



The Royal
Australian &
New Zealand
College of
Psychiatrists



Education and Training

Certificate of Advanced Training in Psychotherapies Regulations

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INTRODUCTION

The Certificate of Advanced Training in the Psychotherapies (the Certificate) provides an opportunity for accredited training in the Psychotherapies for trainees working towards Fellowship and Fellows of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) who meet the selection criteria and mandatory requirements for the Certificate. Approved training in the Psychotherapies consists of supervised, competency based clinical training, providing both a depth and breadth of training experiences within an adult learning model.

The award of the Certificate of Advanced Training in the Psychotherapies, or “Cert. Psychotherapy Psych.” recognises completion of such training.

Trainees who undertake the Certificate of Advanced Training in the Psychotherapies and Stage 3 of the Fellowship Program concurrently must follow the [Stage 3 Mandatory Requirements Education Training Policy](#) and other associated 2012 Fellowship policies and procedures.

The program of Advanced Certificate in the Psychotherapies is under the governance of the Committee for Training (CFT) of the RANZCP through the Subcommittee for Advanced Training in the Psychotherapies (SATPsy). In each Branch of the RANZCP, where a Psychotherapy training program exists, a Director of Psychotherapy Advanced Training (the “DOAT”) coordinates this training and the processes described in these regulations.

Regulations to be read in conjunction with the Curriculum for Advanced Training in the Psychotherapies.

For the purpose of this document, trainee refers to both trainees and Fellows-in-training unless stipulated otherwise.

CERTIFICATE OF ADVANCED TRAINING IN PSYCHOTHERAPIES

Authorising committee/department:	Committee for Training
Responsible committee/department:	Subcommittee for Advanced Training in Psychotherapies Psychiatry
Document code:	REGS EDT-TRN Certificate of Advanced Training in Psychotherapies
Date:	30.10.2024

1. Eligibility

- 1.1 Applicants must satisfy all requirements to enter the Certificate.
 - 1.1.1 Applicants must hold current, general or specialist registration as a medical practitioner in Australia or current registration within a general, vocational or special scope of practice in New Zealand, as appropriate to the country where the applicant is to be employed and trained.
 - 1.1.2 Fellow applicants who have any special conditions, limitations, notations, undertakings or provisional requirements imposed on their medical registration must provide full disclosure of the nature of these at the time of application
 - 1.1.3 If the DOAT may deem if the applicant's appropriate for training having determined that the conditions on the registration do not impact on Psychotherapy Psychiatry training. The DOAT will make recommendations to the SATPsy to grant entry to an applicant who have any special conditions, limitations, notations, undertakings or provisional requirements imposed on their medical registration.
 - 1.1.4 Applicants must be in good standing and hold registration as either a trainee or Fellow with the RANZCP.
 - 1.1.5 Trainees must have completed all Stage 2 training requirements.
 - 1.1.6 Trainees must have passed the Multiple Choice Question (MCQ) Examination.
 - 1.1.7 Trainees must have completed the required minimum 40 sessions of psychotherapy towards the Psychotherapy written case. A letter from the psychotherapy supervisor confirming the completion of the psychotherapy sessions must be provided on application.
 - 1.1.8 Applicants must have participated in an interview with their relevant DOAT or local delegate.
 - 1.1.9 Trainees must hold an appropriate accredited training position in Psychotherapy psychiatry to commence training. While Fellows do not occupy accredited training positions, the positions must be able to meet the Certificate requirements.
- 1.2 Specialist International Medical Graduates (SIMG) on the Specialist Pathway are not eligible to enter the Certificate until Fellowship is awarded.

2. Selection

- 2.1. The selection process must be based on the published selection criteria and adhere to equal opportunity principles. The process is designed to be impartial and transparent.
- 2.2. The DOAT in conjunction with the local Subcommittee of Advanced Training (SAT) or Branch Training Committee (BTC) conducts the selection process to ensure all applicants have the requisite skills, competency and qualifications to enter the Certificate.

2.3. Applicants must provide the following prior to entry to the Certificate for the purpose of the interview:

- Completed application form.
- Current curriculum vitae detailing medical experience and past psychiatric posts.
- Training records and In-Training Assessments (for trainees only).
- Work performance reports (for Fellows only).
- Contact details of three referees including current supervisor, clinical lead or equivalent.

