



Procedures for Certification as a Group Theraplay® Practitioner: UK

The Group Theraplay practicum is for people who work with children (and not usually with adults or parents) in schools, early years, residential facilities and other settings where services are delivered to groups of children.

QUALIFICATIONS

This document is specific to the UK and was developed in conjunction with our UK Advisory Board. Our practicum consists of two qualifying certificates:

Foundational Group Theraplay Practitioner Certified Group Theraplay Practitioner

Accredited professionals may enter the practicum to become Certified Group Theraplay Practitioners. Others who work with children and families but are not accredited may achieve Foundational Group Theraplay Practitioner status. Should their professional status change, they may seek further levels of certification at a later time. The decision about whether one qualifies for the full practicum or foundational level will be made at application and may be reviewed by our UK Advisory Board for accuracy.

Education and Professional Experience

Applicants for **Certified Group Theraplay Practitioner** must demonstrate that their educational and professional status qualify them to be accredited by their governing professional body.

We assume a solid background in:

- the principles of human development
- the ethical issues within their own discipline, including best practice; and
- professional experience working with children

Applicants for **Foundational Group Theraplay Practitioner** should submit documentation about their educational background, any certificates earned, the work they have been commissioned to do in what setting and with what supervision.

Responsibility and Liability

Welfare of Clients

The Theraplay Institute does not accept legal responsibility for the welfare of the candidate's playgroup participants. Therefore it is important that candidates either have credentials that allow them to work independently, or have a regular supervisor (other than the Theraplay Supervisor) who can be responsible for the welfare of the children they work with.

Please note that the term "Supervisor" to describe the person who will be working with you in the Theraplay practicum does NOT mean clinical supervisor. It is an American term that more closely implies "mentor" or "consultant", kept here in this UK document for consistency with the American document.

Informed Consent

Candidates must have fully informed permission from their regular supervisor and/or agency director before pursuing Group Theraplay certification. They must also have fully informed permission from the parent or guardian of the child participants in order to videotape sessions and have them used for supervision. A copy of both consents should be submitted along with their registration for the practicum. If the child group participants are required by law to consent due to their age that should be submitted as well.

Insurance

Candidates must have their own indemnity insurance or be covered under the policy of their work place. A copy of their insurance confirmation should be submitted along with their registration for the practicum.

Disclosure and Barring Service (DBS) Checks

Candidates must submit a copy of their current DBS certificate with their application.

Ethics and Confidentiality

All supervisees must adhere to the ethical standards of their professional associations and to the national confidentiality laws.

The Theraplay Institute maintains the strictest confidentiality in the treatment of supervisee's personal information, client case notes, supervision notes, and video. For more information, please contact the Practicum Manager.

Anti-Discrimination Policy

Practicum decisions are based on merit, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

STEP 1: REQUIRED TRAINING

Candidates must successfully complete the two-day Group Theraplay: Creating Cooperation, Connection and Community for Children in Groups course led by a certified Theraplay Trainer, or successfully complete the five-day Level One Theraplay & MIM that includes a day of the Group Theraplay training.

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It is recommended that candidates begin their practicum as soon as possible after completing the training.

STEP 2: APPLICATION TO THE PRACTICUM

Application documents should be submitted along with the application fee to The Theraplay® Institute, Evanston, IL (see below for complete list of materials).

The application fee can be paid on-line in our store:

http://www.theraplay.org/index.php/js-supervision?filter_catid=137

The application fee is currently \$400 for all students (includes a \$200 nonrefundable fee).

Application Documents (electronic versions acceptable)

- Practicum Attestation
- Description of your professional experience, i.e. a curriculum vita or resume
- Proof of professional accreditation in good standing, if applicable
- Applicants who are not accredited should submit a detailed description of the type of work they currently do
- Written permission from your supervisor or agency director
- Written consent from the families of the children whose groups are being submitted for supervision
- Confirmation of professional indemnity insurance
- DBS Certificate

Our practicum manager will review your documents and contact you if additional information is needed.

