

# APHP

## The Association for Professional Hypnosis and Psychotherapy (Hereinafter referred to as 'The Association')

Details of requirements for:

### **Continuing Professional Development (CPD) Professional Membership Supervision Requirements**

#### **Continuing Professional Development**

**CPD** ensures that the hypnotherapist does not stand still in their practice, but continues to grow and develop as a practitioner.

For all grades of membership of the Association there is an annual requirement of a minimum of 2 days of attendance at Professional Seminars. For upgrades of membership and new member applications, slightly different criteria may apply, based around units of **CPD**.

Units of **CPD** are assessed as follows:

- 1.) Attendance at Professional Seminar: 1 Day = 1 unit
- 2.) Case Study: 1 unit per study
- 3.) Book Review: 1 unit per review.

#### **Professional Membership**

##### **Affiliate (AAPHP)**

The Association defines an Affiliate member as one who has either:

1. Not trained via an APHP Accredited Training Programme but can show evidence of having completed two years of clinical practice.
2. Has completed a satisfactory training course that was not classroom-based but included interaction and assessment with a professional tutor.

Affiliates may not vote on Association matters.

##### **Licentiate (LAPHP)**

**The Association** defines a Licentiate Member (LAPHP) as one who has demonstrated that they are adequately trained and competent to practice, but has not demonstrated to **The Association** further experience of professional practice. (They may, however, have such experience.)

*There are two routes to Licentiate Membership:*

**Route A:** Completion of an APHP Accredited Training Programme. This is an automatic right.

**Route B:** Completion of a Training Programme deemed to be equivalent to an APHP Accredited Training Programme, which must include a written Examination, or an assessment administered by the Accreditation Officer depending upon the applicant's circumstances.

Licentiates may not vote on Association matters.

### **Registered Member (MAPHP)**

**The Association** defines a Registered Member (MAPHP) as one who has demonstrated to **The Association**, not only those criteria relevant to Licentiate Membership, but also at least two years' experience of professional practice under supervision, or five years of professional practice without a formal supervision arrangement.

*There are four routes to Registered Membership:*

**Route A:** An existing Licentiate Member of two years' good standing, who provides evidence that they have been under professional supervision (defined as a supervision arrangement with a suitably qualified individual, said individual being able to write a report to **The Association** outlining the nature and scope of the supervision. Note that from 09/03 a formal supervision arrangement will be required) AND can demonstrate 2 units per practice year of **CPD**.

**Route B:** A new member who provides evidence of; appropriate training; two years of successful professional practice, and who provides evidence that they have been under professional supervision AND can demonstrate 2 units per practice year of **CPD**.

**Route C:** A new member who provides evidence of 5 years of successful professional practice, without evidence of professional supervision, but who agrees to begin a supervisory arrangement, AND can demonstrate 2 units per practice year of **CPD**.

**Route D:** Certain professional and medical organisations at certain grades are automatically entitled to this grade. Please contact the Association Development Officer for details.

Registered Members and above may vote on Association matters.

### **Accredited Member (MAPHP Acc.)**

**The Association** defines an Accredited Member (MAPHP Acc.) as one who has demonstrated to **The Association**, not only those criteria relevant to Registered Membership, but also at least five years professional practice under supervision, or eight years' professional practice without a formal supervision arrangement. In addition, **The Association** asks for evidence of continual professional development suitable to this grade.

There are four routes to Accredited Member Status:

**Route A:** An existing Registered Member of three years' good standing (or five year's total practice), who provides evidence that they have been under professional supervision (defined as a supervision arrangement with a suitably qualified individual, said individual being able to write a report to **The Association** outlining the nature and scope of the supervision.) AND can demonstrate 2 units per practice year of **CPD**.

**Route B:** A new member who provides evidence of five years of successful professional practice, and who provides evidence that they have been under professional supervision AND can demonstrate 2 units per practice year (or a minimum of 6 units) of **CPD**.

**Route C:** A new member who provides evidence of eight years of successful professional practice without evidence of professional supervision, but who agrees to begin a supervisory arrangement AND can demonstrate 2 units per practice year (or a minimum of 6 units) of **CPD**.

**Route D:** Certain professional and medical organisations at certain grades are automatically entitled to this grade. Please contact the Association Development Officer for details.

There is currently no facility for applying for **Fellow** status in The Association; such qualification will continue to be a discretionary award for the time being, based upon evident skills, services to Hypnotherapy in general and APHP in particular. *It will not be awarded on a 'time served' basis.*

## **Supervision**

*The rules laid out in this document take effect as from March 1<sup>st</sup> 2007.*

*There are changes to the number of supervision sessions required – see page iv 'Hours Required/Class Numbers'*

### **Newly qualified therapists**

The newly qualified therapist does not need to register for a formal supervision programme; his/her qualification will remain at **Licentiate** level and there will be no downgrading applied at any time – in other words, the '**LAPHP**' qualification is maintained as long as annual membership fees are paid.

