

## Addiction Counsellors of Ireland Continued Professional Development Credit Allocation Framework

The Addiction Counsellors of Ireland Credit Allocation Framework is structured thus:

1. Professional Development
2. Lifelong Learning
3. Professional Governance
4. Professional Regulation

*These headings were developed by the British Association of Counselling and Psychotherapy (B.A.C.P.)*

**PROFESSIONAL DEVELOPMENT** – *personal therapy, personal development activities, workshops relevant to personal responsibility, self-care activities, working with diversity and difference*

<b>Credits Per day</b>	<b>Conference / Seminars</b>
8	Attendance at conference/seminar/workshop on addiction by individuals/organisations/professional bodies listed on the Addiction Counsellors of Ireland C.P.D. website
6	Attendance at conference /seminar/workshop on relevant topic by individuals/organisations/professional bodies listed on the Addiction Counsellors of Ireland C.P.D. website
6	Attendance at conference/seminar/workshop for professionals on addiction other individual/organisation/professional body not listed on the Addiction Counsellors of Ireland C.P.D. website
4	Attendance at conference/seminar/workshop for professionals on relevant topic by any other individual/organisation/professional body not listed on the Addiction Counsellors of Ireland C.P.D. website

- Credits will be allocated, on a pro-rata basis, to any activity not attracting full day credits. Calculation of said credits will use, as the basis of calculation, that number of credits allocated, in the above grid, to a full day conference/seminar.
- Conferences/seminars may be organised locally, nationally or internationally, by individuals or organisations.
- Conferences/seminars/workshops must be specifically relevant to the role of the addiction counsellor.
- Workshop/conference/seminar must include a minimum six hours face to face training to qualify for one day credit allocation.
- The maximum allowance for in house training is 50% which equates to 15 hours/credits. The remaining training must be external and independent of workplace or otherwise.

<b>Credits Per day</b>	<b>Distance Learning Development</b>
6	Development of professional skills, relevant to addiction, through technology-based learning by individuals/organisations/professional bodies, pre- approved and listed on the Addiction Counsellors of Ireland C.P.D. website
5	Development of professional skills, on relevant topic, through technology-based learning by individuals/organisations/professional bodies, pre-approved and listed on the Addiction Counsellors of Ireland C.P.D. website
3	Development of professional skills, relevant to addiction, through technology-based learning by individuals/organisation/professional body, not listed on the Addiction Counsellors of Ireland C.P.D. website
2	Development of professional skills, on relevant topic, through technology-based learning by individuals/organisation/professional body not listed on the Addiction Counsellors of Ireland C.P.D. website

Distance Learning Development may be computer/internet-based courses and seminars, audio podcasts, with online, post or telephone-based supervisory support etc. Certificate of learning similar to conference/workshop/seminar attendance is required to validate distance learning.

**LIFELONG LEARNING** – *attending courses, enhancing qualifications, developing and running courses, encouraging the development of others*

<b>Credits Per Annum</b>	<b>Higher Education courses undertaken</b>
20	Post-qualification certificate in addiction, counselling, psychotherapy and/or psychology
15	Post-qualification Certificate (Relevant non-addiction, counselling, psychotherapy or psychology)
25	Post-qualification Diploma in Addiction
20	Post-qualification Diploma (Relevant non-addiction, counselling, psychotherapy or psychology)
40	Post-qualification Degree in Addiction
35	Post-qualification Degree (Relevant non-addiction, relevant, counselling, psychotherapy or psychology)
40	Post-qualification relevant Masters
40	Practitioner Doctorate (obtained post qualification)
40	Research Doctorate

Credits are awarded for a specific course and its duration as indicated in the course literature; credits will not be awarded retrospectively.

<b>Credits</b>	<b>Personal Development</b>
1 (per hour)	Engagement in personal/group development/therapy.

A Maximum of 5 credits per annum, will be allocated where an accredited therapist/counsellor verifies, in writing, the benefits accrued in the areas of self-awareness and professional practice by engagement in these activities.