Assignment of a supervisor: Students may request a specific supervisor and our Practicum Manager will assign to that supervisor if available. If no specific supervisor is requested, our Practicum Manager will match the student to a supervisor based upon profession and other factors. Once a supervisor has been assigned, the student will meet with her/him to arrange for their first supervisory session. At that point, our practicum manager will give you instructions for using our current secure file sharing platform if the supervision is to be done remotely.

Sessions, including the application session, should be submitted with the session supervision form. This form can be downloaded from:

<http://www.theraplay.org/index.php/supervision-certification/supervision-certification-forms>

Completed forms can be e-mailed to: **practicum.application@theraplay.org**

Non-Acceptance into the Practicum

The first session submitted is considered an application session. Any Theraplay Supervisor may reject a potential student for reasons including, but not limited to:

- Inadequate educational or professional qualifications
- Below average Theraplay skills for a beginner
- Unprofessional, disorganized or unstable patterns of behavior
- Use of punitive or critical methods in response to child behaviors

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If rejected, the candidate may ask and pay for a second opinion from The Theraplay Institute's training committee. The decision of the committee will be final.

STEP 3: FOUNDATIONAL CERTIFICATE PRACTICUM

Total number of Unsupervised groups: 16

Total number of supervised groups: 7 plus certificate review session

- The first session submitted is considered the application session. Submit an additional 6 sessions with the *Session Supervision Form*.
- Submit the eighth session with the *Session Supervision Form*, completed by yourself and the *Theraplay Group Practitioner Foundational Level Application: 8th Session Self-Description and Supervisor's Rating Form* rating the totality of your work.
- Candidates must be rated an average of 3 or higher and also recommended by their supervisor in order to earn the certificate. Please see *Evaluating Competency* for information about non-passing evaluations.
- Complete a total of 16 **unsupervised** Group Theraplay sessions and submit a log for your file.

Foundational Certificate

Upon successful completion of the Foundational requirements, the student will be issued a certificate acknowledging their status as a Foundational Group Theraplay Practitioner. **This certificate will be issued with explicit written limitations for practice based upon the recipient's professional qualifications.** Please refer to *USE OF THE THERAPLAY® SERVICE MARK* for information about how to describe the use of Theraplay in your work. Those without an accredited body affiliation will stop at this level and may use Theraplay Informed Practice in the work they were approved for at application. See "On-Going Administrative Requirements" on page 9 for more information about annual registration requirements.

STEP 4: CERTIFIED GROUP THERAPLAY PRACTITIONER

Total additional number of Unsupervised groups=16

Total additional number of Supervised groups = 7 + Final review

Sessions

- Submit 7 more sessions for supervision
- Complete an additional 16 unsupervised groups and submit a log of them for your file. At least two different groups must be represented. Total number of unsupervised sessions completed = 32.

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Final

- Submit and pass the final exam evaluation (8th session*) which is done by a Theraplay Institute supervisor other than your regular supervisor. Final videos should be submitted with: the *Session Supervision Form*, completed by yourself; the *Application for Group Certification: Self-Description and Supervisor's Rating Form* rating the totality of your work; log of sessions completed; recommendation of your supervisor. If the Theraplay Institute supervisor rates the candidate an average of 4 or better, the candidate passes. For ratings less than a 4, a specific plan for additional supervision will be developed with the student's regular supervisor and a new final exam submitted after defined goals have been met.

Please Note: Final exams must be of recent work done within three months of the time of submission. An exception will be considered for video up to six months old if accompanied by a letter of explanation from the candidate's supervisor. The Theraplay Institute reserves the right to ask for more recent work to be submitted.