HOWEVER:

- (1) As soon as you begin to see clients, even part time, you will need to enter into and maintain a formal supervision agreement with a qualified supervisor (who need not necessarily be an APHP accredited supervisor)
- (2) When you have entered into and maintained such agreement *and are seeing clients on a regular basis* for a period of two years, you become eligible for an upgrade of membership to **Registered Member**.

*It is no longer possible to upgrade your membership to '**registered**' status simply by 'length of time qualified'.*

### **Therapists with 5 years clinical experience or more**

Therapists who have been in practice for a period of 5 years or more are automatically eligible for **Accredited** status – **MAPHP(acc.)** – and supervision at this grade can be on an 'as needed' basis. This does not have to be subject to a formal supervision agreement but it is nonetheless desirable to be in close contact with peers via CPD and any local meetings.

## **SUPERVISION IN HYPNOTHERAPY**

### **Advice to Hypnotherapists**

Supervision is rightly considered to be vital to the practice of professional hypnotherapy. In the early years, it is often the only way in which a therapist can find, not only help in emergencies or with clients whose presenting issues are difficult; but it is also the way in which a therapist can be seen, by a more experienced person working in the same field, to be growing and maturing. Supervision is a valuable "checking in" procedure, helping therapists stay grounded and centered, maintain professional and personal boundaries, avoid "burnout", and thus provide safe, ethical and competent hypnotherapy for all clients.

The Association policy on supervision is straightforward. Supervision is not compulsory, but the price of not maintaining an appropriate supervision arrangement is that you will not advance beyond Licentiate Member (LAPHP) – the lowest level of professional membership Any Licentiate who undertakes no supervision of any kind for four years will be downgraded to Associate Member.

The Association acknowledges *two kinds of supervision arrangement: formal and informal*. It considers that all hypnotherapists of fewer than five years' experience or who are below the grade of Accredited

Member (MAPHP (Acc.)) must maintain a **formal supervision arrangement**. Hypnotherapists who both have more than five years' experience, and who are of the grade of MAPHP(Acc) or above, are entitled to maintain an informal supervision arrangement, but this is still subject to guidelines.

To be a **formal** arrangement, the following criteria must be met:

- 1.) There is a **written contract** between supervisor and supervisee which sets out costs, timing, ethics and expectations of the arrangement.
- 2.) The supervision occurs at **regular set times** throughout the year; said times to adhere to The Association guidelines as to number of hours required (see below.)
- 3.) The **modality** and **method** of supervision (see below) are appropriate to the grade of member being supervised.
- 4.) **Confidentiality** of clients is maintained within the arrangement.
- 5.) The Supervisor is properly **qualified**. The Association accepts the validity of supervision APHP Supervisors with the qualification APHP(Sup) and Accredited Supervisors in other associations may also be accepted – contact the Association if in doubt.
- 6.) The Supervisor will maintain an accurate log of the time spent in supervision and will report to the head office as necessary (see later). The Supervisor is professionally insured as a practitioner and agrees to abide by The Association Code of Ethics and Complaints Procedure.

An **informal** arrangement is one which does not meet all the above criteria. For example, an occasional chat with a friend who is also a therapist does *not* count as formal supervision – even if that friend is a very experienced therapist, your trainer, etc.

*To count for upgrades or maintenance of membership, even an informal relationship will require a written report by the supervisor.*

### **Supervision Modalities**

A supervision modality describes the relationship dynamic between supervisor and supervisee.

### **Differential Supervision**

Differential Supervision occurs when there is

- (a) an appropriate gap of experience between supervisor and supervisee, i.e. that the supervisor is significantly more experienced, and preferably more qualified, than the supervisee.
- (b) no social or business relationship between the supervisor and supervisee (e.g. a friendship, in practice together, teaching for the same training school, etc.) However, the supervisee may be a trainee or former trainee of the supervisor.

***The Association considers that ONLY Differential Supervision is the appropriate modality for the following grades:***

*Associate*

*Licentiate (LAPHP)*

*Registered Member (MAPHP(Reg.))*

### **Peer Supervision**

Peer Supervision occurs when there is

- (a) no essential gap in experience or membership grade between supervisor and supervisee, or that there is a gap but it does not feature within the supervision dynamic.

(b) that the supervisor and supervisee recognise each other as peers and that, therefore, the supervision is *mutual* and *reciprocal*, each taking on both roles.

