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Portfolio System toward Accreditation/Certification for AssocMISCP’s

**Name of Applicant: \*** ……………………………………………………………

**ISCP Membership No:** …………………………………………………………

\* Please insert your name here

|  |  |  |
| --- | --- | --- |
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**I. Introduction**

Stage two of the International Society for Coaching Psychology (ISCP) accreditation/certification process is offered to Associate members of the Society.

This is a portfolio system, which enables our associate members to progress to a full Member of the Society (MISCP) by building up a portfolio of coaching psychology learning and competencies. They will then be able to work towards MISCPAccred membership status.

Associate members of the ISCP are persons who hold a recognised degree in psychology, entitling associate member status (or equivalent) of a nationally recognized professional psychology body. An associate member shall be entitled to use the post-nominal letters AssocMISCP.

Further details of all ISCP membership grades are available on the Society’s website.

**II. AssocMISCP Route to MISCP Status**

The ISCP’s routes to Accreditation/Certification are shown for all levels of membership in Figure 1.

As part of this portfolio system AssocMISCP’s will be required to provide evidence of a minimum of 3 years (or pro rata) Initial Professional Development (IPD) at an associate level to achieve MISCP status. Of which, two years and six months IPD may have been undertaken as a psychology graduate *but* prior to becoming a AssocMISCP. Associate members will be able to include evidence of 100 hours of IPD as evidence in their IPD logbook when undertaken in the two and a half years prior to joining the Society. However, the remaining 20 hours to demonstrate required IPD learning and competencies must be undertaken over a six month period as a AssocMISCP.

**In total, applicants will be required to provide evidence of activities undertaken to demonstrate a total of 120 hours (40 hours per annum) of annual IPD during this three year period to achieve MISCP status.**

The requirements relating to the activities undertaken to provide evidence of IPD differ from requirements set out by ISCP in relation to CPD/CPE activities. Specifically an additional requirement of this portfolio system is that AssocMISCP’s also submit an annual ‘Learning Reflections Log’ for each year.

Examples of evidence that may be presented to demonstrate IPD are available in Table 1 (Appendix I).

*In 2008 the ISCP introduced a system of course recognition to provide members with details of courses recognized by the Society as offering coaching psychology CPD/CPE and IPD. As the first stage of this work focused on CPD/CPE, AssocMISCP’s will be able to use these ISCP CPD/CPE recognised courses towards their Associate Member IPD logbook.*

Following achievement of MISCP membership status, it will be possible to progress towards the Society’s MISCPAccred status by demonstrating evidence as outlined in Figure 1. This is also set out in detail in the *‘ISCP Accreditation/Certification Process’* document, which can be downloaded from the Society’s website.

If you have any queries on completing this application process or submitting your IPD log you should contact the Honorary Membership Secretary, via e-mail ([membership@isfcp.](mailto:membership@isfcp.)info).

**Figure 1** ISCP Routes to Accreditation/Certification

Fellowship (FISCP) shall be awarded to those persons who in the opinion of the Council of the Society merit such recognition due to their outstanding contribution to the theory and/or practice of coaching psychology, and/or to the Society, or who are otherwise considered suitable. Fellowships are at the invitation of the Council. If a Fellow is an Accredited or Certified Coaching Psychologist, then they are entitled to use the initials FISCP Accred.

This level of membership also requires:

1. Evidence of Professional Indemnity Insurance.
2. Evidence of activities undertaken to demonstrate a total of 40 hours of annual continued professional development (CPD) or education (CPE) during the last two-year period. Of which, 30 hours is specifically related to coaching psychology and the remaining 10 hours is general psychology CPD/CPE.

Chartership, state or country registration /license as a qualified psychologist.

Recognised psychology degree, entitling Graduate Member status of a nationally recognised professional psychology body.

**AssocMISCP Status**

*Friends / Affiliates of the ISCP can upgrade to AssocMISCP status following successful completion of a recognised psychology degree*

**MISCP Status**

*AssocMISCPs can upgrade to MISCP status via the portfolio system toward accreditation/certification*

Evidence of two years practice as a coaching psychologist post qualification

**MISCP Accred Status**

Minimum 3 years (or pro rata) Initial Professional Development (IPD) at a Graduate level.

*Of which a maximum of 2 years and 6 months IPD may have been undertaken as a psychology graduate but prior to becoming a AssocMISCP*

Minimum 3 months membership of the ISCP.

*This includes time spent as a AssocMISCP.*

**FISCP or FISCP Accred Status**

**III. Assessment of Applications**

Submissions for MISCP membership by AssocMISCP’s will be viewed by the ISCP Accreditation/Certification Board and a response will be provided within 8 weeks from the receipt of your application.

Key areas that the Accreditation/Certification Assessors will be considering in relation to IPD activities are outlined in Figure 2.

