended or terminated, and the NAO, NUO and EAP notified.*

*Please use the electronic version of this form in Microsoft word format and type in your answers, taking the space you need. Please use a different font to separate answers from questions.*

*Please make sure your Organisational and Forum fees are up-to-date, and send the completed form to:*

**EABP Secretariat**, Leidsestraat 106-108/1, 1017 PG Amsterdam, The Netherlands  
Tel: 31-(0)20-3302703 Fax: 31-(0)20-6257312  
[eabpsecretariat@planet.nl](mailto:eabpsecretariat@planet.nl)

## **ABOUT YOUR TRAINING ORGANISATION**

- 0.1** Name of Organisation:
- 0.2** Address of Organisation:
- 0.3 Contact Person:**  
phone:  
email:
- 0.4** Since when are you an Organizational Member of EABP?  
What EABP national organization you belong to?
- 0.5** Since when are you a member of the Forum?
- 0.6** How long has the organisation been training people?  
How many people currently in training?  
How many people have been qualified as Body-Psychotherapists?
- 0.7** Are you a member of an EAP National Umbrella or Awarding Organisation (NUO, NAO)?
- 0.8** Has your organization been assessed or accredited as a Training Organisation previously?  
When and by whom?

## **ABOUT YOUR TYPE OF BODY-PSYCHOTHERAPY**

- 0.9** What modality of Body-Psychotherapy do you train people in?
- 0.10** Has this modality been 'scientifically validated' by EAP?
- 0.11** Please describe in about a paragraph (100 words) the origins of the modality of Body-Psychotherapy the organization teaches: (founder, source, etc.)
- 0.12** Please describe in about three paragraphs (200 words) the essential theory underlying the modality of Body-Psychotherapy that the organization teaches:
- 0.13** Please describe in about three or four paragraphs (200-300 words) the basic methodology of the modality of Body-Psychotherapy that the organization teaches:

## **RELATING SPECIFICALLY TO THE EABP TRAINING STANDARDS (2006)**

*The remaining part of this Self-Assessment Form relates directly to the Training Standards.  
Please read them carefully before answering!*

### **1. PROFESSIONAL STANDARDS**

- 1.1 a)** Is your training situated at "level 5" European Union (Post Bachelor?)
- 1.1 b)** Do you admit people to your training with Bachelor Degrees in human and social sciences generally?
- 1.2 a)** Please describe how you monitor candidates for the training to ensure they are at post-graduate level or the equivalent.
- 1.2 b)** What requirements are there with respect to previous own therapy?

- 1.2 c)** Please describe how you assess the applicant's level of emotional maturity.
- 1.3** Please explain what documentation you keep about this selection process.
- 1.4** Please explain how you inform trainees that it is their own responsibility to get a legal status for the exercise of the profession.
- 1.5** Please describe, giving numbers of hours, how the Training Course is divided up between
- a) personal psychotherapeutic experience (individual and/or group)
  - b) Theory and Methodology
  - c) Clinical practice: hours and setting
  - d) Supervision: hours and setting
  - e) Total amount of training hours.
- 1.6 a)** Describe what professional memberships and registrations you carry:
- locally
  - nationally (Ministry of Health, Education/Professional Training)
  - professionally (NUO, NAO, psychotherapy, academic)
  - european-wide.
- 1.6 b)** Are your administration and finances in good order?

## **2. EUROPEAN AND NATIONAL COMPATIBILITY**

- 2.1** Can your trainees obtain, on completion of the training,
- a) full EABP membership
  - b) the ECP?
- If not, Please describe how far requirements for EABP membership and ECP standards are incorporated into the training program.
- 2.2 a)** Is your Training Organisation a member of your country's NUO/NAO?  
If not, why not?
- b)** What needs to happen to get Body-Psychotherapy more accepted in your country?
- c)** Do you have regular contact and exchange with other psychotherapy training organizations in your country?
- d)** Can you register your training organization for EAPTI status? If not, please explain why.
- 2.3** Please describe how you explain to your trainees the current legal requirements for recognition in your country as a (Body-) Psychotherapist and thus their legal ability to work professionally after completion of training.
- 2.4** What procedures do you have in place to give equivalences to trainees from other Training Organisations?

## **3. TRAINING AGREEMENT OR CONTRACT OF TRAINING**

- 3.1** Please show how your prospectus or training manual clearly states content, structure and process of the course. *(Please bring copies of these to Forum meetings.)*
- 3.2** Please show how your prospectus or training manual clearly identifies whether the content of each module is
- a) general,

- b) common to other psychotherapies,
- c) common to other Body-Psychotherapies,
- d) specific to your particular modality.

