WAPP World Association for Positive and Transcultural Psychotherapy

Continuing Professional Development (CPD) Guidelines for psychotherapists and trainers of WAPP

(as of April 2025)

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1. Introduction

Continuing Professional Development (CPD) *is the ongoing process of developing, maintaining, and documenting your professional skills, knowledge, and development. CPD is mandatory for all Certified Positive Psychotherapists or European Certified Positive Psychotherapists) and all Basic and Master Trainers. Positive - Psychotherapists and PPT trainers must continually update and develop their knowledge and skills. This commitment demonstrates and ensures professional competence, high standards, good quality service, and accountability for the public.*

Continuous Professional Development (CPD) is mandatory for re-registration as a Positive Psychotherapist and for holders of Basic and Master Trainer certificates within the World Association for Positive and Transcultural Psychotherapy (WAPP). It ensures that professionals continue developing their skills, updating their knowledge, and adhering to high psychotherapy practice standards.

WAPP requires CPD in compliance with the European Association for Psychotherapy (EAP). According to the European Association for Psychotherapy (EAP)[1], CPD is a fundamental aspect of professional practice that upholds quality standards, ethical competence, and ongoing self-reflection. It encompasses structured and self-directed learning activities contributing to professional excellence and lifelong learning.

[1] Continuous Professional Development (CPD) by EAP. URL: https://www.europsyche.org/Membership/ECP/Apply-for-ECP/CPD#:~:text=Continuous%20Professional%20Development%20(CPD)%20is,hours%20per%20annum%20of%20CPD

2. CPD Requirements

- Continuous Professional Development is mandatory for all **full members** of WAPP
- **Psychotherapists:** Required to complete 250 CPD credits over five years (50 credits per year).
- **Trainers (Basic and Master):** Required to complete 350 CPD credits over five years (250 CPD credits for psychotherapy + an additional 100 CPD credits for trainer activities).
- Not more than **30% of total CPD credits** can be accumulated from a single activity category.
- The first CPD reporting period started in **September 2024** and will end in **August 2029**.
- CPD credits can be added at **any time** throughout the five years.
- All CPD activities must be recorded in the **WAPP CPD Activity Log** and submitted via the WAPP Membership Portal.
- Associate members (Basic Consultants) and Supportive members are not required to complete CPD credits.

3. Reporting and Submission Process

- **Where to report:** CPD credits must be logged via the WAPP Member Portal (https://wapp.member365.org/).
- **How to report:** See the video guide: YouTube **Please use English to submit your activities, if needed use an online translation tool.**
- **Deadline:** CPD reports must be submitted every five years by the end of the reporting period.
- **Ongoing Submission:** CPD activities can be recorded and submitted **at any time** during the five years.
- **Required format:** Documents must be uploaded as **PDF files**.
- **Verification:** All activities must be supported by appropriate documentation, such as certificates, signed logs, or publication links.
- **Audit:** WAPP may conduct random audits to verify CPD submissions and ensure compliance.

4. CPD Activities

The following activities qualify for CPD credits. Each activity must be appropriately documented. For the purposes of this CPD scheme, one credit corresponds to one academic hour (45 minutes) of educational activity, in line with standard training-unit conventions used across Europe and within the German medical CPD system. For meetings not structured into formal training units (e.g. board or working-group meetings), credits are allocated at the same rate (90 minutes = 2 credits).

4.1. CPD Activities for Psychotherapists

Activity	Description	CPD Credits	Confirmation Documentation	Where and How to Obtain
01. Attend **advanced** or additional post-qualification **professional psychotherapy training**	Specialized training beyond initial certification to deepen professional skills and knowledge.	1 credit/hour	Certificate of completion or confirmation via the WAPP Member Portal (if registration was completed through the portal)	• Offered by WAPP, universities, or recognized institutes • Specialized courses conducted by WAPP trainers • Summer/autumn, winter/spring schools, which provide additional workshops, lectures, and seminars on psychotherapy • WAPP online webinars *(e.g., Soul Evening, Meet the Expert, etc.)*