Certification

Upon successful completion of all requirements, the candidate will be issued a certificate awarding them status of Certified Group Theraplay Practitioner. Certification as a Group Theraplay Practitioner indicates that the candidate has fulfilled The Theraplay® Institute's requirements for training and has achieved a level of competence as a Group Theraplay Practitioner that will enable them to continue working independently.

It is highly recommended that the practitioner seek additional supervision before attempting to conduct Theraplay with a population very different from ones supervised during the practicum, e.g. traumatized/institutionalized children vs children with developmental delays seen during the practicum.

It is necessary to complete certification and practice as a Group Theraplay Practitioner for one year before pursuing Theraplay trainer/supervisor status.

EVALUATING COMPETENCY

Below Average Ratings

We recognize that Theraplay requires special skills and aptitudes, and that it is not appropriate for everyone. Every effort will be made to identify problems early in the practicum before issuing a Foundational Practitioner certificate.

Supervisors are asked to evaluate and rate students' Theraplay skills at each milestone point, using a 1-5 scale. An average score of 3 is required for Foundational certification. If the student fails to achieve an average score of 3 at session 8, he/she may ask for a remedial plan to get additional supervision and submit for the certificate at a later time. This plan should consist of no more than three additional sessions. If the student fails to achieve a passing score the second time they will not be able to advance in the practicum or receive a Foundational Certificate.

For those students going on to the next certificate level who have been rated below "3-Average and Acceptable" on any skill set, the supervisor is asked to discuss the below average area with the student and develop a plan to improve skills in that area. This plan should be submitted to The Institute, along with the supervisor's recommendation that the student receive the Foundational certificate. This certificate is not automatically awarded to students whose average

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score is 3, but is contingent upon the supervisor's opinion that the student is making progress and has the capability to achieve greater skill levels through the practicum. The Practicum Manager may request additional information from the supervisor before issuing a certificate.

If the student disagrees with a supervisor's feedback at session 8, he/she may pay for and receive a second opinion from a Theraplay Institute staff supervisor. The student should submit one representative session from those already supervised by the regular supervisor. If The Theraplay Institute supervisor believes that the student's work has earned the Foundational certificate, a meeting or conference call will be scheduled with both supervisors and the student to work out the differences. The student may ask for a change of supervisor if no agreement can be made.

Problems may occur between Foundational certification and final review. For example, the student may not have made the expected progress to achieve the next level of certification. In this case, the procedure outlined above will be followed. The student may choose to follow a remedial plan and delay submission of the final or submit the final as a "second opinion". If The Theraplay Institute supervisor agrees with the evaluation of the regular supervisor, the three parties will meet to determine if a remedial plan is realistic or if the student should be counseled out of the practicum. If The Theraplay Institute supervisor disagrees and believes that the student scores at least a "4" in all categories, a meeting or conference call will be scheduled with both supervisors and the student to work out the differences. The student may ask for a change of supervisor if no agreement can be made.

Supervision Options

Our practicum manager will assign you a UK-based supervisor whenever possible. If none is available, students may work with a U.S. based supervisor or may choose to wait until a UK supervisor is available. Application documents are still sent to The Theraplay Institute as well as foundational and final videos. Application, foundational and final reviews, and certification administrative fees are payable in U.S. dollars via credit card on The Theraplay Institute's website.

On-Line Supervision

This is the most common way to receive supervision. Instructions for electronically transferring your videos and arranging an on-line supervision meeting with your supervisor will be provided by The Theraplay Institute.

On-Line Group Supervision

On-line group supervision is available through a secure channel. If you present a case at on-line supervision, you can receive discounts on supervision fees. You are encouraged to participate as an observer as well to broaden your exposure to Theraplay cases.

Individual Supervision

Distance permitting, you may choose to meet with your supervisor in person.

ADDITIONAL GUIDELINES

Submitting Sessions

Sessions must be of current groups and most recent work with them. It is expected that students will apply feedback to the next session (or if that is not possible the next one possible after feedback given) in order to demonstrate progress to their supervisor.

