



# AAMET INTERNATIONAL

Founded in 1999

## CPD AND SUPERVISORY REGULATIONS 2013/14

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**Also available :** *“The Essential Handbook for approved AAMET International EFT Supervisors “*

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## INTRODUCTION



In line with most professional bodies associated with complementary therapy, AAMET International (AAMET) has, over the years been introducing Regulations for Continuing Personal and Professional Development (CPD) and Mentoring (now Supervision). This is widely considered to be in the best interests of everyone involved, both for the health and wellbeing of our clients, and for the professional integrity and standing of our Members and of the AAMET itself.

To keep in line with other similar professions, AAMET will be moving towards appointing Approved EFT Supervisors and renaming “Mentoring” to “Supervision.” An explanation of the difference between the two is given within the Regulations. Therefore we will be using the word “Supervision” throughout in preparation for the eventual change.

The Executive Board recognises that not all AAMET Practitioners and Trainers have been formally subjected to these requirements in the past. Therefore, the purpose of these regulations is to set out the AAMET’s New policy as clearly as possible, to enable you, as a registered Practitioner or Trainer, to understand what CPD and Supervision means, what is required and how best to achieve it. These are the minimum expected requirements.

**The New AAMET Regulations around CPD and Supervision have changed and come into effect immediately. The important changes to note and, which are explained in more detail within these regulations are listed below:**

AAMET is introducing a new **Audit** inspection. We believe that Practitioners and Students are responsible and mature enough to attain and record the minimum number of mandatory CPD and supervision hours. Therefore there will no longer be a requirement for the annual submission of records to Trainers. Trainers may check their students’ records as before if they wish but AAMET will conduct a random inspection on members to determine if the criteria is being met to remain a member.

**Please replace the word Supervisor with Mentor if Supervisor is not legally recognised in your country.**

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## CONTINUOUS PROFESSIONAL DEVELOPMENT

- **Supervision Pre-Practitioner certification:** Mandatory minimum 6hrs either individually or in a group of 8 or less with ANY AAMET Approved Supervisor.
- **Supervision Post-Practitioner certification:** Mandatory minimum 6hrs annually from date of certification, either individually or in a group of 8 or less with ANY AAMET Approved Supervisor whilst practicing. Supervision must be undertaken continuously whilst practicing.
- When Practitioners first register or renew their membership on the AAMET website, they may be asked to produce their records. AAMET or Approved Supervisors may undertake random checks to ensure compliance.
- To be counted towards Supervision hours, group supervision must not be more than 8 in number. Numbers larger than this can be regarded as meetings and can be counted towards CPD instead. If there are any exceptions to this, please discuss with your Supervisor.
- The period runs 12 months from date the last certificate was awarded.
- Practitioners should keep separate log/recording sheets . One for Supervision and one for CPD.
- AAMET is looking into the feasibility of submitting CPD forms online through AAMET website
- AAMET approved EFT Supervisors will be appointed who will be specially selected for their skills and knowledge.
- All new Master Trainers will automatically be Approved Supervisors.
- All Approved Supervisors will be given instruction on how to supervise
- Trainers may ask you to produce your CPD record when progressing to another training level in EFT.
- An application form to apply as an AAMET Approved Supervisor is given in the Appendices

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## CONTINUOUS PROFESSIONAL DEVELOPMENT

*“Supervision is an important part of CPD”*

### Why is CPD necessary?



Let's start by taking a look at some of the reasons Practitioners have given for not taking CPD:

- It's too expensive
- Not working seriously as a professional therapist
- Confused about what CPD is
- Happy just to work on friends and family
- Feel sufficiently developed professionally and practicing to the best of your ability
- Already committed to gathering CPD for other associations/organisations
- Don't feel it necessary to be a member of a professional association.
- Don't have access to an Approved Supervisor
- Find CPD too time-consuming
- Not sure what counts towards CPD

After reading this manual, we hope you will understand more about CPD and clear up some of the myths surrounding it.

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## CONTINUOUS PROFESSIONAL DEVELOPMENT



CPD has become a legal requirement in many countries for therapists who practice on members of the public. Regulatory bodies and most, if not all, professional associations, make CPD a mandatory requirement. If a claim is made against you and you are not insured, you are held personally liable. If you are insured, you will probably be required to show your CPD record as proof that you are professionally compliant. That is why AAMET insists on Practitioner and Trainer members signing up to agree to CPD (which includes Supervision).