**PROFESSIONAL GOVERNANCE** – *committee work, A.G.M. attendance, participation in professional association, short course on professional issues, writing/presenting at professional forums, research and scholarship.*

<b>Credits Per year</b>	<b>Involvement with Addiction Counsellors of Ireland</b>
15	Executive Members of ACI Board of Trustees
10	Board Member of ACI
10	Member of an ACI committee

Only one of the above categories can be utilised for C.P.D. purposes and attendance at a minimum 75% of the meetings in the relevant year must be adhered to in order to qualify

<b>Credits</b>	<b>Attendance at Addiction Counsellors of Ireland AGM</b>
4	Attending the company's AGM

**PROFESSIONAL REGULATION** – *keep up to date with professional developments by attending conferences, seminars, reading journals etc. Maintain standards in professional practice by additional specialist supervision, peer supervision/mentoring and working with the media.*

<b>Credits</b>	<b>Supervision / psychotherapy</b>
10	Supervision of PhD student
8	Supervision of a Masters by research
5	Supervision of a dissertation as part of a taught Masters

<b>Credits</b>	<b>Research / Publications</b>
15	First author of published peer reviewed article
12	Second and subsequent authors of peer reviewed article
7	Non peer reviewed article (all authors)
30	Authorship of Book (addiction related)
15	Authorship of Book (non-addiction but relevant)
8	Authorship of unpublished work related to addiction
6	Peer reviewed book reviews
3	Non peer reviewed book reviews
20	Editor of addiction publications
15	Authorship of European Union Level Report

<b>Credits</b>	<b>Activity</b>
8	Production and delivery of new material, approved by any of the organisations/professional bodies listed on the Addiction Counsellors of Ireland C.P.D. website, for a workshop approved by (per day) said originations.
4	Production and delivery of new material not approved by any of the organisations/professional bodies listed on the Addiction Counsellors of Ireland C.P.D. website for a workshop not approved by Addiction Counsellors of Ireland

Credits	Reading Material
5	Publishable submission relevant to addiction to accreditation committee e.g. book review, article for Addiction Counsellors of Ireland magazine etc (minimum 1500 words to a maximum of 2000 words)

## NOTES

1. **50% of all credits must be achieved in the areas of professional development and/or lifelong learning as detailed above on an annual basis**
2. In order to register on the Addiction Counsellors of Ireland website and/or in the Addiction Counsellors of Ireland magazine, individuals, organisations and or professional bodies must adhere to minimum standards in delivery of training/development. However, it is up to each individual member to ensure that training is suitability for their individual training and development needs. The individual member is responsible for his/her education and personal/professional development. Addiction Counsellors of Ireland does not audit the content of all courses and cannot guarantee a particular course is appropriate to individual member's learning, enhancement and/or development needs.
3. Addiction Counsellors of Ireland advises members to ensure their continued professional development encapsulates all competencies, legal, professional, clinical, cultural, ethical, research etc. associated with being a therapist/counsellor to optimise service to their clients.
4. Individuals, organisations and/or professional bodies wishing to advertise their courses on the Addiction Counsellors of Ireland website or in the Addiction Counsellors of Ireland magazine must adhere to a predetermined standard relating to the delivery of training and development. These courses will be subject to ongoing audits by the Addiction Counsellors of Ireland. This adherence to standards and audit enables the Addiction Counsellors of Ireland weigh credits and thereby allows members gain extra C.P.D. credits.
5. All members may carry-over a maximum of 10 credits on an annual basis. These credits must be highlighted in C.P.D. log submitted to Addiction Counsellors of Ireland.
6. Clinical Supervision is an ongoing requirement for all accredited members of the Addiction Counsellors of Ireland. Accredited and Pre-Accredited members are required to have Clinical Supervision for a minimum of an hour on a monthly basis.

## ADMINISTRATION OF CONTINUED PROFESSIONAL DEVELOPMENT

- All accredited members must achieve a minimum of 30 credits annually to maintain accreditation. Credit allocation/recognition is outlined in the framework above.
- The registration cycle will continue on an annual basis.
- The date for Annual Registration is 31<sup>st</sup> July.
- All relevant files must be maintained and retained by members.
- The Addiction Counsellors of Ireland will conduct random annual audits on these files.