**EVIDENCE-BASED COACHING PSYCHOLOGY**

**Figure 2** Key areas for ISCP Accreditation/Certification Assessment

Note that the Society’s Codes of Ethics and Guide to Coaching Psychology Practice inform key areas in Figure 2, which can be downloaded from our website.

***Figure 2 should not be reproduced except with written permission of the International Society for Coaching Psychology***

**IV. ASSOCIATE-MISCP Upgrade Application Form**

|  |  |
| --- | --- |
| **YOUR TITLE** |  |
| **FIRST / GIVEN NAME** |  |
| **SURNAME / FAMILY NAME** |  |
| **EMAIL ADRRESS** |  |
| **WEBSITE ADDRESS** |  |

I have attached the following to my application:

|  |  |
| --- | --- |
| I have provided evidence of activities undertaken to demonstrate initial professional development (IPD) covering the last 3-year period – with a minimum of 40 hrs for each of these 3 years.  Of those 40 hrs - 30 hrs is specifically related to coaching psychology and the remaining 10 hours is general psychology IPD. |  |
| The combined total of the three years IPD is a minimum of 120 hours |  |
| I have completed and attached the ISCP’s IPD Log (available in Table 3 (Appendix I)) |  |
| I have completed and attached the ISCP’s Learning Reflections log (available in Table 4 (Appendix I)) for each of the 3 years covered by the IPD log. |  |

If you have answered no to any of these questions, your application will be rejected.

The ISCP reserves the right to request hard copy evidence of IPD activities.

**If applications are discovered to contain any false entries, misleading statements or material omissions the International Society for Coaching Psychology reserve the right to cancel the application or later revoke your membership.**

The ISCP will use your information to provide the service requested.

This information will be held securely on a computerised system for the entire period of our agreement and for a period of 3 years thereafter, when it will be securely destroyed or deleted. We will also use the information you have provided to send you a regular newsletter. This newsletter will be sent using an electronic system and you will have the option to unsubscribe at any time by using the link on the newsletter, or emailing [office@isfcp.info](mailto:office@isfcp.info)

We do not share your information with anyone else in order to provide this service. For further details on how your data is used and stored please see our privacy policy <https://www.isfcp.info/faqs/privacy-policy/>

* I certify that the information given on this form is correct and complete to the best of my knowledge.
* I give my consent for the ISCP to contact third parties to verify the above information and for those third parties to release personal data about me in the verification process, in accordance with the Data Protection Act 2018.

**By submitting this application form you are also confirming that:**

* **I agree to support the International Society for Coaching Psychology in achieving its aims and objectives.**
* **I agree to abide by the codes of ethics and practice of the Society**.
* I am not aware of any outstanding complaints registered against me with another professional body.

|  |  |
| --- | --- |
| **APPLICANT SIGNATURE** |  |
| **DATE** |  |

**APPLICATION SUBMISSION**

**Please email the completed application form and copies of your supporting documentation to:** [**membership@isfcp.info**](mailto:membership@isfcp.info)

Your application will be acknowledged – if you have not heard from us within 14 days of submission, please check your spam/junk folder.

**Fees**

|  |  |  |
| --- | --- | --- |
|  | **Upgrade Fee** | **Membership Fee** |
| **Members (MISCP)** | £10.00 | £30.00 |

**Please do not make any payment until your upgrade is confirmed**.

We will provide you with a link to make payment via our on-line system.

You will have 30 days from membership confirmation to make your payment – if after reminders, payment is still not received, your upgrade will be cancelled and you will need to re-apply.

Admission to the Society at this membership grade entitles a Member to use the post-nominal letters MISCP and the associated ISCP logo[[1]](#footnote-1).

**Appendix I**

**International Society for Coaching Psychology**

**IPD Log & Learning Reflections Log**

AssocMISCP’s working toward MISCP status are required to evidence a minimum of 3 years (or pro rata) IPD at an associate level. Of which:

* 2 years and 6 months IPD (100 hours) may be included in the IPD Log book when undertaken as a psychology graduate but prior to becoming a AssocMISCP
* the activities undertaken demonstrate a total of 120 hours (40 hours[[2]](#footnote-2) per annum) of annual IPD during a three year period.
* 20 hours to demonstrate required IPD learning and competencies must be undertaken over a six month period as a AssocMISCP.

Examples of appropriate IPD activities are set out in Table 1, which also represents the maximum contribution that each activity can make to the total hours of IPD evidence. Table 3 and Table 4 provide the annual IPD Log and Learning Reflections Log which should be submitted to the ISCP when applying for MISCP status.

