



## Becoming an IFBPT Approved Mentor/Supervisor

### **Components of the Mentor/Supervisor Candidate Training Program**

All requirements of the mentor/supervisor training program can be completed within a one-year period, and are expected to be completed within a maximum of three years. Candidates whose training extends beyond three years will be required to submit a letter requesting an extension and may be subject to additional MSC training requirements in effect at that time.

#### **1. Consultation from a Mentor/Supervisor on the supervision you offer your trainees**

- A minimum of 12 hours for clinicians with experience providing supervision
- A minimum of 20 hours for CAPF/CPT who are not licensed clinicians and for clinicians without experience providing supervision

Select a mentor/supervisor with whom you will complete 12 to 20 hours of consultation on the supervision you will provide over a minimum of a one-year period as you work with your trainees. You may complete up to 50% of your supervision with the mentor/supervisor with whom you completed your poetry therapy credential training. You should select another mentor/supervisor or mentor/supervisors to complete your training supervision in order that you may be exposed to the wide range of experience our various mentor/supervisors provide. Your mentor/supervisors will tailor your consultation to your specific learning needs, focusing especially on supervision of your supervision and your didactic training of trainees, in addition to Ethics, marketing and business development, and internet training/teaching as needed. Your consultation will likely include the review of your session notes, the feedback you provide on trainees' facilitation reports, and/or videotapes or audiotapes of your training sessions. Your mentor/supervisors can conduct your consultation in a variety of ways including face-to-face consultation, telephone consultation, real-time interactive internet consultation, or asynchronous internet consultation.

In addition, your mentor/supervisors will be expected to address the following areas at some point in your 12 to 20 hours of consultation/training:

##### **a) Scope of practice**

Consideration of issues appropriate to developmental and clinical work and training in all competency areas, including preparing CAPFs to respond appropriately to inevitable clinical situations for which they may not be trained.

**b) Assessment of potential applicants**

How to assess criteria for CAPF/CPT/PTR training, including consideration of their mental health, basic literacy, didactic backgrounds and licensing status for clinical applicants.

**c) Group facilitation**

Methods of group facilitation to be applied to your training of future poetry therapists or applied poetry facilitators, including approaches and goals for group training, and the differences between facilitation, therapy, developmental peer experience, and didactic training.

**d) Problem resolution**

How to handle challenges with trainees including logistic, educational, emotional, or financial problems and determining when and how to have a trainee leave your program.

**e) Responding to written reports**

How to give appropriate feedback on trainees' written session reports. Your mentor/supervisor will ask you to provide some samples of your responses to trainees' reports and give you feedback on your feedback to trainees to help you develop your skills.

**2. Supervision and Didactic Training of Poetry Therapy Candidates**

- For clinicians with experience providing supervision, provide a minimum of 18 hours of didactic training and 18 hours of supervision to trainees or students
- For CAPF/CPT who are not licensed clinicians and for clinicians without experience providing supervision, provide a minimum of 30 hours of didactic training and 30 hours of supervision to trainees or students

You will obtain and document the hours of supervision and hours of didactic training which you provide to trainees or students while receiving consultation from your mentor/supervisors. Your activities in this category will include supervision of poetry therapy or applied poetry facilitator trainees (consistent with your level of credentialing); didactic training of poetry therapy or applied poetry facilitator trainees or students which can be in the context of workshops you provide about the theory or practice of poetry therapy (i.e., you are **not** conducting poetry therapy sessions for these hours, but training future poetry therapists); leading peer experience groups for trainees and assisting trainees in leading peer experience groups; assisting trainees with their applications for training, tracking trainees' progress, or assisting trainees to assemble their final portfolios for their credentials. These activities may take place in person, online, and/or over the telephone.

**3. Completion of the IFBPT online Course in Ethics and Supervision for Poetry Therapy**

Complete this independent study course on Ethics in Supervision for poetry therapy specifically focused on IFBPT credential training including documentation and record keeping and discuss your learning with your mentor/supervisors.

#### **4. Demonstrate competence in IFBPT Training Requirements**

You will demonstrate your knowledge of the poetry therapy training process by submitting a comprehensive training plan consistent with your level of credential and experience. (CAPF-MSCs will complete a training plan for CAPF trainees; CPT-MSCs will complete training plans for CAPF/CPT trainees; PTR-MSCs will complete a training plan for CAPF/CPT/PTR trainees).

