

## Application for CPD Endorsement

*BAPT may request further information about the CPD activity or provider, based on the answers given below*

### CPD Provider

CPD provider name

Correspondence address

CPD contact person

Contact's BAPT number (if member)

Telephone

Email

Website

Are you renewing a previous CPD Endorsement? YES  NO

If YES, please give the BAPT reference number, e.g. 196952.6 (see certificate)

BAPT 'tweets' each new CPD endorsement from @playtherapy\_BA (Twitter) and links your #tag to your feed.

Please give your Twitter® #tag to take advantage of this service:

## CPD Activity/Programme

NB Information given in this section will be published in BAPT 's online CPD Directory

CPD title

Venue, including  
address  
(May be multiple)

Telephone enquiries

Email enquiries

Length of activity  
(in hours)

Dates available

*If you do not have confirmed dates for the activity, please explain why*

Max number of  
places available

Delegate fee

Type of activity

Workshop/seminar

Lecture

Conference

Webinar

Online training

Short course

Online event

Other:

Summary of activity  
for CPD Directory  
*Max 100 words*

## Meeting the Criteria

- Please provide a summary of how your CPD activity meets each criterion.
- You must also include within the application appropriate evidence from your CPD documentation (such as course materials, publicity, policies and evaluation forms) to support your answers.
- Always reference this evidence clearly in the 'Evidence' box, to show us exactly where the supporting evidence can be found in your application (e.g. *Appendix 1, Delegate Handbook, page 3 para 2*). This ensures an accurate and efficient assessment of your application. Applications without references or those that are insufficiently referenced will be returned for revision.

### Criterion 1

The activity must provide continuous professional development opportunity for qualified Play Therapists.

Please describe how the activity presents an opportunity for the maintenance, improvement or development of their professional knowledge, performance or the personal qualities required for their professional lives:

### Criterion 2

The total length of the CPD activity must be no fewer than 3 hours and no more than 60 hours.

**Activity duration** (exclude breaks, private study, assignments etc):

hrs	mins
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The length of the activity determines the fee band for endorsement - please tick the correct band:

<b>A</b>	0 - 10hrs	£100	<input type="checkbox"/>	<b>B</b>	11 - 25hrs	£150	<input type="checkbox"/>
<b>C</b>	26 - 40 hrs	£250	<input type="checkbox"/>	<b>D</b>	41 - 60 hrs	£400	<input type="checkbox"/>

From April 2016 the cost of the endorsement process for a supervision course will be £400 for each request. Each year there will be an ongoing registration cost of £100.

**Evidence reference:**

**Criterion 3**

The activity must be developed and delivered by person/persons with appropriate qualifications and experience. Please present or include a brief biography of all these persons, showing how this criterion is satisfied.

**Summary:****Evidence reference:****Criterion 4**

The activity's promotional materials and publicity should clearly define the following:

- i. target group
- ii. the aims and learning outcomes
- iii. any additional demands on participants (e.g. preparation, homework assignments, assessments, supervision costs),

to enable potential participants to make a well-informed choice about the activity

**Summary:****Evidence reference:**

**Criterion 5**

Information sent to participants in advance of the activity should be well-presented, enable suitable preparation and allow the activity to be located as appropriate (e.g. location of venue or address of webinar with log-in information).

**Summary:**

**Evidence reference:**

**Criterion 6**

The provider must demonstrate that the activity's content, syllabus, documentation and learning materials satisfy the following :

- i. well-presented
- ii. up-to-date
- iii. congruent with the activity's subject matter and the aims and objectives
- iii. reflective of current research/development in the subject area
- iv. delivered in a format, method or medium appropriate to the subject matter

**Summary:**

**Evidence reference:**

**Criterion 7**

The activity must be covered by the following published policies and procedures, which should be readily available to both prospective and confirmed participants:

i. a cancellation policy

yes  no

ii. a complaints procedure

yes  no

**Evidence reference:**

**Criterion 8**

All venues should be easily accessible and well-suited to the activity in order to ensure a supportive learning environment (for example, rooms should be appropriately prepared, sized and equipped; websites should have clear user-information and be easy to navigate). Appropriate Health & Safety Assessments to be undertaken.

**Summary:**

**Evidence reference:**

**Criterion 9**

The provider must provide confirmation of attendance expectation of 90% for successful completion for participants. Replacements must be available for up to 12 months after the activity.

**Summary:**

**Evidence reference:**

**Criterion 10**

There must be provision for participants to evaluate the activity. The provider must show how feedback is collected, considered and used to develop the activity as appropriate.

**Summary:**

**Evidence reference:**

## Terms and conditions of CPD Endorsement

CPD providers must be financially sound to be eligible for the CPD Endorsement Scheme. Endorsement will not be granted to any person or organisation which is in debt to BAPT.

BAPT will not endorse an activity which contravenes its Ethical Framework for Good Practice in Play Therapy.

The provider must ensure that there is appropriate insurance in place to cover the CPD activity.

Endorsement is awarded for a period of one year from the date of endorsement. Endorsement may be withdrawn with or without notice by BAPT if the activity ceases to meet the criteria for endorsement.

BAPT will assess all application within three months of their submission. Applications for activities occurring less than three months in advance will be returned unless assessment has been pre-arranged with BAPT. It is not possible to provide retrospective endorsement of CPD activities.

Where an activity fails or is withdrawn from the assessment process, BAPT will retain 50% of the application fee to cover time spent on administration and assessment processes.

During the period of endorsement, the CPD activity may be advertised on BAPT's online CPD Directory at no extra cost to the provider. CPD activities will be removed where the endorsement expires without renewal or if the endorsement has been removed.

During the period of endorsement, the 'CPD Endorsed by BAPT' logo may be used under license on promotional and other materials pertaining specifically to the endorsed CPD at no extra cost to the provider. The 'CPD endorsed by BAPT' logo must only be used under the terms of the license.

The CPD provider must inform BAPT of any proposed changes to an endorsed activity. Failure to inform BAPT of any changes may invalidate the endorsement.

BAPT reserves the right to ensure that endorsed CPD activities continue to meet the endorsement criteria. This quality assurance process may include a visit to the CPD activity and/or provider either during the endorsement period or at renewal. BAPT allocated volunteer attendance at an activity for this purpose should be free of charge. Refusal to comply with a reasonable request from BAPT for further information and/or visit may result in a termination or non-renewal of endorsement.



## Declaration

**This declaration must be signed and dated for the CPD provider by an appropriate person in order for the application to be eligible for assessment.**

The CPD provider agrees to be bound by the terms and conditions set out by BAPT (above).

I declare that the information provided in this submission is complete and correct to the best of my knowledge.

I am authorised to sign this declaration on behalf of the CPD provider.

**Signature**

**Print name**

**Date signed**

Please complete and sign this form and collate your supporting evidence. Please ensure all evidence is clearly referenced on the form and attachments are correspondingly and clearly labelled. Please remember to include the correct payment with your application.

You may return your entire application as follows (either):

- Via post to BAPT, South Road, Weybridge, Surrey, KT13 9DZ
- Via email to [info@bapt.uk.com](mailto:info@bapt.uk.com) , including attachments and any web access instructions. Please also post a signed hard copy of your application form to BAPT at the above address. You do not have to send hard copies of supporting evidence.