(c) a social or business relationship may exist between supervisor and supervisee engaged in peer supervision.

***The Association considers that Peer Supervision is appropriate for the following grades – although said grades may utilise Differential Supervision.***

Accredited Member (MAPHP Acc.)

Fellow (FAPHP)

### **Method of Supervision**

The Association acknowledges the following methods of supervision:

#### **Face to Face**

The supervisor and supervisee meet together.

The following grades of supervisee may use this method:

ALL GRADES

#### **Telephone/Web Cam/IRC/Other Technologies**

The supervision occurs by telephone, web cam, or other similar technologies which utilise *real time conversation*

The following grades of supervisee may use this method:

ALL GRADES

#### **Email Or Post**

The supervision utilises email or Post but does not have *real time conversation*.

The following grades of supervisee may use this method:

#### **Fellow**

NB Many supervision arrangements will, of course, utilise email or post to facilitate the supervision. However, generally these methods should be used for additional backup to the supervisory relationship: they cannot take the place of real time interaction. Accordingly, email or postal interaction will not count towards standard supervisory hours.

### **Hours Required/Class Numbers**

*The following 'session counts' refer to a regular basis. If a therapist normally conducts 30 sessions weekly but for one month only that increases to, say, 35, then they would be considered to still be within the 6-30 sessions band.*

For part-time therapists conducting 5 or fewer sessions weekly: 5 supervision meetings per year

For therapists conducting between 6 and 30 sessions weekly: 10 supervision meetings per year

For therapists conducting more than 30 sessions weekly: 15 supervision meetings per year.

There should be a set, agreed number of sessions for supervision. Each session should aim to last for one hour.

There should be a provision for emergency advice or consultation with the Supervisor over and above the agreed number of sessions.

Small groups are acceptable, but supervision session time should increase accordingly. 2 supervisees = 1.5 hours; 3-6 supervisees=2 hours; 7-10 supervisees=2.5 hours per session.

Supervision of groups by any other method than face to face is not allowed.

The Association considers groups of more than 10 to be inappropriate for supervision.

## **PAYMENT**

Payment is a matter for individual supervisors and supervisees. A *general* guide is that a supervisor is paid the equivalent of their hourly client rate per supervision session, plus a small fee for writing up the yearly report. However, many supervisors operate different models and payment schemes.

A written contract between supervisor and supervisee if money is involved is highly recommended, as well as being a condition of the arrangement being a formal arrangement.

Another *general* comment is that there is often a slight reduction for group supervision.

## **QUALIFICATION TO BE AN ACCREDITED SUPERVISOR**

As from January 2004, requests to become an APHP Supervisor will be assessed by:

Length of time in full-time practice (minimum 5 years)

Amount of clinical experience annually (not less than 1000 hours)

Amount of teaching/presentation time annually (not less than 15 hours)

Those becoming supervisors will be awarded the qualification of APHP(Sup)

## **COMPLAINTS**

Supervisors are subject to the Association Code of Ethics and Complaints Procedure and supervisees have the right to follow this procedure and make complaints. Supervisees should note that non-members are not subject to our procedures and no redress can be obtained through the Association for those therapists who choose a non-member.

## **QUICK CHECK LIST: SUPERVISION REQUIREMENTS BY GRADE**

*Use this guide to check if your supervision arrangement conforms with Association guidelines by cross-checking with your membership grade.*

### **Supervisee:**

#### ***LAPHP, MAPHP(Reg.)***

- ✓ There is a written agreement
- ✓ There is a timetable for the year

- ✓ The Supervisor is qualified as such
- ✓ The Supervisor will maintain a log of time spent in supervision
- ✓ The Supervisor is more qualified and experienced than you
- ✓ You do not have a social or business relationship with your Supervisor
- ✓ Your supervision is face to face or by phone or similar (not email or post)
- ✓ You have understood how many sessions the Association requires
- ✓ You have understood how long each session needs to be (depending on size of group)
- ✓ Your supervision group does not exceed 10 members.
- ✓ The supervisor will report if you do not attend sufficient supervision sessions or if they consider that you are not able to fulfil your duty of care to your clients.

*MAPHP (Acc) Supervision may be on an informal basis for this grade and higher.*

- ✓ The Supervisor is qualified as such
- ✓ Your supervision is face to face or by phone or similar (not email or post)
- ✓ Your supervision group does not exceed 10 members.
- ✓ The supervisor will report only if they consider that you are not able to fulfil your duty of care to your clients.

*Fellows:*

- ✓ Your supervision may be face to face, phone or email/post.
- ✓ The supervisor will report only if they consider that you are not able to fulfil your duty of care to your clients.

*Fellows who joined the Association as a Fellow before 2001 are exempt from these rulings.*