**Table 1** Example IPD Activities

|  |  |
| --- | --- |
| **Example of Activity** | **Total maximum contribution to 40 hours of IPD** |
| Psychology related IPD | 10 Hours |
| Reading coaching psychology books/journals. | 15 Hours |
| Publishing articles in peer reviewed journals, chapters and/or books. Undertaking coaching psychology research. | 15 Hours |
| Attendance at coaching psychology or relevant workshops, seminars and conferences. | No maximum |
| Developing and delivering coaching psychology related workshops; giving conference papers or keynotes. | 15 Hours |
| Related developmental activities such as peer observation, chairing meetings or participation  in professional coaching psychology activities. | 5 Hours |

Additional notes for completion of the IPD Log and Learning Reflections Log provided in Tables 3 & 4:

1. Please ensure a separate log is submitted with your application for each of the three years required, noting that:
   1. Evidence of activities undertaken to demonstrate IPD covering the last three-year period with a minimum of 40 hours for each of these years should be provided
   2. A minimum of 40 hours IPD to have been undertaken in each year of which 30 hours is specifically related to coaching psychology and the remaining 10 hours is general psychology IPD. Further information is available in Table 1 (Appendix I).
   3. The combined total of the three years IPD should be a minimum of 120 hours.
2. Please list the Type of IPD Activity on your log in the order shown in Table 1
3. Table 2 provides summary details of how to complete the annual IPD log.
4. Please ensure you complete and submit the *‘Learning Reflections Log’* for each year of your IPD log.

**Table 2 EXAMPLE** Summary Details for Completion of the IPD Log

|  |
| --- |
| **Your Name:** |
| **International Society for Coaching Psychology Membership Number:** |
| **Date for IPD Log** (e.g. Months & Year)**:** To be inserted here for each year |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of IPD Activity** | **Description of IPD Activity** | | **Contribution in Hours to IPD** |
| *Psychology related IPD* | This might include broader activities that are psychology related but are not specifically coaching psychology | | A maximum of 10 hours to be included |
| *Reading Coaching Psychology Books/Journals* | Provide specific details relating to the author and title of the book, the number of hours spent reading and reflect upon your learning. | | A maximum of 15 hours to be included |
| *Publishing Articles in Peer Reviewed Journals & Books* | Provide specific details relating to the title of the article, journal, chapter, book &/or about the research being undertaken. | | A maximum of 15 hours to be included |
| *Attendance at coaching psychology or relevant workshops, seminars and conferences.* | Provide specific details relating to the title of the event, the date[s] you attended, the course/workshop/conference provider and the name of the trainers/facilitators. | | No maximum |
| *Developing and delivering coaching & coaching psychology related workshops; giving conference papers or keynotes.* | Provide specific details relating to the title of the workshop, conference paper or keynote and the date[s] and event[s] delivered. | | A maximum of 15 hours to be included |
| *Related developmental activities such as peer observation, chairing meetings or participation in professional coaching psychology activities.* | Provide dates and outline further relevant supporting information here. | | A maximum of 5 hours to be included |
| NB: Please add additional rows if required. | | **Total Hours** | A minimum of 40 Hours to have been undertaken for each year |

**Table 3 Evidence Log of IPD Activities**

|  |
| --- |
| **Your Name:** |
| **International Society for Coaching Psychology Membership Number:** |
| **Date for IPD Log** (e.g. Months & Year)**:** |

|  |  |  |
| --- | --- | --- |
| **Type of IPD Activity** | **Description of IPD Activity** | **Contribution in Hours to IPD** |
|  |  |  |
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Continued on next page …

|  |
| --- |
| **Name:** |

|  |  |  |
| --- | --- | --- |
| **Type of IPD Activity** | **Description of IPD Activity** | **Contribution in Hours to IPD** |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| NB: Please add additional rows if required. | **Total Hours** |  |

**Table 4 Learning Reflections Log**

|  |
| --- |
| **Your Name & ISCP Membership Number:** |
| **Date for IPD Log** (e.g. Months & Year)**:** |

*Please provide reflections below based upon your learning from the IPD activities described in your annual log. This might include what you have learned about yourself and/or others and how your coaching psychology competencies have been developed upon as an outcome of undertaking each activity. It is also appropriate to reflect upon the extent to which you found the activities useful in relation to your IPD. If future areas of development and/or education have been identified, as an outcome of the activities undertaken for this year, these can be recorded here. Please continue on a separate sheet if necessary.*

|  |  |
| --- | --- |
| **Type of IPD Activity** | **Reflections upon your learning** |
| *Psychology related IPD* |  |
| *Reading Coaching Psychology Books/Journals* |  |
| *Publishing Articles in Peer Reviewed Journals & Books* |  |
| *Attendance at coaching psychology or relevant workshops, seminars and conferences.* |  |
| *Developing and delivering coaching & coaching psychology related workshops; giving conference papers or keynotes.* |  |
| *Related developmental activities such as peer observation, chairing meetings or participation in professional coaching psychology activities.* |  |

1. Guidelines for usage of the ISCP logo[s] are available on the Society’s website [↑](#footnote-ref-1)
2. Of these 40 hours of annual psychology related IPD, a minimum of 30 hours should be undertaken specifically relating to coaching psychology. Please note, these activities should also reflect coaching psychology and not coaching. [↑](#footnote-ref-2)