

## **ECP Direct Award Procedure in detail**

*New updated version of Vienna 25<sup>th</sup>, 2017 (initial version of Riga 21<sup>st</sup>, 2008)*

All institutes that have been **accredited as EAPTIs** (after a succession of controls by their NAO, their EWAO and the TAC experts) will receive a detailed instruction on the "**Direct Award of ECP through EAPTIs**" and all relevant information by the EAP Head Office (please have a look on EAP's website [www.europsyche.org](http://www.europsyche.org), too).

**The EAPTI institute** has the task to inform its students about the possibility of the direct award and to give all necessary information about the procedure and the fees to receive an ECP, after they have finished their training and have been duly certified.

Furthermore the students have to be informed that after completing training in an EAPTI, an applicant for the ECP is required to join a NAO or an organisation, which is a member of a NAO.

### **Overview of the fees for receipt of an ECP certificate over direct award:**

EU countries Euro 240,00 application fee

Non EU countries Euro 120,00 application fee

Annual ERP registration fee of Euro 40,00 for EU countries and Euro 15,00 for non EU countries. Please be aware that these ERP individual fees are compulsory.

### **The ECP simplified application over direct award consists of:**

- ECP application form ("**Practitioner Registration Form for ECP**")
- Detailed **CV** (2 pages) for direct award (**use model in Annex**)
- Copy of *final* certificate
- "**Individual form for ECP direct award through an EAPTI**" (notification form) - to be filled in **by the EAPTI** accredited institute

The EAPTI institute collects the file(s) and the fees from its students, duly checks the file and fills in the "**Individual form for ECP direct award through an EAPTI**", which is essential and should accompany the file throughout the application process.

The original file shall be sent, **directly by the EAPTI**, to the **EAP head office** in Vienna with a copy to the **EAP Registrar** - who will give - after a careful check - the final notification for the ECP award.

As soon as the Registrar gives the notification, the *EAP Head Office will send an invoice to the EAPTI*, asking for EAP's share of the ECP fee (50 % of the application fee which amounts to Euro 120,00 for EU countries and Euro 60,00 non EU countries).

The **splitting of fees for the Direct Award** (Euro 240,00 for EU countries and Euro 120,00 non EU countries) voted in Vienna, February 25<sup>th</sup>, 2017, is as follows:

			<i>EU countries</i>	<i>non EU countries</i>
<b>EAP</b>	50%	=>	Euro 120,00	Euro 60,00
<b>EAPTI</b>	20%	=>	Euro 48,00	Euro 24,00
<b>NAO</b>	15%	=>	Euro 36,00	Euro 18,00
<b>EWAO</b>	15%	=>	Euro 36,00	Euro 18,00

After receipt of payment from the EAPTI, the EAP head office will send the ECP certificate **to the EAPTI** by registered mail.

The EAP head office will send directly a copy of the "Individual form for ECP direct award through an EAPTI" **to the relevant NAO and EWAO** to keep their register up-to-date.

Please note that the EAP Head Office is not allowed to receive any application directly from an applicant (student) - these files have to be sent back because the procedures have to be followed.

*Initial version voted by the TAC in Brussels and accepted by the EAP Board (June 14<sup>th</sup>, 2008)  
New updated version voted by the TAC in February and accepted by the Board (February 25<sup>th</sup>, 2017)*