It is best to arrange a regular meeting time with your supervisor. This allows you to know when to expect feedback and will not surprise your supervisor at a time when she is not available to give you immediate feedback. Your supervisor may agree to have you verbally provide the background information and session notes rather than submit written documents. Please address this issue with your supervisor before the scheduled supervision.

The supervisor will spend one-hour consulting on each session sent. You may ask the supervisor to focus on a particular part of the session, in which case you should indicate the start time on the video for that point when sending.

Your supervisor will not necessarily be aware of significant issues occurring outside of the sessions. Please bring relevant issues to your supervisor's attention by describing them in notes accompanying the session or by discussing them before starting on line supervision.

It is possible that the student will need to take breaks from regular supervision due to illness or other life events. Breaks of more than six months might require lengthening the practicum. Students should discuss with their supervisor.

Record Keeping

It is the responsibility of the student and supervisor to keep detailed records of sessions submitted. Records should include: name of group, date of session, date supervised, payment made.

The supervisee must keep a record of all unsupervised sessions that she conducts as evidence of completion of the overall session requirement of 32 sessions with at least two different groups of children.

Records should be submitted along with the certificate fee at each level of certification.

Payment

If working with a US based supervisor, payment must be made before starting supervision for Foundational level and again before starting the Final Certification level.

If working with a UK based supervisor, just the registration payment (\$400) will be required before starting supervision for Foundational level and again before starting the Final Certification level. Supervision payments will be made directly to the UK supervisor for each supervision session. Supervisee must inquire with UK supervisor for arrangements to pay.

Refund Policy

All Practicum registration and supervision fees are non-refundable upon starting the actual practicum. If due to unforeseen circumstances the supervisee is unable to begin supervision and would like a refund they will be subject to \$200 processing fee.

Change of Supervisors

Mutually Agreed Upon Switch: If for any reason it is no longer convenient or desirable for the supervisory relationship to continue, the student may request assignment of a different supervisor.

Dissatisfaction with Supervisor: If the student is dissatisfied with the performance of the supervisor, a complaint detailing the reason for the dissatisfaction should be filed to The Theraplay Institute practicum manager. The Theraplay Institute's training committee will arbitrate the complaint and recommend a course of action.

Multiple Theraplay Supervisors: The student may receive supervision from more than one supervisor through live group supervision, participation in on-line supervision, etc. However, it is important that the majority of the practicum is supervised by one supervisor so that progress can be properly assessed. The student should notify his/her regular supervisor when participating in other forms of supervision.

USE OF THE THERAPLAY® SERVICE MARK

We encourage those who attend Theraplay training to use the Theraplay principles and techniques in their own setting.

- After attending Level One Theraplay and MIM or Group Theraplay training, trainees can describe their work as Theraplay Informed Practice, but cannot say that they are doing Theraplay or conducting Theraplay sessions. Students will be asked to sign a letter of understanding at the training indicating that they agree to the limits on how they can use and describe their Theraplay Informed work.
- If in the supervision practicum, students can say that they are working toward certification as a Group Theraplay practitioner, including which level they are currently working toward.
- Upon receiving Foundational status, candidates may refer to this credential in addition to above.
- After completing the supervised practicum and all other requirements for Certification, practitioners can call themselves Certified Group Theraplay® Practitioners and refer to their practice as Theraplay®.

Once trainees become certified, they can use the Theraplay name in written statements about their practice. At all times, the Theraplay service mark should be used correctly. All printed announcements, brochures, e-mail, web site announcements etc. should always use the service mark ® and include the phrase "Theraplay® is a registered service mark of The Theraplay Institute, 1840 Oak Ave., Suite 320, Evanston, IL 60201, USA."

Stylistic guidelines for the use of the service mark include:

- Use the service mark in the phrase "Certified Theraplay® Practitioner"
- Use the service mark in the phrase "The Theraplay® Institute".