2.4. Referee Reports

2.5. Applicants are asked to nominate three referees who are able to provide information about the applicant's professional capabilities. A confidential pro forma referee report may be sent to each referee. The DOAT may follow up references by telephone if necessary and appropriate.

2.6. The referee reports should include information on the following:

- The applicant's competency in psychiatry including any relevant aspects of medicine
- The applicant's ability to work within a multidisciplinary team
- The applicant's verbal and written communication skills and management of documentation tasks
- The applicant's professionalism (e.g. reliability, responsibility, organisation, initiative and ethical attitudes).
- The applicant's academic ability and attitudes towards developing their knowledge and skills
- Applicant's collegiality with their peers, consultants and others in the workplace
- Applicant's suitability to commence Certificate training.

2.7. The shortlisting of applications for interview is the responsibility of the DOAT in conjunction with the local delegated body in conjunction where relevant.

2.8. The shortlisting process must be objective and transparent and may be used to reduce the number of interviews to approximately double the number of available places.

2.9. Shortlisted applicants are to be interviewed with the relevant DOAT and/or local delegates.

3. Entry

3.1. Trainees who have been selected to the Certificate must notify the RANZCP via submission of the Advanced Training Selection Notification (ATSN) form.

3.2. Trainees are able to undertake two Certificates of Advanced Training concurrently (Dual Certificate training) or a maximum of two individual advanced certificates at any one time. For more information, please refer to the [Dual Certificate training](#) section on the RANZCP website.

4. Duration of Training

4.1 The Certificate of Advanced Training in the Psychotherapies cannot be completed in less than 2 calendar years full time. The certificate must be completed within 6 calendar years including any breaks in training, part-time training or not-in-training time.

5. Mandatory requirements for Training posts

- 5.1. Pre-fellowship trainees must undertake after-hours and emergency duties as required by being in an accredited training post (see Section 4 of [Stage 3 Mandatory Requirements Training Policy](#)).
- 5.1.1. Where a trainee believes there are exceptional circumstances that would prevent them from undertaking these duties, they should submit an application for exemption from after-hours experience for a specified or temporary time period to their employer and should notify their DOAT of this application.
- 5.1.2. If the application for exemption approved, this exemption must be communicated to the BTC.
- 5.2. Pre-fellowship trainees only should discuss their duties, hours and supervision with their DOAT to fulfil the Advanced Training requirements.

6. Work-Based Assessments requirements

- 6.1. Trainees are subject to the requirements outlined in the [Workplace-based Assessment policy and procedure \(15.1\)](#).
- 6.2. A minimum of three Workplace-based Assessments (WBAs) are required to contribute to the evidence base for each required EPA.
- 6.3. Pre-fellowship trainees only must complete a mandatory minimum of one Observed Clinical Activity (OCA) WBA with patients during each 6-month FTE rotation.

7. Entrustable Professional Activities

- 7.1. Trainees are subject to the requirements outlined in the [Entrustable Professional Activities policy and procedure \(8.1\)](#) and [Part-time Training policy \(20.1\)](#)
- 7.2. Trainees must attain a minimum of eight Stage 3 Psychotherapy psychiatry Entrustable Professional Activities (EPAs) from the available Stage 3 Psychotherapy EPAs (**see Appendix I**).
- 7.3. For the completion of the Certificate, Trainees must successfully attain seven mandatory Psychotherapy EPAs and one from the 'elective' Psychotherapy EPAs.
- 7.4. Pre-Fellowship trainees must attain a minimum of two EPAs per each 6 month FTE rotation. The EPAs attained do not need to be psychotherapies EPAs and may choose to attain any of the eligible Stage 3 EPAs for the purpose of achieve Fellowship.
- 7.4.1. Fellowship (FELL) EPAs in any rotation, whereas area of practice (AOP) EPAs can be attained in the relevant area of practice only, e.g. trainees are eligible to attain adult AOP EPAs in adult psychiatry rotations only.
- 7.4.2. Trainees completing the Certificate of Advanced Training in the Psychotherapies are eligible to attain the psychotherapies are of practice (AOP) EPAs in any rotation.
- 7.5. Trainees must complete EPAs 1-4 (FELL) before trainees attempt the AOP EPAs.
- 7.6. Fellows-in-training can undertake EPAs at any time during training; once an EPA is attained, Fellows must complete the COE forms.
- 7.7. It is not possible to attain the same EPA twice. If a Stage 3 Psychotherapy EPA is attained prior to enrolling in the Certificate, this EPA cannot be undertaken again. Trainees will be

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required to select alternative Stage 3 Psychotherapy EPAs to ensure a minimum of eight EPAs are attained during Certificate training.

