

## Helping you through your resubmission

## **WHAT DOES MY DEFERRED DECISION MEAN?**

If you have been deferred on certain criteria for accreditation it means that the assessors did not find sufficient evidence within your application to pass those criteria.

In your assessment report you will find feedback regarding the accreditation criteria that have not been met, and on which your application has therefore been deferred.

You will also find information from the assessors outlining what you need to do to meet those deferred criteria when you resubmit.

**Please note you have six months from the date of the decision letter to make a resubmission.**

## **WHAT DO I NEED TO DO NOW?**

Take some time to read the assessment report that has been sent to you.

Address the deferred criteria, making special note of the points in the 'what is needed to meet the criteria' column.

Get your supervisor (or consultant as appropriate) to comment on any new client or supervisee work you want to include to confirm it represents your typical work.

Remember to put your name and membership number on your work and clearly identify which criteria/sub-criteria the work relates to.

## **WHAT DO I NEED TO SEND FOR MY RESUBMISSION?**

In the envelope you received when your application was deferred, you received a Resubmission Cover Sheet.

Please fill this out, in full, and attach it to the rest of the new information you are sending us.

If you need another cover sheet please visit the accreditation section of the BACP website.

Please send us two copies of your resubmission and send all the documents at the same time.

Unfortunately we can't accept resubmissions via email, and have no online facility, so please post your resubmission to us.

## **WHAT IF I DON'T WANT TO RESUBMIT?**

Some people decide that the best way forward for them is to spend longer on client work, take some additional training or take more time for reflection on their practice and consolidating skills and that this will take longer than the six months. This is absolutely fine as you can reapply at any time but remember this will be considered as an entirely new application.

## WHERE CAN I GET HELP WITH MY RESUBMISSION?

The assessment report that you received will detail the criteria you have not met, and therefore need to resubmit. Written by our assessment team, it will give you advice on what you need to do when you write your resubmission.

We also suggest that you speak to your supervisor when starting to write your resubmission.

If your application is for initial counsellor/psychotherapist accreditation, in 2015, our assessors wrote several articles detailing what they hope to see in successful reflective practice criteria. These articles can be found on the Accreditation pages of the BACP website or can be emailed to you on request.

To help further, assessors run regular tele-surgeries for deferred applicants. These are 30 minute phone conversations with one of our assessors. There is a £30 fee for the tele-surgery.

You may find a tele-surgery useful if you require some specific guidance on your resubmission, they provide a great opportunity to ask the assessor specific questions on what they want to see in a successful application. They will also be able to explain further any points that have been raised on your assessment report.

You should be aware that the assessor will not be able to advise you what to write and cannot approve any suggestions of what you intend to write. We run about 12 individual slots per month, but they are very popular and book up quickly so you may have a little wait to get into a convenient session.

**To book onto a surgery, please call 01455 883304**

New free interactive online accreditation resources are available to help you understand the requirements and will assist you through the process. They can be found via the Accreditation pages of the BACP website.

The team in the office can answer questions about the process, your word counts or deadlines, and can book you onto a tele-surgery. Unfortunately they are not able to answer questions regarding the content of your application or assessment report. Should you require more specific guidance a tele-surgery may be more appropriate.

## WHAT IS THE WORD COUNT FOR RESUBMISSIONS?

When you write your resubmission you have *additional* word count as set out below. This is the total word count for each criteria; whether you have been deferred on one or more sub criteria.

For all or any part of Criterion 6	900 words max*
For all or any part of criterion 7	900 words max*
For all or any part of criterion 8	1400 words max*
For all or any part of criterion 9	3000 words max*

*\*Please note the above word counts relate to the initial counsellor/psychotherapist accreditation application. For the senior schemes please refer to the application form, for the maximum word count allowance.*

Please note that the assessors are very strict on the word counts and the word counts in the above table are the maximum you are allowed to submit. If you do go over these, the office team will contact you and ask for the work to be revised and re-sent.

Remember the work you are resubmitting is **in addition to** your original application so you might just need to provide some further explanation or new information.

However, it's fine to revise parts of your original work too - remember to keep within the overall word counts in whatever you do.

The assessor report should give you an indication as to whether you need to revise your existing work or provide additional information.

### **WHAT HAPPENS ONCE I HAVE RESUBMITTED?**

We acknowledge receipt of your resubmission by email. Your resubmission is checked in the office and put together with your original application and sent for reassessment.

Your resubmission will be read in conjunction with your original application. The checking and assessment process is the same as for an initial application so you should expect to hear within four to five months from sending us your additional information.

If you are successful at this stage you will be awarded your accreditation.

If you are not successful, you will be able to apply for accreditation again, but you will have to wait for 12 months before you can make a new application.

Our address is:

Accreditation Team  
BACP House  
15 St. John's Business Park  
Lutterworth  
LE17 4HB

Tel: 01455 883300  
Email: [accreditation@bacp.co.uk](mailto:accreditation@bacp.co.uk)  
(queries only)