02. Participate in professional **supervision** for psychotherapy practice, clinical work, or group sessions, and attend peer supervision	Engaging in professional supervision for psychotherapy practice, clinical work, or group sessions allows psychotherapists to reflect on their practice, receive guidance from experienced supervisors, and improve their professional competence. Additional Notes: • Supervision in other psychotherapy modalities may be accepted if they are related to psychodynamic approaches. • Online supervision sessions can qualify if they are conducted by an accredited supervisor and properly documented.	• Individual supervision: 1 credit/hour • Group supervision: See special doc. For Supervision, table "Counting the group hours"	• A signed supervision record from the supervisor stating the date, duration, and topics covered. • If peer supervision is used, a logbook entry with peer confirmation may be required.	• Supervision can be arranged through accredited WAPP trainers, WAPP-recognized training centers, or peer groups. • Private supervision sessions conducted by recognized psychodynamic psychotherapy supervisors also qualify. • National psychotherapy associations and institutions often organize supervision groups for practicing therapists.
03. Attend self-experience/therapy (group and/or individual) in PPT or a psychodynamic method	Attending individual or group therapy sessions in PPT or a psychodynamic modality for professional growth and self-reflection.	1 credit/hour (min 10 hours/year)	Certificate or confirmation letter from a therapist	Sessions by certified positive or psychodynamic psychotherapists.

04. Attend, present papers, and **conduct workshops** at psychotherapy conferences, symposiums, summer schools, or congresses	Attendance and active participation (presenting papers or workshops) in professional psychotherapy events related to any recognized psychotherapeutic approach.	1 credit/hour	Certificate of attendance or confirmation via the WAPP Member Portal (if registration was completed through the portal)	Conferences by WAPP, EAP, WAPP official centers, trainers, or other recognized psychotherapy bodies in other modalities.
05. Engage in professional activities within the field of psychotherapy, such as being elected as a **board or committee member and participating in working groups**	Contribution to the WAPP professional community through leadership roles in its agencies	5 credits/year – WG member 10 credits/year – Committee member 15 credits/year -Board member	Confirmed by WAPP Head Office (no special documentation required)	• Volunteer in WAPP working groups, task forces, or special interest groups appointed by WAPP Head Office • Being appointed as a WAPP Committee member by the Board • Being elected as a WAPP Board member by the WAPP General Assembly
06. Participation in extra psychotherapy training as a supervisor or teacher**: delivering lectures on PPT at universities (postgraduate level)**	Teaching or training at an academic level	1 credit/hour	University confirmation letter	Conducted at universities or recognized training institutions

07. Undertake and complete significant **research in Positive Psychotherapy**	Conducting and publishing original research	10 credits/year	Published paper or institutional letter	Research collaborations, universities, or professional organizations
08. Contribute to the field by **writing articles and/or books** connected with psychotherapy and/or mental health, ensuring publication in national or international journals	Engaging in professional supervision for psychotherapy practice, clinical work, or group sessions allows psychotherapists to reflect on their practice, receive guidance from experienced supervisors, and improve their professional competence.	Articles: • 15 credits per article • 10 credits for Wikipedia translations Books: • 20 credits per book up to 100 pages • 25 credits per book up to 200 pages • 35 credits per book of more than 200 pages *CPD credits are divided among co-authors. For example, a sole author of a journal article or book receives the full 15 credits. If there are multiple authors, the credits are shared proportionally — e.g., in a co-authored article with two authors, each would receive 8 credits; with three authors, each would receive 5 credits, etc. The same rule applies to book co-authorship.	• Articles: Reference in APA style with **DOI** number or **Link** to the publication • Books: Reference with **ISSN** number or **Link** to the publication • Wikipedia article: please provide the following information in free-text form: 1) Language into which the article was translated. 2) Title and link (if applicable) to the article on Wikipedia. 3) Indicate whether you were the sole translator or if other contributors were also involved	• Articles can be submitted to WAPP's *'The Global Psychotherapist'* journal, national psychology journals, or international peer-reviewed publications. • Books can be published through academic or professional publishers specializing in psychotherapy, mental health, or psychology-related fields.

14. Article/book review	Reviewing academic or professional articles and books is an essential part of maintaining high standards in the field of psychotherapy. A review ensures the accuracy, clarity, and relevance of the content before publication, contributing to the quality of research and professional literature. Additional Notes: • The review must be substantial and professional, ensuring constructive feedback is provided. • If multiple reviews are conducted within a year, they should be distinct and not repetitive to be counted as separate CPD activities.	3 CPD credits per article 7 CPD per book review.	• Official confirmation from the journal or publisher stating the review has been completed, including the article/book title, date of review, and the reviewer's contribution. • If the review is conducted informally (e.g., for an unpublished manuscript or research paper), a signed letter from the requesting institution may be required.	• Reviewing articles for *The Global Psychotherapist* journal or other recognized psychotherapy journals. • Providing peer reviews for research institutions or academic publishers. • Reviewing books on psychotherapy, psychology, or mental health for publishers, professional organizations, or research committees.