- 7.8. Once attaining the minimum requirements of the eight Stage 3 Psychotherapy EPAs, Fellows-in-training are not required to complete further EPAs.

8. Completion of Rotation

- 8.1. Trainees must complete (formative) mid-rotation and (summative) end-of-rotation In-Training Assessment (ITA) for each 6 calendar month rotation.
- 8.2. Trainees must indicate that they are completing the Certificate of Advanced Training in the Psychotherapies by checking the 'Cert AT Psych' box and their rotation's area of practice box at the top of the ITA box via InTrain.
- 8.3. Mid-rotation and end-of-rotation ITAs are to be reviewed and signed off by the principal supervisor and the DOAT prior to submission to the RANZCP.
- 8.4. The end-of-rotation ITA forms for each rotation must be fully completed, signed by the trainee's DOAT and submitted online via InTrain within 60 days of the completion of a rotation. Should the forms not be submitted within 90 days the rotation is deemed an automatic fail.
- 8.5. Fellows do not need to submit an ITA form at the end of each 6 calendar month rotation. Progress in the certificate will be measured through the submission of EPA confirmation of entrustment (COE) forms and case summary forms required by the therapy modality.

9. Formal Education Program

- 9.1. Trainees must complete a formal education program which comprises of a core and a modality program.
- 9.1.1. Trainees must complete at least **40 hours of the core program** which includes self-directed learning and at least **120 hours of the modality program** or equivalent.
- 9.1.2. Trainees must commence the core program within 12 calendar month of enrolling in the certificate and request recognition of an accredited core program from the DOAT.
- 9.2. The completion of both the core program and the modality program needs to be signed off by the DOAT or program coordinator on the [Psychotherapies checklist & sign-off](#) via InTrain.
- 9.3. The Formal Education Program can be undertaken while on a break in training depending on the arrangements with the course provider and with the employing health service, where relevant.

10. Modalities of the Certificate of Advanced Training in the Psychotherapies

- 10.1. There are four modalities within the Certificate of Advanced in the Psychotherapies. Trainees need to select and complete the formal teaching program and case requirements of one of the four modalities only:

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- Individual dynamic psychotherapies (IDP)
- Structured and brief psychotherapies
- Group psychotherapies
- Family and couples therapy

10.2. Trainees wishing to change modalities during the course of their Advanced Certificate Training need to liaise with their DOAT. If required, the SATPsy on a case by case consideration will assess the application eligibility of credits that can be provided for the remainder of the training to be completed.

10.3. Individual dynamic psychotherapies (IDP)

10.3.1 Trainees must complete 20 hours of infant or toddler observation with at least 10 hours of individual or group supervision.

10.3.2 Trainees must complete **three long cases** using IDP, where one IDP case is seen twice per week for 2 calendar years and two IDP cases are seen once per week for one calendar year.

10.3.2.1 The IDP cases can be the same case over the course of the 2 calendar years.

10.3.2.2 Brief vignettes are required at the conclusion of the three IDP long cases addressing the patient's presenting problem, the formulation and the psychotherapy treatment approach and outcome. If the same IDP case is used over the course of the two calendar years, a brief vignette is required at the end of each calendar year.

10.3.3 Exemptions to the twice-weekly case requirement will be considered in exceptional circumstances. SATPsy, with support from the DOAT, may approve a less intensive requirement with equivalent hours of case work and supervision in certain situations.

10.3.4 Trainees must complete **eight short cases** of IDP and each case is required to have at least 5 sessions each.

10.3.4.1 Trainees must complete cases in at least two of the following modalities:

- I. Cognitive-behavioural therapy (CBT)
- II. Application of family/systems therapy
- III. Focal/short-term psychotherapy
- IV. Group psychotherapy

10.3.4.2 Brief vignettes are required at the conclusion of the short cases addressing the formulation, the therapeutic alliance, patient progress and termination.

