



INTERNATIONAL ASSOCIATION OF
PSYCHOSEXUAL THERAPISTS

Standards of Certification

Certification as an IAPST Certified Psychosexual Therapist

This document states the Association's requirement for certification as an IAPST Certified Psychosexual Therapist, and the terms on which that credential is held, renewed, and lost.

It is published. It applies identically to every applicant in every jurisdiction the Association serves, and it is written to be read by applicants, accredited programs, Registered Supervisors, employers, regulators, and anyone assessing what IAPST certification required.

The Documents Governing Certification

Certification rests on three published standards and the Association's Bylaws. Each governs a distinct part of the framework, and each is addressed to a different reader.

Document	Written for	What it does
Standards of Certification	Applicants, Certified Members, and the public	The credential itself: who is eligible, what the application comprises, how the Certification Board decides, what certification permits, and how it is renewed, lapses, or is withdrawn.
Standards of Accreditation	Programs delivering education, and their students	The educational component. What a program must teach, how it is assessed, and what accreditation confers on a graduate.
Standards of Supervision	Clinicians in training, supervisors, and accredited programs	The supervision component. The hours, the ratio, the recorded work, the fifteen topics, and the two reviews.
Bylaws of the Association	The membership	Membership, the constituent bodies, the powers of the Certification Board, and the right of appeal to the Executive Board.

Which document governs

The Bylaws prevail in the event of a conflict.

Subject to the Bylaws, these Standards govern certification, the Standards of Accreditation govern the educational requirement, the Standards of Supervision govern the supervision requirement, and the Code of Ethics governs professional conduct. None of them adds a requirement to another's subject.

The Association's published fee schedule governs current fees.

An unresolved conflict is referred to the Executive Board for clarification. Section 16.5 states the same rule and nothing elsewhere in this standard varies it.

Two forms are issued under the Standards of Supervision and are read with an application: the IAPST Supervision Log, and the final review completed by the supervisor at the close. The 150-hour review is already held by the Association and is read with the application without being resubmitted.

A Note on Terminology

Three words are used for the same person. Each identifies the stage they have reached in the certification process.

While receiving supervision, the person is the clinician in training. Most of the field calls that person the supervisee, and the two words mean the same thing. The IAPST Standards of Supervision explain why the Association uses the longer term in its own documents.

Once the application is before the Certification Board, the person is the applicant.

Once certified, the person is an IAPST Certified Psychosexual Therapist and holds Certified Membership of the Association. C-PST is the post-nominal they may then place after their name.

The Requirement at a Glance

BEFORE THE PATHWAY BEGINS	
Licensure	A current license, registration, or equivalent authorization to practice in a clinical mental health profession, held independently of the Association
Membership	IAPST membership, held from before supervision begins through to the determination of the application (Section 3.1)
THE TWO COMPONENTS	
Education	Completion of a program of education in psychosexual therapy accredited by the Association
Supervision	300 hours of psychosexual clinical work and 50 hours of supervision, under the IAPST Standards of Supervision
THE APPLICATION	
What is submitted	Evidence of program completion, and the applicant's statement. The Association already holds the rest in the Member Portal
Application fee	USD 300 at Tier I, or USD 150 at Tier II. Non-refundable, and not contingent on the outcome
Who decides	The Certification Board, which may confer, defer, or deny, in writing with reasons
HOLDING THE CREDENTIAL	
The credential	IAPST Certified Psychosexual Therapist. C-PST is the post-nominal indicating it

Renewal	Annually on 1 January, with Certified Membership, five CE credits subject to Section 10.2.2, and dues
Dues	USD 200 at Tier I, or USD 100 at Tier II. Certification renewal is included and is not charged separately
Continuing education	Five IAPST-approved CE credits each year, subject to Section 10.2.2
Audit	An annual randomized audit of Certified Members verifies the CE requirement
Appeal	To the Executive Board, in writing, within thirty days

Certification is not a license, and it does not confer one

An applicant holds a license, registration, or equivalent authorization before the pathway begins, and holds it independently of the Association throughout. Certification is a professional credential recognizing specialist competence in psychosexual therapy. It authorizes nothing that the applicant's own license did not already authorize.

The Association does not regulate practice, and it cannot permit a person to practice where their own regulator does not.

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PART ONE

Eligibility

The credential itself, the licensure held independently of the Association, and the membership held throughout.

1. The Credential

1.1 What it is

1.1.1 The Association certifies qualified clinicians as IAPST Certified Psychosexual Therapists. The credential is conferred by the Certification Board under Article III of the Bylaws.

1.1.2 C-PST is the post-nominal. The name of the credential is IAPST Certified Psychosexual Therapist. C-PST is the set of post-nominal letters a holder may place after their name to indicate that they hold it. The two are not interchangeable: a person is certified as an IAPST Certified Psychosexual Therapist, and they write C-PST after their name.

1.1.3 What the credential asserts. That the person held a license or equivalent authorization to practice in a clinical mental health profession; that they completed a program of education in psychosexual therapy accredited by the Association; that they completed 300 hours of psychosexual clinical work under 50 hours of supervision by a Registered Supervisor, at the required ratio; that their clinical development and competence were assessed through the required supervision and review process; and that the Certification Board determined that the requirements for certification were satisfied.

1.1.4 What the credential does not assert. That the Association has examined the person directly, that it supervises or regulates their practice, or that it accepts responsibility for their clinical conduct. Certification is a statement about a completed pathway and a supervisor's assessment, not a guarantee of any future performance.

1.1.5 Certification is conferred on an individual and is not transferable. It does not attach to a practice, an employer, or a program.

