

Senior Accreditation Scheme

Helping you through your accreditation resubmission

This guideline is for Accredited members who submitted a senior accreditation application to move from BACP Accredited status to BACP Senior Accredited status (column B to column C).

What does my deferred decision mean?

If you have been deferred, it means our assessors did not find sufficient evidence within your application to successfully pass all our criteria and we need more information from you.

Your assessment report will tell you which criteria have not been fully met and provide information from the assessor on what you need to do to meet those criteria when you resubmit.

If you don't make a resubmission within six months, your application will be closed. You can reapply for accreditation at any time, but you'll need to complete a new application in full.

How do I prepare my resubmission?

Take some time to read your assessment report and review the feedback from the assessor.

You only need to address the criteria which were not met in your original application. Pay particular attention to the points in the 'what is needed to meet the criteria' section.

We also recommend that you speak to your supervisor before you start to write. You will need to ask your supervisor to comment on any new client work you want to include in your resubmission to confirm it represents your typical work.

Write your additional information on a blank Word document. Head each page with your name and membership number and identify which criterion and sub-criteria the

information relates to. Please use one document and make it clear which criteria you are writing under.

The work you submit 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 - just keep within the additional wordcount limits noted below and make it clear where the new information fits within the text.

Submitting new case material

If the criteria you have been deferred on criterion 3.ii or criterion 5, you can either update the case material you originally submitted, provide additional information on the case study, or submit entirely new client/case material. By new case material, we mean a different client in the case study to the one you used in your initial application.

If you choose to submit new case material, you will need to ask the supervisor who oversaw the case material to provide a confirmation statement in support of your resubmission. Please email this to us along with your resubmission document.

What is the word count for resubmissions?

In your resubmission you can use full criterion word limits again, regardless of how many sub-criteria you've been deferred on. This is in addition to any material you presented in your original application:

Criterion 1	500 words max
Criterion 2	1000 words max
Criterion 3	1000 words max
Criterion 4	250 words max
Criterion 5	500 words max

The word count is the same if you are deferred on one or more criteria. For example, if you have been deferred on just 3.i, you can use 1000 words. If you have been deferred on 3.i and 3.ii, you still have an additional 1000 words for your resubmission.

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 add additional information to your original work too. Remember to keep within the overall word counts in whatever you do. If making additions, please make it clear where the new information sits within the text.

Please note that the assessors are very strict on the maximum word counts. If you do go over the permitted word count, the office team will contact you and ask for the work to be revised.

Supervision arrangements

If you have changed your Supervisor since you submitted your original application, please provide details of the new arrangement on the resubmission coversheet.

How do I submit my resubmission?

In the email you receive when your application is deferred, you received a Resubmission Cover Sheet.

Please fill this out, and return it, with the additional information you are sending us.

Email your additional information and cover sheet to accreditation@bacp.co.uk

Please do not post a hardcopy.

There is no resubmission fee.

Can I get any help with my resubmission?

Your assessment report will include advice from our assessors on what you need to do when writing or producing your resubmission. You can also refer to the application guides associated with your original accreditation application.

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

If you have any questions about your resubmission, please contact the accreditation team at accreditation@bacp.co.uk

Additional support

If you identify as living with a disability or learning difference, we can offer additional support to help remove any barriers you may experience when accessing the application process.

If you were offered an additional 10% word count with your original application, you can use this again for your resubmission.

If you would like to access additional support, please contact accreditation@bacp.co.uk to discuss your needs with our Support and Inclusion Officer.

Telesurgeries

Our assessors run regular telesurgeries for deferred applicants. These are 30-minute one-to-one conversations which give you the opportunity to ask an assessor specific questions about what they want to see in a successful application. They'll also be able to explain any points raised on your assessment report. However, the assessor can't tell you what to write or approve any suggestions of what you intend to write.

Telesurgeries cost £25 and book up very quickly so you may have a short wait for a convenient session. Please email accreditation@bacp.co.uk or call us on 01455 883300 to book.

We can only allow one telesurgery per member per application.

The accreditation officer team can answer questions about the process, your word counts or deadlines. They can also book you onto a telesurgery. Unfortunately, they are not able to answer questions regarding the content of your application or assessment report. Should you require more specific guidance a telesurgery may be more appropriate.

What happens if I don't want to resubmit?

Some applicants decide the best way forward is to spend more time on client work, additional training, reflecting on their practice and consolidating their skills, which may take longer than six months. This is absolutely fine, as you can reapply at any time, but this will be treated as an entirely new application.

Assessment process and outcomes

When you submit your resubmission, we'll send you an acknowledgement email to confirm we've received it. It can then take around three to four months to complete the accreditation process.

We'll check to make sure you've responded to all the deferred criteria and provided all the necessary information. We will then forward your resubmission, together with your original application, for reassessment.

If you're successful, you'll be awarded your accreditation. If you're unsuccessful, you will be given time for reflection. You can make a new application after 12 months from the date of your unsuccessful decision.

If you have any questions in relation to your resubmission please contact us at accreditation@bacp.co.uk

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