10.3.4.3 If three of the eight required IDP short cases are complete and submitted, then the Stage 3 Fellowship psychotherapy requirement is considered met.

10.3.4.4 There has to be at least 80 hours of direct case supervision, either individual or group supervision. For pre-fellowship trainees, this psychotherapy supervision is in addition to the clinical supervision (4 hours per week over 40 weeks for full-time trainees) required for Stage 3 of the Fellowship Program.

11. Structured and brief psychotherapies

- 11.1. Trainees must see a minimum of the following 14 structured and brief psychotherapies cases with the following requirements:
- I. A minimum of six patients with anxiety disorders must be treated. At least one case of each main anxiety disorder diagnosis must be treated,
 - II. A minimum of five patients with affective disorder must be treated,
 - III. A minimum of three other patients must be treated, whom may include a variety of primary diagnosis where CBT may be used to target a well-defined problem.
- 11.2. The number of psychotherapy sessions the trainee conducts shall be whatever is required to treat the patient effectively.
- 11.3. A case formulation that outlines antecedents, maintain factors and target problems(s) is required before commencing treatment and should be submitted at the conclusion of treatment, together with a brief review of the progress of therapy and any learning points.
- 11.4. Outcome measures must be used at least pre- and post-treatment for all patients.
- 11.5. Supervision is required at a minimum of every two sessions. At least two sessions are to be recorded (audio or video) and presented in supervision,
- 11.6. If at least three patients from the above case requirements are complete, then the Stage 3 Fellowship psychotherapy requirement is considered met.

12. Group psychotherapies

- 12.1. Trainee must complete all of the following group psychotherapies requirements:
- 12.1.1 Trainees must complete 20 hours of group observation, where a group(s) must be observed in their workplace or in a natural setting (e.g. at childcare, in the community) for at least 30 minutes at a time totalling 20 hours with equivalent supervision.
- 12.1.2 Trainees must complete at least 40 sessions of one individual case and at least 40 sessions of one group case, seen once per week for 1 calendar year.
- 12.1.2.1 De-identified vignettes (Less than 500 words) are required at the conclusion of both year-long cases addressing: the patient's presenting problem, formulation, psychotherapy treatment approach and outcome.
- 12.1.3 Trainees must complete two groups of psychotherapy cases (either psychodynamic or structured,) occurring weekly for 16 weeks. Alternatively, the same group may be seen for 32 weeks.
- 12.1.3.1 Brief vignettes are required at the conclusion of both groups addressing: formulation, therapeutic alliance, progress and termination.

- 12.1.3.2 If the same group is seen for 32 weeks, vignettes should be submitted at week 16 and week 32.
- 12.1.4 Individual supervision is required on a weekly basis during case work. For trainees, this psychotherapy supervision is in addition to the clinical supervision (4 hours per week over 40 weeks for full-time trainees) is required for Stage 3 of the Fellowship Program.

13. Family and couples therapy

- 13.1. Trainees must complete all of the following family and couples therapy case requirements below of 12 cases. A minimum of 80 hours of therapy and supervisions is required on a weekly basis:
- I. three cases of family therapy is required with a child (at least five sessions for each case),
 - II. three cases of family therapy with an adolescent (at least five sessions for each case),
 - III. three cases of family therapy with an adult (at least five sessions for each case),
 - IV. two cases of couples therapy (at least five sessions for each case),
 - V. one case of longer-term therapy (at least 20 sessions).
- 13.1.1. Brief vignettes are required at the conclusion of each case addressing the formulation, therapeutic alliance, progress and termination.
- 13.2. 20 hours (of the 80 hours required) of the cases must be direct observed ('live') or with a co-therapist.
- 13.3. If at least three cases of family and/or couples therapy (of at least five sessions each) are complete, then the Stage 3 Fellowship psychotherapy requirement is considered met.

14. Supervision Requirements

- 14.1. Clinical supervision for trainees must be provided at a minimum of 4 hours per week for full-time trainees. Of these hours, at least 1 hour per week must be individual supervision of a trainee's current clinical work.
- 14.1 For Trainees, this psychotherapy supervision is in addition to the clinical supervision (4 hours per week over 40 weeks) is required for the Stage 3 of the Fellowship Program.
- 14.2 While 1 hour per week of individual clinical supervision is required in full for all trainees no matter FTE, the other 3 hours of supervision per week can be on a pro-rata basis for trainees working less than full time.
- 14.3 Fellows are required to undertake 1 hour per week FTE of accredited individual clinical supervision for at least 40 weeks of the calendar year.