- 3.3** Does your Prospectus or Training Manual state
- a) the admission requirements and process
  - b) the number of hours per annum of tutor time
  - c) the extent and type of personal therapy required
  - d) the proportion of time spent on theory, methodology and techniques
  - e) the amount of written work expected
  - f) the graduation process?
- 3.4** In relation to the trainee's personal psychotherapy, please describe how the prospectus indicates what is required in terms of the identity, methodology and professional status of the psychotherapist, the cost and payment methods, and that personal psychotherapy expenses are separated from the training costs.
- 3.5** How is it stated in the prospectus about what is included in the training fees and what is extra to be paid for, and what are the payment conditions (late payment, concessions)?
- 3.6** Please describe how this information is presented and how it is contractual between the training organisation and the trainee, and what arrangements there are, if any, to vary the balance of theory, method and practice. In case of a change of training programme, how can trainees participate in the discussion of these changes?

#### **4. THEORY SYLLABUS**

- 4.1** Please explain how you see your training conforming to the general standards of professional training in psychotherapy including the theories and practices of essential psychotherapies or making suitable provisions for trainees to learn these. Please describe which of the topics included in 4.1 (a), (b) and (c) you actually cover.
- 4.2** Please describe how you communicate to the trainees the various points included in a general theory of Body-Psychotherapy
- a) Fundamentals of body psychotherapy as defined by EABP
  - b) A history of body psychotherapy and experiential awareness of other types of body psychotherapy
  - c) Basic knowledge of anatomy and physiology including processes (such as breathing, vegetative regulation, posture and movement) in their somatic and psychodynamic contexts
  - d) Perspectives on body psychotherapy that include:
    - (i) Personal development approaches
    - (ii) Goals of self- regulation and empowerment for the client
    - (iii) Notions on a healing or curative approach

#### **5. SPECIFIC THEORY**

- 5.1. and 5.2,** already answered in **0.2!**
- 5.3** Please describe how your training organisation conducts basic research into the validity and efficacy of your method and how you communicate the results of this research to the public.

## **6. PRACTICE**

- 6.1** Please describe how general theory, the process of psychotherapy, and the process and theory of Body-Psychotherapy are taught, demonstrated and practiced experientially. Please describe what arrangements there are in place to support, supervise and assess the trainees as to their competencies in this form of experiential learning at various stages in their training.
- 6.2** Please describe how you ensure that trainees achieve the special competencies as regards to: ethics of Body-Psychotherapy, and especially areas of contact, boundaries, interactional dynamics, and limitations to contact and touch.
- 6.3** Please describe how you ensure your trainees achieve a degree of understanding and competence in: basic clinical and sound business practices, maintaining appropriate professional relationships, and other legal and professional issues including research.

## **7. PERSONAL THERAPY**

- 7.1** Please describe how you monitor and document that trainees have received ongoing personal therapy sufficient to meet EABP requirements.
- 7.2** Please describe how you ensure that the trainees receive a major part of their personal therapy during the training from someone who is not one of their trainers.
- 7.3** Please describe how you appoint suitably qualified, experienced and accredited psychotherapists in your modality to work with trainees on their personal therapy requirement.
- 7.4** Please describe what arrangements you have for trainees to submit a limited number of personal therapy hours with a non-appointed psychotherapist.

## **8. ASSESSMENT AND CERTIFICATION**

- 8.1a)** Please describe what requirements you make from trainees for a substantive piece of written work or recorded professional presentation for the completion of their training. Please describe how you retain this, and for how long.
- 8.1b)** Please describe how far you ensure that the standards and processes of assessment of the trainees meet the criteria of NAO and EAP.
- 8.1c)** Please describe what form of documented assessment process your Training Organisation makes as to the trainee's competency as a psychotherapist.
- 8.1d)** Does the final assessment include an external professional?
- 8.1e)** Please describe how you ensure that every trainee's assessment process does not include the trainee's personal psychotherapist.
- 8.2** Please describe how you keep records of the assessment process for each trainee and for how long.
- 8.3** (This question is similar to **2.1**)

## **9. SUPERVISED PRACTICE**

- 9.1** Please describe how you support your trainees to find suitable opportunities for supervised





## **11. ORGANISATIONAL COHERENCE AND QUALITIES**

- 11.1** Please describe how you ensure that your organizational back-up is professional, coherent and in line with its stated philosophy and methods. Please describe what form of written policies and procedures exist.
- 11.2 a)** Please describe what form of constitution, legal status and official registration your Training Organisation has.
- 11.2 b)** Please describe what sort of ethical code and complaints system is in use for your organisation and for trainees.
- 11.2 c)** Please describe what welfare, health and safety requirements have been made for the benefit of your trainees.
- 11.3** Please describe how you maintain a record of all professional relationships, membership of appropriate bodies, scientific committees, boards of journals, etc.
- 11.4** Please describe how you keep records of trainees, practitioners and graduates.
- 11.5** Do you have enough different minded trainers and supervisors, also from other institutes, so that your trainees get in contact with different styles?

Please be aware of the points 12+13, but you have not to answer them.

SB 30/04/2011