

The NSW College of Clinical Pastoral Education HANDBOOK

Section 7

7 Guidelines for Supervisor Accreditation and Reaccreditation

Applicants for accreditation as a Level II Supervisor will follow the requirements and procedures set out in the ANZACPE Manual. These rules apply to applicants for Level I and Level III Supervisor.

Handbook.

All applicants should first make sure they are conversant with the requirements set out in this Handbook.

7.1 Request for Accreditation.

When applicants are ready to present they write to the Accreditation Convener seeking permission to present to a Review Committee.

7.1.1 Application Form

Application Forms are obtainable from the Accreditation Convener.

7.1.2 Number of Copies of Materials.

Five (5) copies of all materials including tapes are required, one for each member of the review committee.

7.1.3 Closing Date.

Unless otherwise stated all copies of the completed application materials are to be in the hands of the members of the review committee no later than 21 days before the date when the applicant is to meet the review committee.

7.1.4 Premeeting Interviews.

Prior to meeting the review committee the applicant will be contacted and interviewed separately by two members of the committee. The primary purpose of these interviews is to enable the members to present more adequately the applicant to the committee and to increase the confidence of the applicant.

There are no premeeting interviews in a reaccreditation procedure.

7.1.5 Fees.

The prescribed fee is payable for each application for accreditation or re-accreditation. The current fee for accreditation is \$700. The fee for re-accreditation is \$650. Accreditation and re-accreditation fees for Level 1 and Level 3 are payable to NSWCCPE. Accreditation and re-accreditation fees for Level 2 are payable to ANZACPE.

NSWCCPE pays a honorarium to Review committee members. In the case of an Accreditation; the Chairperson and Presenter each receive \$150, other members of the committee each receive \$100. In the case of a re-accreditation; the Chairperson receives \$150 and the other members each receive \$100.

7.1.6 Committee Interview.

The applicant will receive a letter detailing the date, time and place of the interview and the names of the members of the review committee which have been previously agreed to by the applicant. It is desirable that the applicant be at the location of the interview fifteen (15) minutes before the set time for the interview. Usually the interview will take approximately one hour.

7.1.7 Committee Recommendations.

After the interview, the review committee will determine its recommendation(s) to be forwarded to the Accreditation Convener. The review committee will, immediately after determining its recommendation(s) and the writing of its report, meet and inform the applicant of the outcome

- a) the recommendation(s) being made, and
- b) the report the review committee has written.

The Accreditation Convener will present the recommendation(s) to the Executive Committee and forward a copy of the written report to the applicant. The two members of the review committee who conducted the preliminary interviews will make themselves available to the applicant for discussion about the presentation at a mutually convenient time after the interview if this is desired by the applicant.

Where accreditation or reaccreditation is recommended this will commence from the date of the Executive Committee meeting that determines the matter.

7.1.8 Return of Materials

All materials other than the application Form and one copy of any essays will be returned to the applicant.

7.1.9 Debrief.

Members of the committee may wish to spend some time to debrief themselves after the review process has been completed.