1.2 Certification is a credential, not a license

1.2.1 Certification does not authorize practice. An applicant is already authorized to practice in a clinical mental health profession by a competent authority, independently of the Association, before the pathway begins. Certification recognizes specialist competence within a practice the applicant was already entitled to conduct.

1.2.2 The Association does not regulate practice and does not hold disciplinary authority over a clinician's license. Where a member's conduct is a matter for their own regulator, it remains a matter for their own regulator, whatever the Association does about their membership or certification.

1.2.3 No jurisdiction is required to recognize the credential. Certification is conferred by a professional association. Where a jurisdiction regulates the title of sex therapist or

psychosexual therapist, that jurisdiction's requirements apply and are not displaced by anything in this standard.

1.3 Who may use the credential

- 1.3.1** Only a current Certified Member may describe themselves as an IAPST Certified Psychosexual Therapist or use the post-nominal C-PST. Article XIII of the Bylaws governs the use of the Association's marks.
- 1.3.2** A person whose certification has lapsed, or has been suspended or withdrawn, may not describe themselves as certified by the Association and is removed from the certified listing in the Therapist Directory.
- 1.3.3** Describing a pathway as completed when it was not, or as certified when certification was never conferred, is a matter for the Ethics Committee and may be a matter for the person's own regulator.

Titles that are not recognized

The name of the credential is IAPST Certified Psychosexual Therapist. The post-nominal is C-PST. No other form of either is authorized.

IAPST Approved Therapist, IAPST Accredited Therapist, IAPST Licensed Psychosexual Therapist, and IAPST Qualified Sex Therapist, and any other title not stated above, are not credentials of the Association and are not used.

2. Licensure and Authorization

2.1 The requirement

- 2.1.1** The applicant holds current licensure, registration, or certification to practice in a clinical mental health profession, issued by the competent authority in the jurisdiction where they practice, together with the academic degree on which that credential rests. Article VI, Section 3 of the Bylaws states the requirement, and this Section states it in full as Article VI, Section 4 provides.
- 2.1.2** The professions that qualify are psychology, counseling, social work, family therapy, psychiatry, psychiatric nursing, and medicine. The Bylaws require authorization to practice in a clinical mental health profession without naming the professions, and this Section names them for the purposes of this standard.
- 2.1.3 A credential in a profession not named.** Where the applicant's credential is in another field, it qualifies only where it authorizes clinical mental health practice in their jurisdiction and the

Certification Board is satisfied that the training behind it is equivalent to that of a named profession. The test applies to credentials outside the named list and is not applied to credentials within it.

2.1.4 Supervised or provisional authorization qualifies. A provisional, associate, limited, or similarly conditioned license qualifies where it lawfully authorizes the applicant to provide the clinical services that make up the 300 hours. The Association does not require that the applicant practice without oversight in their own jurisdiction. What it requires is that the clinical work was lawfully provided.

2.1.5 A routine supervision condition is not a restriction for the purposes of Section 14. A requirement to practice under supervision that attaches to an otherwise qualifying provisional or associate authorization does not, by itself, require suspension of certification. Section 14.1 concerns a restriction that prevents the member from satisfying the eligibility or practice requirements of this standard.

2.1.6 A restriction is disclosed before supervision begins. A person whose authorization carries a restriction, condition, or undertaking relevant to psychosexual practice discloses it to the Office of Membership before entering supervision, and the Certification Board determines whether the pathway may proceed and on what terms. A restriction arising during the pathway is disclosed within five working days. Nobody should complete the pathway and learn at the end that a restriction prevented certification throughout it.

2.1.7 The authorization is held before the pathway begins and throughout it. It is not something the applicant acquires on the way, and clinical work performed while the applicant was not lawfully authorized does not count toward the 300 hours.

2.2 Where a jurisdiction does not license the profession

2.2.1 Where an applicant practices in a jurisdiction that does not license or register the profession, they satisfy the legal requirements governing clinical practice in that jurisdiction and demonstrate that they are a practicing clinician holding a qualifying degree and clinical training equivalent to that of a licensed applicant.

2.2.2 The absence of a licensing regime does not reduce the requirement. It changes only how the applicant evidences it. An applicant in an unregulated jurisdiction meets the same educational and clinical standard as one in a regulated jurisdiction, and the Certification Board assesses the equivalence.

2.2.3 What equivalence is measured against. A qualifying degree at or above the level ordinarily required for licensure in the named professions, supervised clinical training in a mental health discipline, and current practice as a clinician. The Association publishes a checklist of the

evidence it accepts for each, and an applicant in an unregulated jurisdiction works from that checklist rather than from this clause alone.

- 2.2.4** Where the Board cannot satisfy itself of equivalence on the material submitted, it defers under Section 8.4 and states what further evidence it requires.

2.3 Evidencing it, and keeping it current

- 2.3.1** The applicant submits a copy of their license, registration, or equivalent authorization, together with a signed declaration that the information provided is true, complete, and accurate.
- 2.3.2** Documentation is reconfirmed at each membership renewal.
- 2.3.3 A revocation or suspension is notified within thirty days.** A Certified Member notifies the Certification Board within thirty days of any revocation or suspension of an authorization to practice. Article VI, Section 5 of the Bylaws imposes that obligation and sets that period.
- 2.3.4 Any other change is notified within five working days.** A restriction, condition, or undertaking placed on an authorization, and any other change in licensure status, is reported to the Office of Membership within five working days, whether or not it affects the member's psychosexual practice. This standard sets the shorter period because a restriction may bear on psychosexual practice immediately and the Bylaws do not address it.
- 2.3.5** A false or misleading declaration is a matter for the Ethics Committee and is grounds for sanction by the Ethics Committee under Article X, Section 7 of the Bylaws, which includes expulsion from the Association.
- 2.3.6 The consequence depends on what changed.** Section 14.1 distinguishes a temporary lapse, a restriction or condition, and permanent loss, and states the consequence of each. Sections 2.3.3 and 2.3.4 state the period within which each is reported, and the Certification Board determines what follows for the certification.