14.4 Selection of supervisor for Advanced Certificate training post

- 14.4.1 A supervisor must be accredited in the specific area of practice by the Branch Training Committee/NZTC or delegate in order to supervise a trainee or Fellow undertaking a Certificate of Advanced Training Program.
- 14.4.2 Usually Fellows and/or non-RANZCP accredited supervisors could be approved by the BTC and it may be appropriate for psychotherapy to be conducted by a non-doctor. The supervisors are preapproved by the BTC with recommendations by the DOAT.
- 14.4.3 The principal supervisor training post must be accredited by both the BTC/NZTC and the relevant DOAT or SATPsy.
- 14.5 For more information on supervisor and training program accreditation can be found on the [Assessor and supervisor resources](#) on the RANZCP website.

15.0 Targeted Learning Plan and Show Cause application

- 15.1 All trainees are required to adhere to the [Targeted Learning Plans Policy and Procedure \(6.2\)](#) and [Failure to Progress Education Training Policy and Procedure 19.1](#) throughout the course of certificate training.
- 15.2 A targeted learning plan is required for Fellows when there has been a failure to successfully complete a rotation. Targeted learning plan requirements in this instance must adhere to the guidelines provided in the [Targeted Learning Plans Policy and Procedure \(6.2\)](#).
- 15.1 Fellows are required to submit a training review application after three rotation fails. The training review requirements are outlined in the [Failure to Progress Education Training Policy and Procedure 19.1](#) noting that applications from Fellows are considered by the SATPsy in the first instance.

16.0 Awarding the Certificate

- 16.1 In order to be awarded the Certificate, the applicant must hold RANZCP Fellowship.
- 16.2 To commence the Certificate award process, the Certificate checklist must be submitted to the DOAT once all Certificate requirements have been completed and submitted.
- 16.3 Upon approval of the Certificate checklist and sign off from the DOAT via inTrain, the trainees record will be audited to ensure all Certificate requirements have been satisfied. The trainee cannot progress if any of the Certificate requirements, documentation or RANZCP training administration fees are outstanding.
- 16.4 On confirmation that all Certificate requirements have been completed, the RANZCP organises approval from the SATPsy Chair.
- 16.5 On approval from the SATPsy Chair, the application progresses via the SATPsy to the CFT for ratification.

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- 16.6 The CFT ratifies the award of the Certificate and makes recommendation to the Education Committee (EC) for the award of the Certificate.
- 16.7 The EC shall make a determination to grant award of the Certificate. The EC reserves the right to reject the awarding of the Certificate, despite the recommendation of the SAT and CFT.
- 16.8 Should EC award the Certificate, trainees are eligible to use the post nominals Cert. Psychotherapy Psych.
- 16.9 The EC ratification date on the Admission to Fellowship schedule is when Certificates are awarded. CFT approval is required to be finalised by the paper due date outlined in the Fellowship schedule in order to make the award round.
- 16.10 The RANZCP shall endeavour to adhere to the ratification deadline, as outlined in the Admission to Fellowship schedule, though it may not always be possible. Trainees are encouraged to plan in accordance with the Fellowship schedule dates to be awarded a Certificate.

17 Recognition of Prior Learning

- 17.1 Trainees are subject to the requirements outlined in the [Recognition of Prior Learning Policy and Procedure \(14.1\)](#).
- 17.2 Trainees may request recognition of an accredited core program completed prior to entering the Advanced Training Certificate.
- 17.3 Any training and/or work experience must have been completed within the past 8 calendar years in order to be eligible to be considered for RPL.
- 17.4 Training undertaken in the Fellowship Program prior to entering a Certificate cannot be converted to certificate training or granted as RPL.
- 17.5 Applicants who have undertaken training that is substantially equivalent to the Certificate training may generally be granted exemption from a maximum of 12 calendar month FTE of Certificate training time and particular EPAs or other elements of the Certificate training on a case-by-case basis.