Attending a 3 day (or even longer) training course in EFT cannot begin to replace the training, examination and supervised practice necessary for practitioners to become competent at delivering EFT safely and professionally in a stand-alone therapeutic environment. EFT is a therapeutic tool and as such, typically takes years to develop. Most counsellors are not regarded as competent for at least 5 years and longer for some mental health professionals. All AAMET Trainers are required to make this abundantly clear to their trainees during training.

Initial registration on the AAMET website only indicates the meeting of standards at a given point in time. In order to remain as a member of AAMET, it is important that registered practitioners demonstrate a continued commitment to maintaining those standards and this is what CPD and Supervision is all about. AAMET Practitioners who regularly see clients for health issues should commit to, and engage in, formal personal therapy to work on their own issues. This is for their own wellbeing and for that of their clients. It is assumed that such Practitioners are likely to be doing this anyway, either from their own initiative or in accordance with the Regulations of other professional bodies to which they may belong.

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## CONTINUOUS PROFESSIONAL DEVELOPMENT

**CPD and Supervision hours are recorded separately. Forms can be found in the Appendices.**

### What is CPD?

Continuous Professional Development is not intended as extra work or expense, and if you are undergoing CPD for another professional organisation, it may count towards your AAMET International CPD. For these purposes AAMET International defines CPD as.....

*“...the normal effort made by conscientious Practitioners to develop personally and professionally in order to work safely, effectively and legally within the scope of their own practice and competence.”*

To satisfy your Supervisor that you are complying with professional standards and AAMET regulations, your CPD record sheet may be required when applying for progression to Level 2 or 3 Practitioner or to Master Trainer level and may be requested upon random audit by AAMET. **Supervision is recorded separately to illustrate that it is an important element of CPD.**

### What is the difference between Supervision and CPD?

Unlike CPD which is gathered through independent sources, Supervision is regarded as

- a) A mutually agreed relationship between an EFT Practitioner/Trainer and an Approved Supervisor
- b) Good practice to protect clients from harm and bad practice.
- c) Carried out face to face, except where there are geographical differences. In such instances, contact may be made over Skype, phone etc.

More information on Supervision can be read further on. It is important to recognise the difference between CPD and Supervision. Supervision can be counted towards CPD but CPD cannot be counted towards Supervision. If in any doubt, please contact your AAMET Approved Supervisor.

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## CONTINUOUS PROFESSIONAL DEVELOPMENT

### What CPD is required after I am certified?

Under AAMET Regulations, Students, Practitioners and Trainers are required to commit to CPD and:-

1. Practitioners are to affirm they will carry out 30hrs CPD on an annual basis. (This is in addition to any Supervision requirements).
2. Record their CPD and Supervision on the appropriate forms (see Appendices)
3. Keep all attendance certificates and/or receipts as appropriate. These must be retained as evidence for at least 5 years in case this may be asked for by the AAMET.

The date runs from the date of certification and continues whilst in practice..

These requirements need to be met in order to maintain membership on the AAMET Practitioner website. In practice, many Practitioners accumulate substantially more than this. The hours should ideally be balanced across several CPD categories, and include a reasonable proportion of relevant professional training.

**Master Trainers are required to attend one Trainers' meeting via webinar every 12 months.**

### What records do I need to keep?

It's good practice to keep a portfolio that contains any CPD course attendance certificates, receipts from courses, log sheet etc for a period of at least 5 years. Log sheets/forms can be found in the Appendix

## CONTINUOUS PROFESSIONAL DEVELOPMENT

### Who do I submit my record sheets to?

AAMET or an Approved Supervisor (who may also be your Trainer) may occasionally ask for these records. However, there is no need to submit your

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records to anyone unless requested to do so. Random checks may be carried out by your Supervisor or requested by AAMET International when you renew membership.

### **What counts towards CPD?**

A wide range of activities are recognised which you can count towards your CPD. When deciding what to include in your CPD you need to consider how the activity will enhance your work as a practitioner and also how you can demonstrate that. CPD must include practical (hands-on) application of your discipline(s), where relevant.

**If you already undertake a related Supervision or CPD activity in order to retain your membership with other professional associations, please record this activity on your log sheet(s).**

See [Appendix A](#) for a list of examples of CPD.