2.4 Determining eligibility before the pathway begins

- 2.4.1** A person may ask the Certification Board to determine whether they satisfy Section 2 before they enroll in a program or enter supervision. The request is made to the Office of Membership with the evidence the published checklist calls for.
- 2.4.2** This is available to anyone. Applicants whose eligibility requires an equivalence review are encouraged to obtain a determination before committing to education or supervision.
- 2.4.3** A determination under this Section addresses eligibility under Section 2 only. It is not a determination on an application for certification, it does not bind the Board on any other requirement, and it carries no fee.

- 2.4.4** A determination holds good for two years, and for longer where the applicant's authorization has not materially changed. A material change in the authorization is reported and the determination is made again.

3. Membership

3.1 Membership throughout

- 3.1.1** The applicant maintains IAPST membership from before supervision begins through to the determination of their application, subject to Section 3.1.4, which governs a lapse during training. This is a requirement of this standard and of the Standards of Supervision. The Bylaws require membership without lapse of a Certified Member maintaining certification, at Article VI, Section 5, and do not separately govern membership during the supervised component.
- 3.1.2 Membership is held through the determination, not only to the date of application.** An applicant whose membership lapses while their application is before the Certification Board has not satisfied this Section, and the Board defers or denies accordingly.
- 3.1.3 Which category.** Student Membership is the category ordinarily held by clinicians in training while completing the pathway, and it satisfies the requirement. Full Membership also satisfies it. What matters is that membership was current throughout, not which category it was.
- 3.1.4 Where membership lapses during the pathway.** A lapse before certification does not end the pathway. Hours delivered during the lapse are reviewed by the Certification Board, which determines whether they count, and hours properly accrued before the lapse are unaffected. The applicant discloses the lapse at application rather than leaving it to be discovered. The Bylaws do not govern membership during the supervised component, so this discretion rests with the Board under this standard and the Standards of Supervision.
- 3.1.5 This is not the rule at Section 13.3.** Section 13.3 governs a Certified Member whose membership lapses after certification, and its consequence is severe. This Section governs a clinician in training whose membership lapses before certification, and its consequence is that the Board decides what counts. The two are different situations and are treated differently.
- 3.1.6** On certification the member moves to Certified Membership, which carries the entitlement to use the credential and the dues at Section 7.3.

3.2 Membership and certification run together

3.2.1 Certification takes effect when it is conferred and renews annually on 1 January, alongside membership, as Section 10 provides. A member whose membership has lapsed may not renew certification, and certification cannot be held by a person who is not a member.

3.2.2 The two are renewed in one act, and Section 10 states what that act requires.

PART TWO

The Two Components

The education accredited by the Association, and the supervision completed under its Standards of Supervision.

4. Education

4.1 The requirement

4.1.1 The applicant has completed a program of education in psychosexual therapy accredited by the Association. This is the first of the two components of the pathway, and there is no route to certification that omits it.

4.1.2 Only accreditation by the Association satisfies it. A program accredited or approved by another body, however reputable, does not satisfy this requirement unless the Association has also accredited it. The Association publishes the list of accredited programs, and an applicant checks that list before enrolling rather than after graduating.

4.1.3 What accreditation confers on a graduate. A graduate of an accredited program has satisfied the educational requirement and may proceed to apply, provided they also satisfy the licensure requirement and complete the supervision component. The IAPST Standards of Accreditation govern what a program must deliver and state this in full.

4.1.4 Accreditation does not guarantee certification. The Certification Board reviews each application on its own merits, and completing an accredited program establishes one requirement rather than all of them.

4.2 Evidencing completion

4.2.1 The applicant submits evidence of completion issued by the program: a transcript, certificate, or letter of completion naming the applicant, the program, and the date of completion.

4.2.2 The program completed must have held accreditation at the time the applicant was enrolled in it. Where a program's accreditation was granted after the applicant enrolled, or withdrawn before they finished, Section 4.3 applies.

4.2.3 Completion precedes application. A clinician in training may begin supervision while still enrolled in the program, and the Standards of Supervision permit either course. They complete the program before applying for certification. Supervision and the program may run alongside each other; the application waits for the program to finish.

4.3 Where a program's accreditation changes

4.3.1 A student enrolled in a program whose accreditation is withdrawn is protected. The Standards of Accreditation state the protection the Association requires of a program in that position, and a student who completes under it satisfies the educational requirement.

4.3.2 Where a program was not accredited at the time the applicant studied and was accredited afterward, the applicant does not thereby satisfy the requirement. The Certification Board

may consider an application on the evidence, and may require the applicant to evidence that what they completed met the accredited curriculum.

4.3.3 The Board does not accredit programs and does not assess curricula. That function belongs to the Accreditation Commission. Where an application depends on whether a course of study met the accredited standard, the Board refers the question to the Commission and decides on the answer it receives.

5. Supervision

5.1 The requirement

5.1.1 The applicant has completed supervision meeting the IAPST Standards of Supervision in full. That standard governs the supervision component, and what follows in this Section is the summary an applicant and the Certification Board work from rather than a separate requirement.