18 Maximum training duration

- 18.1 Trainees must complete certificate training within 6 calendar years from the commencement date of the Certificate or from 1 January 2017 (whichever comes first). This is inclusive of any breaks-in-training or part-time training.
- 18.2 RANZCP will advise the trainee that their six years deadline is approaching their maximum duration and communication will be sent to the trainee along with a copy to the DOAT advising of this requirement.
- 18.3 Prior to approaching six years in the Certificate training, a trainee may submit a prospective application to the SATPsy to extend their maximum training duration due to exceptional or

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mitigating circumstances. Communication will be sent to the trainee with a copy to the DOAT advising of this requirement.

- 18.4 If Certificate training has not been completed within 6 calendar years, the trainee must make application in writing to the SATPsy as to why they should be able to continue towards the Certificate.
- 18.5 Trainees are required to submit the application within 60 calendar days of notification from the RANZCP. Should an application not be submitted within this time, the trainee's status in the program will be considered by SATPsy and an outcome determined utilising the trainee's record.
- 18.6 Applications for extension of maximum training duration should detail the following:
 - Set out the facts such name, identification and training zone, the nature of the application (prospective, 6 calendar years since commencement of certificate training) and progress in training at the time of application,
 - Any relevant reasons (i.e., the exceptional circumstances) for the non-attainment of the certificate by the mandatory deadline (including evidence where relevant, e.g., a medical certificate),
 - Include any mitigating circumstances,
 - Include a proposed timeline and plan to complete the remaining Certificate within a specified time.
- 18.7 References and letters of support should be sought from the trainee's DOAT as well as from others where relevant. Should the trainee not want to seek either DOAT, they should express their reasons for this in their application.
- 18.8 Should the SATPsy determine that not enough information has been provided to make a determination, they will request further information from the trainee by a specified time period.
- 18.9 The SATPsy may grant an extension of up to 1 calendar year or may make a recommendation for exclusion from the certificate to the CFT.
- 18.10 If the SATPsy makes a recommendation to exclude the trainee from the Certificate, the recommendation will be made to the CFT and final decision reached by the EC. A recommendation to exclude a trainee from the Certificate will be made to the CFT and the final decision rests with the EC.
- 18.11 Should a trainee be granted an extension but not complete the certificate requirements before the deadline given, the trainee may request a further extension to their training. The application should adhere to points 19.5 and 19.6.
- 18.12 Any additional extensions must be considered by the SAT and a recommendation made to the CFT for final decision.
- 18.13 The CFT reserves the right to request information from the trainees DOAT and supervisors. In doing so, the SAT will maintain confidentiality of any trainee correspondence as requested.

19 Part time and Breaks in Training

- 19.1 Trainees wishing to undertake training part time or may want a break in training should refer to the [Leave & Interruptions to Training Policy & Procedure](#) for more information.
- 19.2 Breaks in training can only be applied for and approved for 1 calendar year at a time. A trainee will need to apply for another break in training if they wish to extend their break in training beyond 1 year.
- 19.3 Fellows-in-training can take as many breaks in training within the maximum 6 calendar year time limit.

20 Exiting certificate training

- 20.1 A trainee can exit the certificate by voluntary or involuntary means (withdrawal or exclusion).
- 20.2 A Fellow who exits a Certificate of Advanced Training is no longer a RANZCP trainee; exiting the training will not in itself affect their status as a Fellow of the RANZCP.
- For more information of exiting certificate training, please refer to the [Training Exit and Re-Entry Policy and Procedure \(30.1\)](#).

21 Withdrawal

- 21.1 Trainees who wish to withdraw from the certificate program are required to complete and submit the [Withdrawal from training form](#).
- 21.2 A trainee can withdraw from the certificate at any time. The withdrawal from certificate does not impact a trainee's enrolment in the Fellowship program.
- 21.3 A Fellow can withdraw from the certificate at any time and this withdrawal does not impact their Fellowship status.
- 21.4 Withdrawal will be effective from the date written notice is provided to the RANZCP's head office. No further training will be credited to the trainee's training record from this date.
- 21.5 A trainee who has withdrawn may apply to re-enter Certificate of Advanced Training at a later date. They may be re-instated with previously completed training requirements though an application made on a case-by-case basis to SATPsy.
- 21.6 If a Dual Certificate trainee withdrew from, or stopped, one of the Certificates of Advanced Training at any one point, a single certificate would only be awarded on the full completion of all requirements for the relevant certificate program.