### **How do I choose which CPD to undertake?**

AAMET bases its requirements on the premise that registered Practitioners are professionals, capable of making their own decisions about what best serves this purpose in relation to their own practice. As a result, AAMET will allow you to choose for yourself that which best meets your needs, within the context of this manual. If in doubt about what constitutes CPD, please consult with your Supervisor or the Training & Certification Board.

When deciding what to include in your CPD you may want to consider how the activity will enhance your work as a practitioner and how you can demonstrate that. Here are some questions which may help you to decide which type of activities would be of most benefit to you:

## **CONTINUOUS PROFESSIONAL DEVELOPMENT**

### **1. What do I need to learn to improve the service I provide to my clients?**

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2. How can I keep up with current trends, new techniques and good practice?
3. Where and how could I do things better?
4. What do I need to know more about, should things go wrong?
5. What can I learn from attending meetings/tapping groups?
6. If I want to specialise in a particular area of practice, what types of activities would be most useful?

### **What happens if I can't meet AAMET's CPD requirements?**

If you cannot/do not complete the number of hours required, this does not mean you will automatically be removed from membership listing. Personal, mitigating circumstances will be taken into account, which may be preventing you from completing your CPD. If this is the case, then AAMET will either suspend your membership or offer to downgrade your membership until you are ready to return to practice. When you are able to return, please speak with your Supervisor or the Training Board for advice on how to complete your CPD within an agreed period of time. Attending a refresher course for example is one way of gaining considerable CPD hours.

### **What if I live in a remote part of the world?**

AAMET understands it may be difficult for those who reside and practice in rural or remote areas that they may have limited access to CPD opportunities. However, most CPD can be earned through distance learning, web-based activities, community practice etc whilst Supervision can be undertaken over the phone/Skype etc. If there are any problems, please consult with an Approved Supervisor.

Details of AAMET Approved Supervisors can be found on the AAMET website. If in any difficulty, the Training Board should be contacted for advice and assistance.

## **EFT SUPERVISION**

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## What is required to meet the Supervision criteria?

**Pre-certification** Before a EFT Practitioner certificate can be awarded, the following minimum requirements need to be met:

- ✓ 6hrs of supervision either individually or in a group of 8 or less prior to certification. This can be face to face, over Skype/telephone etc. Advantages of Skype, telephone is that it reduces cost and travelling plus it enables attendees to learn from each other. Your Supervisor will advise what constitutes supervision hours.

**Post-certification** EFT Practitioner upwards

Starting from date last certificate was awarded:

- ✓ 6hrs supervision annually, either individually or in a group of 8 or less with ANY AAMET approved supervisor. Your Supervisor will advise what constitutes supervision hours.

## Who can be an Approved supervisor and where can I find one?

Applicants should meet all the criteria in the Application Form found at [Appendix D](#). All AAMET Master Trainers and Master Trainer of Trainers will have received training and therefore will automatically be approved. Existing AAMET Trainers and Trainer of Trainers can apply to be Approved Supervisors. Being an Approved Supervisor is not a qualification, but it does recognise that the Supervisor is regarded as competently trained and experienced to a level whereby they can carry out their role effectively.

Only approved AAMET Supervisors are eligible to indicate on their profile page on the AAMET website if they are an Approved Supervisor.

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## What if I don't have a Trainer/Supervisor?



When your Trainer/Supervisor is no longer operating, they should let you know and provide you with details of their replacement so you can continue to gain your Supervision hours. If you have been “orphaned” then please search the AAMET website where you will find Approved Supervisor or contact the Training Board at [training@aamet.org](mailto:training@aamet.org).

## What are the minimum mandatory requirements?

**We suggest all Approved Supervisors provide the following in relation to their supervisees:**

1. A contract between Supervisor and Supervisee (see example in Appendix E).
2. To make the minimum number of Supervision hours available per year
3. To refer them to another approved Supervisor if you cannot meet (1) above.
4. Provide them with a copy of the CPD Regulations
5. Inform them how you may be contacted for advice
6. Encourage them to join AAMET International and to forward any newsletters, magazine etc from the Association to those who are not yet members (where practically possible).
7. Not to have more than 8 in number for a formal Supervision class
8. To raise any concerns re a supervisee's competence or inability to complete their Supervision hours first with them to find a solution and if necessary, escalate the issue with the Training Board at [training@aamet.org](mailto:training@aamet.org)
9. An Approved Supervisor may use their discretion to come up with a plan that supports a Student or Practitioner to fulfil their professional obligations with AAMET.