Psychosexual clinical work	Not fewer than 300 hours
Supervision	Not fewer than 50 hours
Of which individual	Not fewer than 26 hours
Of which group	Not more than 24 hours, and never required
Of which with a single supervisor	16 individual hours within one unbroken supervisory relationship
The ratio	For every six hours of clinical work, one hour of supervision — 6:1, maintained throughout
Recorded clinical work	A minimum of six sessions reviewed, from at least three different treatment cases
Required topics	Fifteen, each covered against the clinician in training's own material
The window	Two years from the date the first supervision agreement was filed
Midpoint review	At 150 clinical hours, filed with the Association
Final review	At the close, on the Association's form, filed in the Portal and read with the application
Who may supervise	An IAPST Registered Supervisor, registered throughout the period claimed

5.2 The provisions most often misread

- 5.2.1 Clinical work comes first.** Each hour of supervision counted toward certification is supported by six eligible clinical hours already completed within the pathway, under any supervision agreement forming part of it. Supervision delivered before the clinical work supporting it does not count, and completing further clinical work afterward does not make it countable.
- 5.2.2 Support accrues in whole hours.** Six completed eligible clinical hours release one countable supervision hour. Clinical hours short of the next six count toward it and release nothing on their own. Clinical work and supervision are logged in the units the Standards of Supervision produce, including quarter hours, and that logging is unaffected; it is the release of countable supervision that moves in whole hours.
- 5.2.3 The same clinical hours support one hour of supervision and no more.** An applicant who completed 300 eligible clinical hours has released 50 countable supervision hours, which is the requirement. Eligible clinical work beyond 300 hours continues to release countable supervision at the same rate, so an applicant may count more than fifty hours where they received them; 300 and 50 are minimums rather than ceilings, and exceeding either is not required. Clinical hours already used to support a supervision hour are not counted again, under any agreement or from any provider. Support not yet used carries across a change of supervisor, and the Standards of Supervision govern how it is tracked.
- 5.2.4 Clinical work may run ahead, and the ratio does not restrain it.** The ratio caps the supervision that counts, not the clinical work. A clinician in training whose clinical hours are well ahead of their supervision loses nothing by that alone. The brake is the midpoint review, which stops clinical hours counting at 150 until the review is complete and filed.
- 5.2.5 Where a supervision session is postponed.** Nothing is lost. The clinical work already completed continues to support that supervision whenever it is delivered, and the parties set their own frequency in the supervision agreement.
- 5.2.6 Supervision must be delivered by a registered supervisor.** Hours delivered while the supervisor was not entered on the Register do not count, whatever the quality of the supervision. The Registered Supervisor Verification System records when each registration began and ended, and the Office of Membership checks the period claimed against it.
- 5.2.7 Hours before the agreement takes effect do not count.** The supervision agreement takes effect when the Executive Officer signs it in the Member Portal, after both parties have signed. Clinical work and supervision performed before that date do not count toward certification, and the loss is not recoverable. Filing precedes the first session for that reason.
- 5.2.8 The window runs from the first filing.** The two-year period runs from the date the applicant's first supervision agreement was filed — that is, the date the Executive Officer signed it — not from the date of the agreement under which they finished. A change of

supervisor does not restart it, and the Standards of Supervision state when it may be suspended or extended.

5.2.9 The final review is completed at the end of the pathway. The supervisor completes it after the clinician in training has finished all 300 clinical hours and all 50 supervision hours, and the requirements of this Section have been satisfied. A review completed before the hours are complete does not state what this standard requires it to state, and the Office of Membership returns it under Section 6.6.

5.2.10 The supervisor considers the whole log before signing. Before completing the final review, the supervisor reviews the complete log, including any clinical work accrued since the last supervision session. This does not require a further hour of supervision; it requires that the final state of the record is before the supervisor when they sign.

5.3 Where supervision transferred

5.3.1 Where an applicant changed supervisor, the Portal holds every signed log covering the pathway. Each supervisor signs for the period they delivered and no other, and whether the overall requirements are met is established from the logs taken together.

5.3.2 The final review is completed by the supervisor at the close of the pathway. That supervisor attests personally only to their own period and reads the remainder off the signed logs, and the form states on its first page what share of the pathway they delivered.

5.3.3 The Certification Board weighs the final review in light of the share stated. Where a supervisor delivered a small proportion of the hours, the Board may read the filed 150-hour review, any transfer summary an earlier supervisor provided, and the logs as carrying correspondingly more of the picture.

5.4 Group hours

5.4.1 Group supervision may be delivered only by an IAPST-accredited program. The program records the hours directly in the clinician in training's log in the Member Portal, and the applicant does not evidence them from their own account alone.

5.4.2 Group supervision is permitted rather than required. An applicant may complete all fifty hours individually, and nothing in the pathway is lost by doing so.

PART THREE

The Application

What is submitted, what it costs, and how the Certification Board reaches a determination.

6. What the Application Comprises

6.1 The packet

6.1.1 The Association already holds most of the record. The supervision agreement, the supervision log, the 150-hour review, and the final review are completed and signed in the IAPST Member Portal as the pathway runs, and any group hours are recorded in the Portal by the accredited program that delivered them. None of these is submitted at application, because the Association holds them already.

6.1.2 What the applicant submits. Having completed both an IAPST-accredited program and the supervised pathway, the applicant applies in the Portal for Certified Membership and certification. The step is made through the membership upgrade, at any point in the year; it is an application and not a conferral, and it takes effect only on the determination of the Certification Board under Section 8.3. The applicant submits with it:

- (a) evidence of completion of an IAPST-accredited program; and
- (b) their statement.

6.1.3 The declaration at Section 2.3.1 is made in the Portal as part of the application, and current evidence of professional authorization is on file before the application is referred to the Certification Board. Where the evidence on file is out of date, the Office of Membership asks for current evidence and treats the application as pending administrative completion under Section 6.6.

6.1.4 The application is made by the applicant, not by their supervisor or their program. Assisting with it is an obligation of the supervisor under the Standards of Supervision, and the obligation is to assist rather than to submit.