15. Book editing/proofreading	Editing or proofreading psychotherapy-related books is a critical process that ensures clarity, readability, and adherence to academic or professional standards. Editors and proofreaders refine the text, correct grammatical errors, and ensure that the content is logically structured and coherent. Additional Notes: • Editing must go beyond basic proofreading (e.g., correcting typos) and include substantial contributions to structure, coherence, and language quality. • Proofreading of translated books is counted as long as it involves professional-level revision rather than simple linguistic corrections.	10–20 CPD credits, depending on the book's length and level of involvement. • Small books or minor proofreading tasks: 10 CPD credits. • Full-scale editing of an extensive book: 20 CPD credits.	• A formal confirmation letter or contract from the publisher stating the editor's/proofreader's contribution. • If proofreading a manuscript for an independent author, a statement of work completion from the author or publishing entity. • In case of multiple editors, a document clarifying the role and scope of each editor's contribution.	• Editing books published by WAPP or its affiliated organizations. • Working with academic publishers, professional organizations, or independent authors who are publishing psychotherapy-related content. • Providing proofreading services for translated or newly developed books in the field of psychotherapy.

4.2. CPD Activities for Trainers

(These CPD credits are <u>added</u> to the CPD credits required for psychotherapists)

WAPP requires Continuous Professional Development (CPD) for trainers to maintain the quality level of training around the world. You are required to complete the CPD for psychotherapists and to add an average of 20 credits per year of CPD for trainers.

Activity	Description	CPD Credits	Required Documentation	Where and How to Obtain
09. Attend **advanced** or additional professional **trainer courses**	Specialized training for trainers, including specialized webinars, ITS, clinical supervision training, New-trainers path training, training as a co-trainer, etc.	1 credit/hour	Certificate of completion/attendance	• International Trainer Seminar (ITS) • Specialized trainings (*e.g., "Online trainings for Trainers", "Clinical supervision training", etc.)* • Special webinars for trainers only • WAPP-approved trainer programs or university-level courses for trainers
10. Participate in the **supervision of one's own training groups**	Undergoing supervision sessions as trainers of regular Basic, Master, or Specialized Courses (discussing the dynamics of the group, methodological problems, etc., with a supervisor)	1 credit/hour	Confirmation from the supervisor	Conducted within WAPP training programs or private supervision settings
11. Participate **in hyper-vision** (supervision of supervisors)	Engaging in advanced supervision of other supervisors.	1 credit/hour	Confirmation from the supervisor	Obtained through WAPP or recognized psychotherapeutic associations.
12. Passing the tests for trainer – available on the WAPP website (work in progress)	Completing trainer-specific assessments/tests provided by WAPP.	5 credits/test	Test result confirmation	Available on WAPP's website *(tests currently in development)*.

13. Organize and attend **self-reflection and/or support groups for trainers**	Organizing and participating in peer support or self-reflective groups to improve training skills.	1 credit/hour	Confirmation from the facilitator	Conducted by WAPP or accredited trainer peer groups.

5. Frequently Asked Questions (FAQs)

1. What kind of documentation is needed to certify supervision hours or self-discovery activities?

- Supervision hours require a **signed supervision record** from your supervisor detailing the date, duration, and topics covered. For peer supervision, entries should be recorded in a logbook and confirmed by peers.
- Self-discovery activities (individual/group therapy) require a **certificate or confirmation letter** from your therapist.

2. Can trainers issue their own CPD confirmations for their students? If so, in what format?

- Trainers can issue confirmations for their students only if explicitly recognized or authorized by WAPP. Such confirmations must be documented formally, typically as certificates or letters clearly stating the activity type, dates, duration, and the trainer's credentials.

3. If I am a trainer or organizer and conduct an activity that qualifies as a WAPP CPD activity, do I need to include any specific wording on the certificates?

- No, it is not mandatory to include any special wording on the certificates. It is sufficient to provide confirming documents such as a certificate of attendance or a confirmation letter, as outlined in the CPD activities table. These documents should clearly indicate: 1) who participated in the activity, 2) who conducted it, 3) the topic covered, 4) the type of activity, and 50) the number of hours and type (for theory, self-discovery, or supervision).
- However, if you are organizing a PPT-related conference that the WAPP Head Office officially approves to provide CPD credits, then, after receiving a positive response, you may add a note about CPD recognition by WAPP on the certificates.
- It is highly beneficial—though not obligatory—to issue certificates with key information also written in **English**, in addition to your local language. This will help ensure clarity and international recognition, especially when documents are reviewed by WAPP or used in international contexts.

4. Do CPD activities need to be completed every year, or is it acceptable to fulfill them within the five years?

- CPD activities do **not need to be evenly completed every year**. You can accumulate CPD credits at any time within the specified five-year reporting period (250 CPD credits for psychotherapists and 350 CPD credits for trainers over five years).

