# BACP Course Accreditation Scheme

## Application Check List

To be scheduled for assessment, your application must be:

* Complete
* In date
* Evidenced comprehensively
* Clearly and specifically cross-referenced with all evidence labelled and ordered accordingly

**Please note that poor quality applications will be returned unassessed for revision and resubmission**

|  |  |
| --- | --- |
| **Please check that…** | **✓** |
| **Every criterion is addressed on the application form, including each sub criterion in turn.**  *(Most criteria require a self-statement and supporting evidence. Occasionally a statement will not be needed, e.g. where the criterion asks for a procedure and this is provided as evidence.)* |  |
| **The supporting evidence provided is comprehensive enough for assessors to make a complete assessment against each criterion (please include policies, procedures, agreements/contracts etc.).** |  |
| **Every criterion that requires supporting evidence has a clear and exact**  **cross-reference to direct the assessor to the correct document or section.** |  |
| **Each document referred to on the form is also included in the Portfolio of Evidence.** |  |
| **The Portfolio of Evidence starts with a Table of Contents, which lists all documents in the order in which they appear within it (please show appendix number and title) …** |  |
| **…and that all documents in the Portfolio of Evidence appear in the exact same order as listed in the Table of Contents.**  **Documents in the Portfolio of Evidence are clearly numbered and titled exactly as in the Table of Contents.** |  |
| **All documents in the Portfolio of Evidence are numbered OR the entire Portfolio has continuous page numbering.** |  |
| **Cross-references to large documents will direct the assessor to the exact location of the evidence: i.e. page number, subheading and paragraph.** |  |
| **All page numbers referenced in the application form correspond to the numbering on the documentation in the Portfolio of Evidence.** |  |
| **All hyperlinks/web directions work - lead to the correct page and the page loads correctly.** |  |
| **You have already paid the correct fee for your submission.** |  |