#### **5. Credentials Committee Service (minimum one year)**

Serve a minimum one-year term on the IFBPT Credentials Committee. This service will give you greater familiarity with the Training Guide and the poetry therapy/applied poetry facilitator credential application process-- including experience evaluating both initial applications for training and final portfolios for credentials-- so that as you begin to accept your own trainees and develop your own training programs you will be better able to guide your trainees' training to meet the Federation's guidelines for credentialing. Your timely and active participation on this committee will be assessed by the credentials committee chair who will provide you with a brief statement for the candidacy committee attesting to your participation.

### **Applying to Become an IFBPT approved Mentor/Supervisor**

When all requirements for the M/S have been met, submit a portfolio to the IFBPT Candidacy Committee demonstrating your competence in the areas shown above. Your portfolio will contain the following documents for the Candidacy Committee:

- Application fee of \$100
- A Letter summarizing your MSC training experience
- A consultation log documenting the number of hours and topics addressed with your mentor/supervisor.
- A written recommendation from your mentor/supervisor(s)
- Documentation of the 36 to 60 minimum hours of supervision and training you have conducted with your trainees or students.
- Certificates documenting your completion of the required Supervision, Ethics in Supervision, and IFBPT Training Guide course (available online from TWI).
- A brief summary of your year-long service on the Credentials Committee including statement by the chair of this committee.
- Updated sample training program for potential trainees.
- Professional Disclosure Statement including:
  - Your Name
  - Supervisor's Name
  - Contact information including address, telephone number and email address
  - Description of formal training and education, including highest relevant degree and educational institution
  - Description of relevant biblio/poetry therapy credentials

- Description of all professional affiliations, memberships, licensing and certifications including credential number and state of issue
- Affirmation of past and present adherence to the IFBPT M/S Code of Professional Practice (Adverse Action Statement)
- Areas of competence and services provided
- Description of relevant academic training or professional experience in demonstrating competency in supervision
- Fees for supervision (must state specific fee or fee range)
- Instructions regarding how to file a complaint with IFBPT including IFBPT's address, telephone number and email address.

### **Submitting the IFBPT approved M/S Application Portfolio:**

- Only completed applications will be reviewed.
- All application materials must be typewritten and submitted in English. If required documentation materials are not available in English, applicants must arrange to have an English translation provided at their own expense.
- All forms must include original ink signatures.
- All application materials must be submitted to IFBPT in one packet.
- Use the application checklist to ensure your packet is complete before sending.
- Make copies of all application materials before submitting to IFBPT for review.
- Mail your completed application packet and non-refundable application fee of \$100 to:

**Administrator  
International Federation for Biblio/Poetry Therapy  
1625 Mid Valley Dr. #1, Suite 126  
Steamboat Springs, CO 80487**

### **Electronic submissions:**

IFBPT is now accepting electronic applications in Word Document or PDF format ONLY. All forms must be electronically signed. If files are over-large, please save as multiple files, clearly labeled with your name and date. Example: (your name).MS.Portfolio.(date). Pdf  
Send completed application to: [candidacy@ifbpt.org](mailto:candidacy@ifbpt.org) and cc: [admin@ifbpt.org](mailto:admin@ifbpt.org)  
Payment may be made online at: [www.ifbpt.org](http://www.ifbpt.org)

### **M/S Application Checklist:**

- Summary of MSC training experience.
- Consultation log for supervision with your M/S
- M/S recommendation letter
- Documentation of hours of supervision and training conducted with your trainees or students
- Certificates for completion of required IFBPT Supervision and Ethics course
- Sample training plan to meet IFBPT requirements for credentialing
- Documentation of Credentials Committee service

- Personal Disclosure Statement (including signed Adverse Action statement)
- Application fee of \$100 (or copy of online fee payment transaction)

### **Application Process**

- Applications are reviewed by a committee comprised of IFBPT approved Mentor/Supervisors and members of the Federation Board and are completed within eight weeks of receipt.
- Incomplete applications will necessitate additional reviews and require an additional eight weeks from date of receipt for missing or incorrectly completed documents.
- IFBPT will send you an email verifying the application was received and distributed for review.
- Review results will be sent via postal mail to the address listed on your application.
- If additional information is requested by the committee, IFBPT will contact you by email with details regarding required documents and deadline for submission.
- If your application is denied after additional documentation has been received, you may appeal the decision if you have just cause.
- IFBPT will mail a certificate to you once you have been granted the M/S designation. Along with the certificate, you will receive information regarding maintenance of your IFBPT approved M/S status.

With the approval of the IFBPT Candidacy Committee, you will be designated as an IFBPT approved mentor/supervisor, identified as such on the Federation website directory, and eligible to advertise your programs on the IFBPT website's mentor/supervisor pages.