5. Can participation in intervision or self-discovery in other psychotherapy modalities count towards CPD credits?

- Yes, participation in supervision or self-discovery in other psychotherapy modalities may qualify if they are related to psychodynamic approaches and properly documented.

6. What is the process for obtaining CPD recognition for self-organized conferences or events?

- To obtain CPD recognition for self-organized events, organizers must:
    - Ensure the event topic relates to Positive Psychotherapy (PPT) or Psychodynamic Psychotherapy.
    - Include speakers who are WAPP members and Positive Psychotherapy practitioners.
    - Submit the conference program with speaker details to the WAPP Head Office (wapp@positum.org) at least **4 weeks before the event** for approval.

7. Are there restrictions on how many credits can come from self-directed learning, such as writing books or reviewing research papers?

- Yes, no single activity category can exceed **30% of the total required CPD credits** within a reporting period.

8. How can I verify that WAPP recognizes an external training, workshop, or conference for CPD credits?

- External trainings or workshops must be directly relevant to psychotherapy and preferably psychodynamic or PPT-related. You should ensure that the event provides an official attendance certificate or documentation, specifying hours completed. For formal verification, you can consult the WAPP Head Office or check the list of recognized institutions or programs on the WAPP Member Portal.

9. If I accumulate more than the required credits in one five-year period, can I transfer them to the next period?

- CPD credits accumulated beyond the required amount within five years **cannot be transferred** to the next reporting period unless explicitly stated otherwise by WAPP guidelines.

10. How do I ensure my CPD credits are counted for attending a psychotherapy conference not organized by WAPP?

- Ensure you obtain an official certificate of attendance clearly indicating the number of hours attended. Log this activity in your CPD Activity Log and upload the documentation through the WAPP Member Portal.
- If the event was registered via the WAPP Member Portal and your attendance was confirmed, the CPD credits may be assigned to your account automatically, and there is no need to submit certificates manually. You can check whether the credits have been assigned by logging into your personal account and reviewing the CPD module.

11. Can CPD credits be awarded for mentorship or peer-to-peer training?

- Mentorship or peer-to-peer training can qualify under supervision or peer support categories if properly documented, confirmed by peers, and aligned with psychodynamic or PPT methods. Check specific conditions with WAPP if in doubt.

12. If the article/book is co-authored, are CPD credits divided?

- Yes, CPD credits are divided among co-authors. For example, a sole author of a journal article or book receives the full 15 credits. If there are multiple authors, the credits are shared proportionally — e.g., in a co-authored article with two authors, each would receive 8 credits; with three authors, each would receive 5 credits, etc. The same rule applies to book co-authorship.

13. Do trainers receive CPD credits for conducting training sessions, supervision, or self-discovery groups within WAPP programs?

- No, trainers do not receive CPD credits for conducting regular training sessions, supervision, or self-discovery groups within official WAPP programs (Basic, Master, or Specialised courses). Continuous Professional Development (CPD) refers to activities that contribute to the trainer's own professional growth beyond their regular responsibilities. Delivering training as part of one's regular role is not eligible for CPD credits. However, participation in additional training activities (e.g., external seminars, workshops, or advanced programs) may be counted.

14. Can specialized courses provide CPD credits for both participants and trainers?

- Yes, specialized courses can provide CPD credits for both participants and trainers, as long as these courses are related to Positive Psychotherapy (PPT) or Psychodynamic Psychotherapy, have accredited trainers or facilitators, and provide official certificates or confirmations of participation.

15. If I am a Basic Consultant, do I need to complete any CPD credits?

- No, Basic Consultants are considered associate members and are **not required to complete CPD credits**.

16. Can attending any psychotherapy conference be counted toward CPD credits?

- Yes, all psychotherapy conferences, irrespective of psychotherapeutic modality, can count toward CPD credits. Ensure that you have an official certificate stating clearly the number of hours attended.

17. I want to organize a conference. Can I receive CPD credits from WAPP? What are the requirements?

- Yes, you can receive CPD credits from WAPP for organizing a conference, provided you:
    - Ensure the conference topics relate explicitly to Positive Psychotherapy (PPT) or Psychodynamic Psychotherapy.
    - Involve WAPP members as speakers or workshop leaders.
    - Submit the conference program and speaker details to WAPP Head Office (wapp@positum.org) at least **4 weeks before the event** for official approval.

The guidelines have been developed by the Training Committee of the World Association for Positive and Transcultural Psychotherapy (WAPP) and follow the international training standards of Positive Psychotherapy.