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## EFT SUPERVISION

### What is the role of those who are being Supervised?

- a. To comply with mandatory requirements
- b. Initiate and actively seek out Supervisor's advice
- c. Be honest open and transparent with your self assessment, needs and goals
- d. Listen to advice and consider all suggestions without taking it personally
- e. Continuously seek ways to improve your theoretical and practical knowledge
- f. To notify your Supervisor or the Training Board if you are in difficulty keeping up or achieving your CPD.

### Do Trainers need to be Supervised?

Trainers should also be supervised, preferably by their Trainer of Trainers or another Trainer. Attending each other's courses or assisting one another is a good way to learn new styles and applications of training. The AAMET puts the responsibility upon the individual to maintain their supervision and not the trainer.

### In what ways can I be Supervised?

Only AAMET Approved Supervisors may supervise EFT Practitioners/Practitioner candidates. It's not a mandatory requirement to have your Trainer as your Supervisor.

Supervision can be conducted in a variety of ways, either on a one to one basis or as a group:

- a) Face to face      b) Via Skype      c) Over the telephone      d) Via email

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## EFT SUPERVISION

### How long do I have to undertake Supervision?

As long as you are practicing, you must undertake supervision.

### Can I be supervised by someone who is not an AAMET Supervisor?

In exceptional circumstances, after 2 years of EFT supervision, it may be undertaken with a supervisor from a different therapeutic background, but the supervisor must be able to monitor and evaluate your EFT work.

### What if I can't afford supervision?

If you can't afford Supervision fees you are encouraged to shop around - you might even find supervision for free.

### What if I'm already undergoing Supervision for my other therapies?

As long as the supervision or CPD is relevant to your work as an EFT Practitioner, it can be taken into account. If in doubt, discuss this with your Approved Supervisor or ask the Training Board.

**Remember:** To qualify and be recorded as supervision, there should not be more than 8 in number. Numbers larger than this can be counted towards CPD instead. ([See App A](#))

## Appendix A

### EXAMPLES OF CPD ACTIVITIES

The text below gives examples of some types of activities that you may wish to consider when planning your CPD.

CPD can be gained via:-

- a) Group-based learning
- b) Self-directed activities
- c) Group Supervision
- d) Personal therapy

**Examples:-**

#### ➤ GROUP BASED ACTIVITY

- Attending or delivering ANY related professional training that could reasonably be expected to add to a practitioner's competency
- Attendance at seminars, webinars, workshops and lectures which enhance your knowledge and skills as an EFT Practitioner/Trainer.
- Attendance at conferences or meetings which are dedicated to EFT or a discipline that will enhance your skills.
- Being an examiner, tutor or assessor
- Participating in EFT discussion groups webinars or teleconferences
- Attending or delivering ANY professional training (EFT oriented or otherwise)
- Taking EFT into the community through taster sessions, workshops, demonstrations etc
- Group supervision where there are more than 8 in the group.
- Group demonstrations, talks or exhibitions on EFT

#### ➤ SELF DIRECTED ACTIVITIES/STUDIES

- Client case studies. writing up and reflecting on the Practitioner's own case studies and/or theory and philosophy of practice
- Personal study which could include following a formal programme of study either taught or possibly distance-learning.
- Reading such as articles in journals, books, newsletters or information online which provide learning you are able to put into practice in your work as a practitioner.

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- Research. If you are participating in a piece of research which is enhancing your understanding of your discipline and / or practice.
- Writing articles or books which are published.
- Developing and sending out Newsletters
- Watching EFT You Tube/and other videos, DVD's , listening to CDs
- Making EFT You Tube Videos & DVD's, CDs
- Making EFT podcasts
- Translating EFT material into another language
- Applying EFT or using other forms of personal therapy, with or without the help of others on a regular basis
- Documenting the integration of EFT into an existing practice
- Feedback/Evaluation forms from clients or students which you carry out about your work. This can be something you do individually or any significant involvement you may have with a wider survey or practise evaluation
- Developing a specific application of EFT (e.g. for sports or business)

➤ **SUPERVISION ACTIVITY FOR CPD**

- Attending approved Supervision where you meet with other practitioners and learn from each other about best practice.
- Receiving guidance from your Supervisor which supports your learning and development.
- Receiving supervision which supports your professional development over time, against agreed objectives.
- Work shadowing where you are working alongside your Approved Supervisor to enhance your knowledge and skills about your practice
- Being observed by your Approved Supervisor over Skype, via filming etc to evaluate your practical approach with EFT.
- Skype or webinar are useful ways of being Supervised.