6.2 The log

6.2.1 The IAPST Supervision Log is the official record for certification purposes. It is issued by the Association, kept by the clinician in training, and checked by the supervisor at every session. An applicant does not submit a record of their own devising in place of it.

6.2.2 A supervisor does not keep a second certification log, and does not submit one. Nothing in this Section prevents a supervisor from keeping their own professional notes, the records their own jurisdiction requires of them, or a record of a concern they raised and when.

6.2.3 Initialed at the end of every session. At the close of each supervision session, the supervisor and the clinician in training each initial the entries reviewed at the start of it, in the Portal,

under their own IAPST login. A session initial is not the signature at Section 6.2.4 and does not substitute for it; the Standards of Supervision state what each one says.

6.2.4 It is signed in the IAPST Member Portal by both the supervisor and the applicant at the point of application, each under their own IAPST login. The Association holds the log in the Portal, and the applicant does not submit it.

6.2.5 What each signature says. The applicant signs that the hours recorded are hours they worked and hours of supervision they received. The supervisor signs for the period they delivered: that those hours happened as recorded, that they personally reviewed the recorded work attributed to them, and that they covered the topics recorded against their name.

6.2.6 Signature is verification, not endorsement. A supervisor signs an accurate log whether or not they support the application, and a signed log is not a recommendation.

6.3 The final review

6.3.1 The final review replaces what was formerly a letter of endorsement. It is made on the form the Association issues, it is signed in the Member Portal, and it carries both the record of what was completed and the supervisor's written assessment of the applicant as a clinician.

6.3.2 It records one of three outcomes: Recommended, Recommended with reservation, or Not recommended at this time. The Standards of Supervision state what each means and what the supervisor must write for each.

6.3.3 A form with an applicable part left blank is administratively incomplete. The Office of Membership returns it to the supervisor under Section 6.6, and the application does not reach the Certification Board until it is complete.

6.3.4 Two parts are exceptions, and a form is not returned on either ground. Where the supervisor delivered the whole pathway, the field describing what they did not see is completed as Not applicable rather than left blank. Where the outcome is Not recommended at this time, the recommendation declaration is left unsigned by design, and the statement of record is still signed. A review completed either way is complete.

6.3.5 Delivered automatically on filing. The Member Portal sends the completed final review to the applicant when the supervisor files it. No acknowledgement or signature by the applicant is required, before or after filing, and the Portal record of the delivery date is the evidence of delivery. The applicant may file a written response, which is read with the application.

6.3.6 An applicant may apply against their supervisor's advice. Where the outcome is Not recommended at this time, the application still proceeds. The supervisor completes the form, records that outcome, and states their reasons. A supervisor does not decline to complete

the form, and withholding it does not stop an application; where a supervisor will not complete it, the applicant writes to the Office of the Executive Officer, which determines how the period is evidenced.

6.4 The statement

6.4.1 The statement is written by the applicant in their own voice, addressing why they seek certification, their educational journey, what they have learned, and how they have developed as a clinician.

6.4.2 It also addresses what the credential is for. The applicant says why certification as an IAPST Certified Psychosexual Therapist is something they want, and what holding it would mean for their practice, their patients, and their professional life. A statement that recounts the pathway without saying what the credential is for has not answered this.

6.4.3 The statement reflects the applicant's own experiences, views, and professional development. Translation, proofreading, and accessibility assistance are permitted, provided they do not replace or materially alter the applicant's substantive account.

6.4.4 The supervisor does not write it and does not supply its substance. A statement whose content came from anyone other than the applicant is a misrepresentation and is a matter for the Ethics Committee.

6.4.5 What the Board reads it for. Whether the applicant can describe how they have changed, rather than what they have completed, and whether they can say what the credential is for. The record in the Portal establishes what was completed; this is the only place the applicant speaks for themselves.

6.5 Language, and how it is submitted

6.5.1 Documents submitted to the Association are in English. Where a document was produced in another language, the applicant supplies an English version and is responsible for its accuracy.

6.5.2 Applications are submitted to the Office of Membership by the route the Association publishes. The Office of Membership acknowledges receipt within five working days, and administrative completeness is determined under Section 6.6. An acknowledgment of receipt is not a determination that the application is complete.

6.5.3 Documents signed in the Portal are not submitted. The agreement, the log, the 150-hour review, and the final review are signed in the Member Portal and held there, and nothing is printed, scanned, or sent. Where the Association asks for a document it does not hold, such as evidence of completing an accredited program, the applicant uploads it to the Portal.

6.5.4 Section 6.6 states what happens to an application that is not administratively complete.

6.6 Administrative completeness

- 6.6.1** The Office of Membership checks each application for administrative completeness before referring it to the Certification Board. That check establishes that every component at Section 6.1 is present, signed where signature is required, and legible. It is not an assessment of the substance.
- 6.6.2** An application awaiting a missing document or signature is pending administrative completion. It is not before the Board, and it is not a deferral. The Office of Membership tells the applicant what is missing and by when it is to be supplied.
- 6.6.3** The period is ninety days from the date the applicant is told what is missing. An applicant who needs longer asks before the period expires, and the Office of Membership may extend it.
- 6.6.4** Where the period expires without the application being completed, the Office of Membership closes it and tells the applicant. A closed application may be made again, and the application fee is not charged a second time where the fresh application is made within twelve months of the closure.
- 6.6.5 The difference between this and deferral.** An application is pending administrative completion where something is missing from the packet. It is deferred where the packet is complete and the Board, having assessed it, requires clarification, further evidence, or further supervised work. Section 8.4 governs deferral.

