



# An introduction to the Certificate of Proficiency

The information that follows is intended to give a brief overview of the Certificate of Proficiency (CoP) so that you have an understanding of what is involved prior to making a booking.

## What happens after I have booked?

Once you have made a booking then you will be provided with more detailed resources to help you prepare:

- A candidate preparation guide – this gives full information on what to expect and the structure of the assessment. We send this to you two to three weeks before your assessment
- A sample assessment – this gives you the opportunity to practice and become used to the format and layout of the assessment. We send you a link to the sample assessment one to two weeks before your assessment

## What is the Certificate of Proficiency?

The CoP is a computer based assessment used as a route to registration by eligible BACP members. Those successful in the assessment are then able to become a registrant on the BACP Register of Counsellors & Psychotherapists by agreeing to the terms and conditions.

It is scenario based and presents you, as the candidate, with a series of imaginary clients. You then make choices from the options listed to evidence how you would work with this person if they were one of your clients. There will be a series of questions in each case study which will take you through the client story. A CoP assessment is made up of six different scenarios/case studies.

All of the clients presented to you in the case studies will be aged 18 or over and will be coming to see you for individual therapy. If your practice context differs from this then this should not matter as the assessment tests generic principles that apply across all ways of working.

Those successful in the assessment will be evidencing the knowledge, skills and abilities involved in being a professional counsellor/psychotherapist.



## How the assessment is scored

Each of the options listed has a score associated with it. If this is a good choice to make then you will gain points. However, if this is not a good choice then there is a negative score attached and so you will lose points. Your scores in each section and then each case study are combined to give an overall total.

There are certain options in the assessment that are seen as essential for safe and effective practice and it is these options which determine the pass-mark for the assessment.

Candidate scores are compared against the pass-mark to determine whether someone is successful in the assessment.

## What does the assessment look like?

The example below shows what you might expect to see when in an assessment. You are given a scenario, asked a question and then given a series of options to choose from.

**Case study:** You are a counsellor/psychotherapist who sees EAP (Employee Assistance programme) clients for up to six sessions. George is 58. His wife died recently after a two year battle with cancer. They have two adult children one of whom is married and they both live away from home. George comes to you two weeks before the Christmas holidays.

**Question:** Session 1 What would it be most important to do in the first session? How would you begin?

**Instructions:** Select as many as you consider necessary.

1 of 11	Outline the EAP contract and session limits	Select answer
2 of 11	Find out more about the relationship he had with his wife	Select answer
3 of 11	Find out if he was with his wife when she died	Select answer
4 of 11	Explore George's state of mind to see if he is at risk of self harm / suicide	Select answer
5 of 11	Find out whether he is at work or on sick leave	Select answer

The image below shows what happens when some selections have been made.

**Case study:** You are a counsellor/psychotherapist who sees EAP (Employee Assistance programme) clients for up to six sessions. George is 58. His wife died recently after a two year battle with cancer. They have two adult children one of whom is married and they both live away from home. George comes to you two weeks before the Christmas holidays.

**Question:** Session 1 What would it be most important to do in the first session? How would you begin?

**Instructions:** Select as many as you consider necessary.

1 of 11	Outline the EAP contract and session limits – <b>Indicated</b>	
2 of 11	Find out more about the relationship he had with his wife – <b>Indicated</b>	
3 of 11	Find out if he was with his wife when she died	Select answer
4 of 11	Explore George's state of mind to see if he is at risk of self harm / suicide	Select answer
5 of 11	Find out whether he is at work or on sick leave – <b>Not indicated</b>	

In this example the options that have a reveal of **Indicated** are good choices to make and will score points for you; those where the reveal is **Not indicated** are not good choices to make and will therefore lose you marks.

We have three different types of question in the assessment. In other questions you may be trying to find out more information about the client and, if you make a good choice, you are rewarded by learning more about them. We also have some questions where you need to make the best choice from a list of four options.

Further information on all of the different question types is provided in our Candidate Preparation Guide and you get a chance to practice all types of question in our sample assessment.

## How to book for an assessment

Book now at [www.bacpregister.co.uk/cop/events.php](http://www.bacpregister.co.uk/cop/events.php) or call our Customer Services department Monday – Friday 9am – 5pm on 01455 883300 to make a booking for you.

## BACP Accessibility statement

BACP endeavours to make sure that there are no barriers to any persons with regards to the completion of the Certificate of Proficiency assessment.

When completing your event booking form, please provide us with details of any specific requirements that you may have.

This may be in terms of access issues to the venue itself (e.g. the provision of an allocated disabled parking space) or to ensure ease of access of the computer based assessment programme (e.g. increased font size and/or font colours) or there may be other circumstances where accessibility may prevent you from fully participating with the assessment.

Once we receive a request we will then discretely provide possible solutions to ensure that your specific requirements are met. If you would like to discuss your needs in confidence then please do not hesitate to contact us.

## Additional information about the assessment

A video showing what to expect on an assessment day is available at: [www.bacpregister.co.uk/cop](http://www.bacpregister.co.uk/cop)

Frequently asked questions about the assessment can be viewed at: [www.bacpregister.co.uk/cop/faqs.php](http://www.bacpregister.co.uk/cop/faqs.php)



**01455 883300**  
BACP Customer Services  
9am to 5pm, Monday to Friday



## Further questions

If you have any further questions about the assessment we would be happy to hear from you.

**Call** 01455 883300, Monday to Friday, 9am to 5pm  
**Email** [info@bacpregister.org.uk](mailto:info@bacpregister.org.uk)

**We look forward to welcoming you to one of our assessment events.**

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