➤ **PERSONAL THERAPY**

You are **strongly** advised to undertake some form of personal therapy during the first year and preferably thereafter. This is in the best interests of yourself and your clients. This should be recorded on the log/record sheet.

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## Appendix B



## CPD RECORD

*Min 30hrs. Recorded annually from date of certification. Supervision can count towards CPD*

<b>NAME</b>	
<b>EMAIL ADDRESS</b>	
<b>STATUS</b> (Level 2, Advanced Practitioner etc)	
<b>DATE CERTIFIED</b>	

<b>Date</b>	<b>Type of CPD</b> (See App. A)	<b>No of Hours</b>	<b>How has this helped you as an EFT Practitioner/Trainer?</b>
	<b>TOTAL HRS</b>		

(Please keep this record for 5 years for audit purposes)

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## Appendix D

# AAMET INTERNATIONAL SUPERVISOR APPLICATION FORM

**Name:**

**Email:**

**Website:**

**Membership level:**

**Date certified at this level:**

**AAMET Unique Membership Number:**

**Please ensure you meet this eligibility criteria before submitting your application:**

- Master Trainer or Master Trainer of Trainers
- EFT Advanced Practitioner with extensive experience in EFT
- EFT Trainer or EFT Master Trainer who has signed the Trainer's Contract
- Member of AAMET International for at least 12months
- The Accreditation Panel will be looking for applicants who either have experience in running EFT courses, take steps to offer supervision or mentoring and abide by AAMET Internationals' policies and regulations.

Please answer the questions below and return this form to [accreditation@aamet.org](mailto:accreditation@aamet.org). You will receive a reply within 21 days.

1. **If a Trainer, please give dates of all EFT Training courses delivered and number of attendees over the last 2 years.**
2. **How many EFT supervision (or mentoring) sessions have you conducted over the last 3 years?**
3. **How did you carry these out? (*face to face, webinar, Skype etc*)**
4. **How many do you normally have in a group?**
5. **What records do you keep?**

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6. How do you access if they are competent or are complying with the statutory requirements?
7. What steps do you take to access your own competency?
8. Do you have a supervision policy? If so, please attach with this form.
9. Are there any complaints held against you?
10. Have you been refused accreditation, certification or membership from any relevant professional body?
11. If you are listed on Linked-in, Facebook or Twitter, please indicate below:-
12. Please attach references (at least a 100 words each) from TWO AAMET Trainers who would support your application. The reference should include:  
  
Your name; How long they have known you in a professional capacity; what attributes you have that would make you a good EFT Supervisor.
13. To help us assess your suitability in at least 400 words, please describe the skills you have that would make you an AAMET Approved Supervisor

You will receive an acknowledgement from the Accreditation Panel and will be notified within 28 days if you have been successful. If not successful, you will be given constructive feedback. If successful you will be sent a copy of the **Approved Supervisor's Handbook**.

**Please ensure you meet the eligibility criteria before submitting your application.**

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**In applying as an AAMET Supervisor, I \_\_\_\_\_(name) agree to comply with the following in relation to my supervisees**

To refer them to another approved supervisor or notify [training@aamet.org](mailto:training@aamet.org) if I cannot meet my obligations.

1. Offer at least 12hrs supervision/mentoring per year and be available to answer any questions or refer them on to the appropriate person
2. Carry out my role in accordance with the mandatory and optional requirements within these Regulations
3. Abide by the AAMET Code of Conduct & Ethics
4. Provide them with a copy of
  - a) CPD/Supervision Regulations
  - b) Training & Accreditation Programme
  - c) Case Study Guidelines
5. Encourage them to join AAMET International and to forward any newsletters, magazine etc from the Association to those who are not yet members.
6. Not to have more than 8 in number for a formal Supervision/mentoring class
7. Raise any concerns re a supervisee/mentee's competence or inability to complete their CPD hours first with them to find a solution and if necessary, escalate the issue with the Training Board at [training@aamet.org](mailto:training@aamet.org).

[An approved supervisor may use their discretion to come up with a plan that supports a Student or Practitioner to fulfil their professional obligations with AAMET International]

The information I have provided within this Application form is true and may be verified if necessary.

**SIGNATURE**

*(electronic signature or form returned by email is sufficient for signatory purposes)*

**DATE SUBMITTED**

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