7. Fees

7.1 The application fee

- 7.1.1** An application for certification is accompanied by a non-refundable application fee of USD 300, or USD 150 at Tier II.
- 7.1.2** The fee is payable on submission and is not contingent on the outcome. It is not refunded where certification is deferred, denied, or withdrawn, and it is not refunded where an application is abandoned.
- 7.1.3** The fee is charged once per application. An applicant whose certification is deferred and who completes what the Board required does not pay again. An applicant who was denied and applies afresh does.

7.2 The fee tiers

- 7.2.1** The Association operates two fee tiers. Tier I is the standard rate. Tier II is a fifty percent reduction, and it applies to membership dues and to the certification application fee.

- 7.2.2 How the tier is determined.** The tier is determined by the country in which the member practices. Where a member resides in one country and practices in another, the country of practice controls. Where a member practices in more than one country, the tier is that of the country in which they principally practice, and the member states which that is.
- 7.2.3** The Association publishes the current tier assignment by country, and that published list determines the tier. Tier I covers higher-income economies and Tier II covers emerging economies, but the list governs rather than any general description of a region.
- 7.2.4** The Office of Membership applies the published list. A member without an updated country on file is charged at Tier I.
- 7.2.5** A member who moves notifies the Office of Membership, and the tier applying at the next renewal is the tier of the country in which they then principally practice. A tier is not changed part-way through a membership year and no refund arises.
- 7.2.6** The tier reflects where a clinician practices rather than what they earn. It is set by country rather than by individual circumstance, and the Office of Membership does not assess personal means. A member in exceptional difficulty writes to the Office of the Executive Officer.
- 7.2.7 Two reductions apply to dues irrespective of tier.** A member aged seventy or over and retired from practice pays one half of the annual dues. A member adjudged permanently unable to practice by reason of disability, on production of appropriate documentation, is exempt from dues. Article XI, Section 4 of the Bylaws provides both, and a member receiving either retains every benefit of their class.
- 7.2.8** A reduction under Section 7.2.7 applies to dues rather than to the certification application fee, and it is applied in addition to Tier II where the member qualifies for both.

7.3 Dues, and what they cover

- 7.3.1** Certified Member dues are USD 200 a year, or USD 100 at Tier II.
- 7.3.2 Certification renewal is included in the dues.** There is no separate annual certification fee. A Certified Member who pays their dues, holds current membership, and has completed the continuing education requirement has renewed their certification by that act.
- 7.3.3** Dues run on the calendar year and are not prorated. A member joining during the year holds membership to 31 December of that year.
- 7.3.4 The application fee is additional to dues.** An applicant pays the application fee on submission and, on certification, pays Certified Member dues at the next renewal. The two are separate charges and neither is set against the other.

The fees in full

Application for certification: USD 300 at Tier I, USD 150 at Tier II. Once, on submission, non-refundable.

Certified Member dues: USD 200 at Tier I, USD 100 at Tier II. Annually, on 1 January, and they include certification renewal.

Registration as an IAPST Registered Supervisor, where a Certified Member chooses to supervise: USD 300 at Tier I, USD 150 at Tier II, annually and in addition to dues.

Supervisors set their own fees for supervision, and programs set their own tuition. Neither is set, reviewed, or shared by the Association.

8. How the Certification Board Decides

8.1 The Board

8.1.1 The Certification Board reviews applications for certification, determines whether the requirements have been satisfied, confers, defers, or denies certification, handles renewal and reinstatement, and maintains the certification and supervision standards. Article X, Sections 9 to 11 of the Bylaws govern its function.

8.1.2 Members of the Board are appointed by the Executive Board and are Certified Members, save that the Executive Board may appoint a person who is not a Certified Member where particular expertise is required.

8.1.3 No person who took part in a decision takes part in an appeal from it.

8.1.4 Conflict of interest. A member of the Certification Board who supervised an applicant, taught them on an accredited program, employs or is employed by them, practices with them, or holds any other interest in the outcome discloses it to the Chair and takes no part in the deliberation or the determination. The disclosure and the recusal are recorded in the minutes. Article VIII, Section 11 of the Bylaws imposes the equivalent obligation on the Executive Board, and this Section states it for the Certification Board.

8.1.5 Where recusal leaves the Board without the number required to determine an application, the Executive Board appoints one or more Certified Members who hold no interest in the outcome to sit for that application only.

8.2 What the Board is deciding

8.2.1 Whether the requirements of this standard have been satisfied on the evidence submitted. The Board is not re-supervising the applicant and does not substitute its own clinical judgment for the supervisor's.

8.2.2 It reads the packet as a whole. The log establishes what was completed. The final review states what the supervisor made of the applicant and whether they recommend them. The filed 150-hour review shows where the applicant stood at the midpoint, and the two reviews read together show movement. The statement is the applicant's own account.

8.2.3 The benchmark at Part B of the final review is the supervisor's benchmark, not the Board's test. An applicant meets it when they are at the On track level on each of the seven dimensions.

8.2.4 When the Board may certify below the benchmark, or against the recommendation. The Board may confer certification on an applicant rated below On track on a dimension, or recorded as Not recommended at this time, only where all of the following hold: the requirements of Sections 2 to 5 are satisfied in full; the Board has identified in writing the evidence on which it relies; and the Board is satisfied that the concern the supervisor recorded does not go to the applicant's competence to provide psychosexual therapy within the scope and conditions of their lawful professional authorization.

8.2.5 Where a material concern about competence remains, the Board does not confer certification. It defers under Section 8.4 and requires further assessment or further supervised work, naming what would satisfy it.

8.2.6 The Board is not re-supervising. It does not substitute its own clinical judgment for the supervisor's on a matter the supervisor observed and it did not. What it may do is weigh a recorded concern against the rest of the evidence, including the filed 150-hour review and any transfer summary an earlier supervisor provided, and decide whether that concern is one that should prevent certification. Its reasons are recorded under Section 8.3.1.