- The audit function will be administered by the Staff of the Addiction Counsellors of Ireland office monitored by the Accreditation Committee.
- The Administration Manager will randomly select 5% - 7% of registration applications, for audit every three months.
- On receipt of notification of audit selection members must, within 28 working days, submit the required documents to the Addiction Counsellors of Ireland office. The results of the audit will be forwarded to the Accreditation Committee who will act appropriately on such information.
- Where an investigation of non-compliance is warranted, it will be conducted by the Accreditation Committee.
- If subject to an investigation a member will be requested to furnish, within 21 working days of receipt of the request, to the Accreditation Committee, an explanation outlining the reasons for non-compliance.
- Failure to comply with the request, for an explanation of non-compliance to C.P.D. requirements, will result in the non-registration of the member with the subsequent withdrawal of his/her name from the company's list of members.
- If an explanation of non-compliance to C.P.D. requirements, is acceptable to the accreditation committee the member will be afforded a further six months to comply with C.P.D. requirements.
- In this case evidence of compliance must be received by the accreditation committee within 21 working days of the end of the added 6 month period.
- If the member is still non-compliant, with C.P.D., requirements registration will be denied with the subsequent withdrawal of his/her name from the company register.

## **ACI ACCREDITATION RE-INSTATEMENT POLICY**

ACI Re-Instatement policy is available to previously accredited members that have cancelled their accreditation and now wish to resume their accreditation with ACI.

Requirements for Re-Instatement of Accreditation depend on how long your membership has been cancelled:

- Cancelled less than 2 years
- Cancelled between 2 and 7 years
- Cancelled for 7 years or over – you must apply for First Time Accreditation

## **REQUIREMENTS**

### **Cancelled less than 2 years**

- Hold Pre-Accredited Membership for the 12 months immediately prior to full Re-Instatement of Accreditation
- Meet Pre-Accredited Member supervision requirements for the 12 months prior to full Re-

Instatement of Accreditation

- Log 30 hours of CPD in the 12 months prior to full Re-Instatement of Accreditation
- Have current Professional Liability Insurance

**Cancelled between 2 – 7 years**

- Hold Pre-Accredited Membership for the 18 months immediately prior to full Re-Instatement of Accreditation
- Meet Pre-Accredited Member supervision requirements for the 18 months prior to full Re-Instatement of Accreditation
- Log 40 hours of CPD in the 18 months prior to full Re-Instatement of Accreditation
- Have current Professional Liability Insurance

**Cancelled for 7+ years**

- You must apply for First Time Accreditation under present rules
- The applicant must be Garda vetted

*N.B. Please note that re-instatement of Accreditation is not available to those whose renewal of Accreditation has been unsuccessful. These applicants must apply for first time Accreditation.*

**AID FOR MEMBERS IN DEVELOPING THEIR CPD REQUIREMENTS**

**CONTINUING PROFESSIONAL DEVELOPMENT**

Focus	Activity	Date of Activity	Addiction Counsellors of Ireland Approved	Number of Hours
<b>Personal Responsibility</b> – personal therapy; self-care; personal development/growth; training days.				
<b>Governance</b> – A.G.M.; Addiction Counsellors of Ireland committee work; participation in professional issues; research.				
<b>Lifelong learning</b> – attending courses; organising and/or teaching courses;				

achieving further qualifications; book reviews.				
<b>Other:</b> Conferences and/or seminars; additional training in supervision; reading of relevant journals.				

It is suggested that members discuss and agree their personal and professional developmental needs with their supervisor, at the beginning of each registration year. As an aide members may complete the above form either as learning/development objectives are achieved or at years end. When completed the member's supervisor should be requested to sign off on the training, stating thereon that he/she is satisfied that the outlined achievements have contributed to personal and professional development.

***Standards for organisations/individuals advertising training courses/Workshops on Addiction Counsellors of Ireland website or in the Addiction Counsellors of Ireland magazine.***

Training courses advertised on the Addiction Counsellors of Ireland website must meet the following criteria:

**Overall**

The training course should be well structured, with clear concise objectives that are measurable.

**Content**

The content of the course must be current, comprehensive, engaging, meaningful and meet its stated objectives. The course must be presented in a well-planned professional manner catering for the range of skills, abilities and learning styles of its audience.

**Environment**

Training should be delivered in an environment conducive to learning. All venues must comply with State and E.U. health and safety regulations.

**Instructor Competence**

Course instructors must possess the technical competence and knowledge allowing effective delivery of courses. Emphasis must be laid on adult learning theory and styles.

**Evaluation**

Each training event should be evaluated, and the return on investment clearly identified. All courses may be subject to independent evaluation by Addiction Counsellors of Ireland

The Addiction Counsellors of Ireland reserves the right to accept or refuse advertisements submitted by any individual or organisation for inclusion on its website or in its communications.