### **How to maintain your approved M/S status**

#### **To maintain your status of IFBPT M/S you must:**

- pay an annual maintenance fee of \$50
- submit documentation of 15 hours per year of continuing education based upon theory and technique of supervision and coursework relevant to the profession of biblio-poetry therapy. These hours of continuing education can also be used toward renewal of your IFBPT credential.
- Requalify at four year intervals by completing approved courses in Supervision and in Ethics of Supervision
- Demonstrate compliance with the IFBPT Code of Ethics and IFBPT M/S Code of Professional Practice
- Provide a current Personal Disclosure Statement (This information will be used to update your listing on the IFBPT Directory of Approved Mentor/Supervisors)

#### **Annual Maintenance Fee:**

The annual maintenance fee of \$50 will be paid biennially during the regular credential renewal cycle. A email notice to renew will be sent in May of each even-numbered year, and payment is due by July 31. In order to retain your credential, the maintenance fee must be paid on time as

requested. If the maintenance fee is not paid by October 30<sup>th</sup>, your credential will be placed in 'lapsed' status. If the lapse is for less than three years, the M/S status can be reinstated by complying with all maintenance requirements including paying all back maintenance including late fees and submitting documentation of continuing education hours. If the lapse is three or more years, reapplication for M/S status under current standards will be required.

### **Requalification**

Requalification will be required every four years and will coincide with your M/S renewal cycle. Requalification requires documentation of a minimum of 3 continuing education credits in supervision and a minimum of 3 continuing education credits in Ethics and Professional Record-Keeping in addition to all other regular requirements for maintenance of IFBPT credentials and approved M/S status. (Your M/S status cannot be renewed if your IFBPT credential is not in good standing). A copy of your current national or state credential in clinical supervision or other recognized credential as an approved supervisor from a professional licensing board may be acceptable as proof of satisfying this requirement.

### **IFBPT M/S Code of Professional Practice**

Continued approval of IFBPT M/S status is subject to compliance with the IFBPT Code of Ethics and the IFBPT M/S Code of Professional Practice. These documents are available at [www.IFBPT.org](http://www.IFBPT.org). After reading and agreeing to conditions of both documents, complete and sign the M/S Adverse Action Statement. ([www.IFBPT.org](http://www.IFBPT.org))

### **Professional Disclosure Statement**

This form will act as a professional CV for every active IFBPT M/S and may be provided to the public as evidence of qualifications to train and supervise others. Information provided will also be used to maintain accurate contact information for the IFBPT Directory of Mentor/Supervisors. This form (available at: [www.IFBPT.org](http://www.IFBPT.org)) includes:

- Your Name
- Contact information including address, telephone number and email address
- Description of formal training and education, including highest relevant degree and educational institution
- Description of relevant biblio/poetry therapy credentials
- Description of all professional affiliations, memberships, licensing and certifications including credential number and state of issue
- Affirmation of past and present adherence to the IFBPT M/S Code of Professional Practice
- Areas of competence and services provided
- Description of relevant academic training or professional experience demonstrating competency in supervision
- Fees for supervision (must state specific fee or fee range)

### **Submitting your renewal/recertification application:**

**Electronic Renewal is now available on the IFBPT website.** For all other renewals, please follow the directions below:

- Only applications using the current forms will be accepted. Be sure you are using the most current form available at [www.IFBPT.org](http://www.IFBPT.org). Missing documents or incorrectly completed documents will delay approval of your application.
- All application materials must be typewritten and submitted in English. If required documentation materials are not available in English, applicants must arrange to have an English translation provided at their own expense.
- All forms must include original ink signatures. Photocopied or facsimile signatures will not be accepted.
- All application materials must be submitted to IFBPT in one packet.
- Use the application checklist to ensure your packet is complete before sending.
- Make copies of all application materials before submitting to IFBPT for review.
- Mail your completed application packet and non-refundable application fee of \$100 to:

**Administrator  
International Federation for Biblio/Poetry Therapy  
1625 Mid Valley Dr. #1, Suite 126  
Steamboat Springs, CO 80487**

Renewal Checklist (required every two years during regular credential renewal cycle)

- M/S maintenance fee of \$100
- Completed Continuing Education form (total of 30 hours over two years)
- Signed Adverse Action Statement
- Current personal disclosure statement

Recertification Checklist (required every four years in addition to regular renewal fees and documents)

- Completed Documentation of required 3 credit course in Supervision
- Completed Documentation of required 3 credit course in Ethics and Record Keeping