22 Exclusion

- 22.1 A trainee may be excluded from training on the following grounds (please refer to [Exit and Re-entry Policy and Procedure \(30.1\)](#) for more detail).

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- 22.2 Non-payment of training fees following a period of nine calendar months from the invoice due date
- Note: If a trainee's grounds for exclusion only relate to unpaid fees and the trainee pays prior to their exclusion is ratified by RANZCP Board, their exclusion will be discontinued. A trainee who has already been excluded for non-payment will need to re-apply to enter training.
- 22.3 Not being able to complete the Certificate within the maximum timeframe of 6 calendar years including break in training time and not being granted additional training months by SATPsy to remain in the advanced training program.
- 22.4 Being excluded from the Fellowship program or the removal of RANZCP Fellowship will automatically result in exclusion from the certificate.
- 22.5 Removal from the medical register or a lack of medical registration, or significant changes to a trainee's medical registration;
- Note: trainees must formally advise the RANZCP head office within 14 days of any changes to, loss of or suspension of a trainee's medical registration, as per the Training Agreement.
- 22.6 A breach of the RANZCP's Constitution, Code of Ethics, Fellowship Regulations or other RANZCP policies, guidelines or professional breaches potentially resulting in dismissal from employment or changes to medical registration.

23 Fees

- 25.1 Trainees are required to pay their annual training and administration fees on time in order to continue their advanced certificate training.
- 25.2 Fellows are required to pay the training administration fee for the certificate. Once 24 months FTE certificate training is completed, Fellows are required to make payment of the training administration fee until the certificate is awarded.
- 25.3 Non-payment of the prescribed training fee may result in exclusion from the Certificate program.

24 Review and Appeals Process

- 25.4 Trainees dissatisfied with training or assessment outcomes must first address their concerns with their supervisor, Director of Advanced Training, or the SATPsy. Should the issue remain unresolved, they are to raise the matter promptly as possible with the relevant RANZCP Education Committee for further review and resolution.
- 25.5 Trainees are referred to the [RANZCP Appeals and complaints](#) webpage which provides guidance for those who aren't satisfied with the outcome of a decision relating to training or assessment, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#)

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REVISION RECORD

Regulation owner:	Education and Training Department		
Contact:	Policy Development Officer (Education), Education and Training		
Date	Version	Approver	Description
30.10.2024	v.3.0	Board - B2024/9 R20	Expansion of the training regulations into new format.
24/08/17	v.2.1	SATPsy	Removed supplementary vignettes for EPA attainment. Approved SATPsy 04/03/17. Updated group psychotherapies requirements. Updated to clarify that completion of the brief cases in each modality will satisfy the Stage 3 Fellowship psychotherapy requirement.
24/06/16	v.2.0	Committee for Training	Clarified mandatory EPAs and that Certificates can only be awarded when eligible for Fellowship. Approved SATPsy 01/07/16. Approved CFT 14/07/16.
21/10/15	v.1.0	Education Committee	New document. Approved by CFT 08/10/15. Approved EC out of session 14/10/15.
2026			NEXT REVIEW

APPENDIX I

Psychotherapy EPAs Table:

EPA number	EPA title
ST3-PSY-FELL-EPA1 <i>Mandatory</i>	Foundational use of supervision and co-management approaches in psychotherapy.
ST3-PSY-FELL-EPA2 <i>Mandatory</i>	Foundational assessment and treatment planning.
ST3-PSY-FELL-EPA3 <i>Mandatory</i>	Foundational management in psychotherapy.
ST3-PSY-FELL-EPA4 <i>Mandatory</i>	Research skills in psychotherapy.
ST3-PSY-AOP-EPA5 <i>Mandatory</i>	Advanced use of supervision and co-management approaches in psychotherapy.
ST3-PSY-AOP-EPA6 <i>Mandatory</i>	Advanced assessment and treatment planning.
ST3-PSY-AOP-EPA7 <i>Mandatory</i>	Advanced management in psychotherapy.
ST3-PSY-AOP-EPA8	Introductory training in supervisory skills in psychotherapy.
ST3-PSY-AOP-EPA9	Advanced presentation skills in psychotherapy.
ST3-PSY-AOP-EPA10	Formal research in psychotherapy.