8.2.7 What the Board looks for is visible from the documents rather than a matter of impression: ineligible clinical hours included in the claimed total; no recorded work reviewed by the midpoint; all fifteen topics recorded as covered on a single date; supervisor entries that are thin or were made in a batch; a 150-hour review filed late or not at all; a Part C of the final review that would read the same about any competent clinician.

8.3 The three determinations

8.3.1 Certification is never automatic. Completing an accredited program and the supervised pathway entitles an applicant to apply, and nothing more. The Board may confer, defer, or deny certification. A determination is given in writing and identifies the requirements in question, the evidence the Board relied on, and the reasons for the decision.

Determination	When	What follows
Conferred	The requirements are satisfied on the evidence submitted.	Certification takes effect on the date of the determination. The upgrade to Certified Membership the applicant applied for is given effect, and the member is entered in the certified listing of the Therapist Directory.
Deferred	The requirements are not yet satisfied, and what is missing can be supplied or completed.	The Board states precisely what is required and by when. The application remains open and no further fee is charged. Section 8.4 governs.
Denied	The requirements are not satisfied and deferral is not appropriate, or a deferral period has expired without the condition being met.	The application is closed. The applicant may appeal under Section 15, or apply afresh under Section 8.5.

8.4 Deferral

8.4.1 Deferral follows substantive review and is not a finding against the applicant. The Board defers where the packet is complete but the requirements are not yet satisfied on it, and where what is missing can be supplied or completed: a point in the record that needs clarification, evidence the Board requires in order to satisfy itself, or further supervised work.

8.4.2 A missing document is not a deferral. Where a component of the packet is absent, the application is pending administrative completion under Section 6.6 and has not reached the Board.

8.4.3 The Board states what is required. A deferral names each thing that must be supplied or completed, what would satisfy it, and the date by which it is to be provided. A deferral that says only that the application is incomplete is not a deferral and the Board does not issue one.

8.4.4 The period is twelve months unless the Board states a shorter or longer one. Where what is required is further supervised work, the Board states a period that makes completing it realistic, having regard to the ratio.

8.4.5 Where the deferral period expires without the requirement being met, the Board denies the application. The applicant may ask for an extension before the period expires, and the Board may grant one.

8.4.6 A timely appeal pauses the period. Where the applicant appeals a deferral under Section 15 within the thirty days, the period for satisfying the disputed requirement does not run while

the appeal is undetermined. The written appeal decision states the revised date by which the requirement is to be satisfied, where a requirement survives the appeal. An applicant who appeals one requirement and not another remains subject to the original period for the requirement not appealed.

8.4.7 A deferral does not extend the two-year supervision window. Those are different periods governed by different provisions. Where completing what the Board requires would take the applicant outside the two-year window under the Standards of Supervision, they apply to the Board to suspend or extend that period, and the Board may deal with both matters together. The Standards of Supervision state that route, the timing of the application, and what an extension can and cannot do.

8.5 Denial, and applying again

8.5.1 A denial closes the application. It is not a finding of misconduct and does not of itself affect membership, and a denied applicant remains a member in whatever category they held.

8.5.2 An applicant who was denied may apply afresh once the ground of denial has been addressed. A fresh application attracts the application fee again.

8.5.3 Where the ground of denial was that the supervision did not meet the standard, the applicant completes what was missing under a new or continuing supervision agreement and applies again. Hours already properly accrued are not lost by a denial.

8.5.4 Where the ground of denial was a misrepresentation in the application, the matter goes to the Ethics Committee and Section 14 applies. A person may not cure a misrepresentation by applying again.

8.6 Timing, and what the applicant is told

8.6.1 The Office of Membership acknowledges a submitted application within five working days and tells the applicant what happens next and by when.

8.6.2 The Board determines applications at the intervals it publishes. An applicant whose application has been complete and before the Board for more than ninety days without a determination may write to the Office of the Executive Officer.

8.6.3 A determination is given to the applicant in writing. It is not delivered only in conversation, and the written determination is the document from which the thirty days for an appeal run.

PART FOUR

Holding the Credential

What certification permits and what it does not, annual renewal, continuing education, and audit.

9. What Certification Permits

9.1 The entitlement

- 9.1.1** A current Certified Member may describe themselves as an IAPST Certified Psychosexual Therapist, and may place the post-nominal C-PST after their name.
- 9.1.2 How the post-nominal is written.** C-PST follows the holder's name and their existing academic and licensure post-nominals, which are not displaced by it: Jane Okafor, PhD, LMFT, C-PST. It is written with the hyphen and in capitals, and it is not expanded, pluralized, or combined with any other letters.
- 9.1.3 The post-nominal indicates a current certification.** A person uses it only while their certification is current. It is not retained after lapse, suspension, or withdrawal, and it is not used by a person whose application is pending.
- 9.1.4** They are entered in the certified listing of the IAPST Therapist Directory, and the Association publishes that listing so that patients, colleagues, employers, and regulators can verify a claim to certification.
- 9.1.5** They may apply to register as an IAPST Registered Supervisor, which is open to Certified Members and to nobody else. The Standards of Supervision state the conditions.
- 9.1.6** They hold Certified Membership, with the benefits the Association attaches to that category of membership.