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- Use the service mark in a longer document the first time you use the word “Theraplay®”.
- Use the service mark if “Theraplay®” is in the name of your practice or workplace if you are certified.
- If you are not certified, use the service mark when describing what Theraplay is in any printed materials or on your web site. Include a link to our website if you have a web site.

ONGOING CONTINUING EDUCATION REQUIREMENTS

Membership

Certified Group Theraplay® Practitioners must complete a continuing education requirement every three years, and maintain annual membership in The Theraplay® Association (\$50 annually) and are entitled to a free primary listing on our web directory. The following continuing education options are available:

- Attend a Master Class, the British Theraplay Conference, or the International Theraplay Conference; cost is the registration fee
- Submit a treatment session for supervision; cost \$125
- Present a treatment session at our on-line group supervision; cost \$50
- Write an article that is accepted and published in The Theraplay Institute newsletter; cost \$0
- Conduct a portion of a training being run by a Certified Theraplay® Trainer, costs = travel expenses
- Publish an article about Theraplay in a professional journal, cost \$0
- Present a clinical case about Theraplay at a conference, cost= unknown
- Participate in a Theraplay research project, cost = unknown

Foundational Group Practitioners do not have a continuing education requirement, but must remain members in good standing of the Theraplay® Association (\$30 annually), which includes newsletters, best practice updates and a regular listing on our web directory.

Sabbaticals

Practitioners who are inactive for an extended period of time may obtain sabbatical status, and the continuing education requirement will be waived. However, membership in The Theraplay® Association will be required in order that the practitioner be up-to-date on changes and developments in Theraplay research and practice. Additional training or supervision may be required to regain active status after a Sabbatical.

ON-GOING ADMINISTRATIVE RELATIONSHIP WITH THE THERAPLAY INSTITUTE

In order for your certificate to be in good standing, all levels of credentialed practitioners (Foundational and Certified) must submit the following with their annual dues:

1. Copy of your current accreditation or proof of “good standing” within your non-accredited profession
2. Current workplace address and position
3. Population served and frequency of Theraplay sessions
4. Proof of on-going supervision of your work, when required, including name of supervisor and frequency of meetings
5. A signed attestation that no professional complaints have been filed against you, and that you have read and incorporated any changes to best practice
6. Proof of on-going indemnity coverage

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PRACTICUM FEES

As of January 1, 2016; subject to change

Certification cannot be granted until all fees have been paid.

Foundational Certificate with a US Supervisor

Foundational Level Fee: <i>(includes registration fee, 7 supervision sessions and Foundational evaluation for Foundational Group Theraplay Practitioner certificate)</i>	\$1,250*
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Practitioner Certificate with a US Supervisor

Foundational Level Fee: <i>(includes registration fee, 7 supervision sessions and Foundational evaluation for Foundational Group Theraplay Practitioner certificate)</i>	\$1,250*
Fully Certified Level Fee: <i>(includes registration fee, 7 supervision sessions and final evaluation for Group Theraplay Practitioner certificate)</i>	\$1075*
Total:	\$2,325

Foundational Certificate with a UK Supervisor

Foundational Registration Fee: <i>(includes registration fee and Foundational evaluation for Foundational Group Theraplay Practitioner certificate)</i>	\$400*
7 Sessions @ £70	£490
Total:	£790

Full Practitioner Certificate with a UK Supervisor

Foundational Registration Fee: <i>(includes registration fee and Foundational evaluation for Foundational Group Theraplay Practitioner certificate)</i>	\$400*
7 Sessions @ £70	£490
Fully certified Registration Fee: <i>(includes registration fee and final evaluation for Group Theraplay Practitioner certificate)</i>	\$400*
7 Sessions @ £70	£490
Total:	£1,580

*Fees must be paid prior to undertaking supervision in this level. All practicum and registration fees are non-refundable. **NOTE:** UK Supervisors are paid directly per supervision session and set their own fees, typically £60-£70

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