9.2 The limits of it

- 9.2.1 Certification does not enlarge a scope of practice.** A Certified Member practices within the scope their own license, registration, or authorization permits, and within their own competence. Certification in psychosexual therapy does not authorize work the clinician is not otherwise qualified or authorized to do.
- 9.2.2** It is not a guarantee of competence in every presentation. A Certified Member who meets a presentation outside their competence refers, seeks consultation, or acquires the competence, exactly as any clinician does.
- 9.2.3 Certification does not establish an employment, agency, or supervisory relationship between the Association and the member.** The Association does not supervise a Certified Member, does not direct their practice, and accepts no responsibility for their clinical conduct. Where conduct is in question, the Ethics Committee deals with membership and certification, and the member's own regulator deals with their license to practice.

- 9.2.4** A Certified Member states the credential accurately and does not present it as a license, a qualification conferred by a university, or a recognition by a government body.

10. Renewal

10.1 When, and what it requires

- 10.1.1** Initial certification takes effect on the date it is conferred and remains current through 31 December of that year. It is renewed annually on 1 January thereafter, alongside membership.
- 10.1.2 A first period shorter than a year is normal.** A person certified in November holds certification for the remainder of that calendar year and renews on 1 January. The fee is not prorated, and the Association does not operate rolling anniversary dates.
- 10.1.3** Renewal requires three things, all current at the renewal date: membership of the Association in good standing; completion of five IAPST-approved continuing education credits for the year then ending, subject to Section 10.2.2, which excludes the part-year in which certification was conferred; and payment of Certified Member dues at the applicable tier.
- 10.1.4 Certification renewal is not charged separately.** Payment of dues completes the financial part of renewal. Section 7.3 states the amounts.
- 10.1.5** A member whose membership has lapsed may not renew certification. Certification depends on membership and does not survive it.

10.2 What is assessed, and when

- 10.2.1** The continuing education credits assessed at renewal are those of the calendar year then ending. Credits earned in one year are not carried into another, and credits earned in advance of a year do not count toward it. Sections 12.2.3 and 12.2.4 state the one exception and how remediation credits are allocated.
- 10.2.2 The first renewal after certification.** The continuing education requirement applies to the first full calendar year of certification and to each year after it. A person certified part-way through a year is not assessed on that part-year, and their first assessed year is the one beginning on the 1 January following certification.
- 10.2.3** Licensure documentation is reconfirmed at renewal. A member whose authorization has lapsed, been suspended, or been made subject to conditions discloses it, whether or not the Association has asked.

10.2.4 Renewal is a clerical check rather than a reassessment. The Office of Membership verifies the three conditions and renews. The Certification Board does not re-decide a certification each year, and nothing in renewal reopens the original determination.

10.3 A member who does not intend to renew

10.3.1 A member may decide not to renew. Certification is not current from 16 January, and the person stops describing themselves as certified from that date. Membership and certification lapse from 1 February under Section 13.

10.3.2 A member who intends to return later reads Section 13.3 before allowing a lapse. Certification may be reinstated within a year on the conditions there. After a year a fresh application is required, and after three years the education is completed again.

10.3.3 A member may resign at any time by notice to the Office of Membership. A resignation is not accepted while the member is under review by the Ethics Committee, and dues are not refunded.

11. Continuing Education

11.1 The requirement

11.1.1 A Certified Member completes not fewer than five IAPST-approved continuing education credits in each calendar year in order to maintain certification. Section 10.2.2 states how this requirement applies in the year certification was conferred, and Section 12.2.3 states what follows a shortfall.

11.1.2 The purpose is currency rather than volume. The requirement supports continued professional learning relevant to psychosexual practice. Five credits is a deliberately modest figure, set so that attending the Colloquium and the Symposium satisfies it.

11.2 What counts

11.2.1 Credits may be earned from any of the following:

- (a) attending the monthly IAPST Virtual Colloquium;
- (b) attending the Annual International Symposium on Sex Therapy; and
- (c) completing a class or workshop offered by an IAPST-approved CE provider.

11.2.2 The Association publishes the list of approved CE providers. A course offered by a provider that is not approved does not count, however relevant its content, and a member checks the list before paying for a course they intend to claim.

11.2.3 Supervisors' meetings count. A Registered Supervisor earns CE hours from the quarterly Registered Supervisor meetings, and those hours count toward this requirement as well as toward registration. Attendance at three full meetings yields six CE hours, which satisfies this requirement in full.

11.2.4 Delivering continuing education does not earn credits for the person delivering it. Teaching is a contribution to the field and the Association values it; it is not continuing education for the teacher.

11.3 Evidence

11.3.1 A Certified Member retains evidence of completion for each credit claimed. A certificate, a confirmation of attendance, or a record issued by the provider satisfies this.

11.3.2 Evidence is retained for five years from the end of the year in which the credit was earned, so that it is available if the member is selected for audit.

11.3.3 The member retains it; the Association does not hold it on their behalf except where the Association itself issued it.

12. Audit

12.1 How it works

12.1.1 The Association conducts an annual randomized audit of Certified Members to verify that the continuing education requirement has been met.

12.1.2 Which year is audited. The audit examines the most recently completed calendar year. It does not examine the year in progress, because credits for that year are not yet due, and a member is never asked to evidence a requirement that is not yet due.

12.1.3 A year for which the member was exempt from the continuing education requirement is not audited. Where the most recently completed year is the part-year in which certification was conferred, Section 10.2.2 exempts the member from the requirement for that year, and the member is not selected for audit in respect of it.

12.1.4 Selection is random. Being audited is not an allegation, carries no implication about the member, and is not recorded as anything other than an audit.

12.1.5 The number selected in any year does not exceed ten percent of the Certified Members. Article VI, Section 7 of the Bylaws sets that limit.

12.1.6 A member selected for audit provides evidence of completion within the period the Office of Membership specifies, which is not less than thirty days.

12.2 What follows

12.2.1 Where the evidence is provided and is sufficient, the audit closes and nothing further happens.

12.2.2 Failure to respond, or failure to evidence the required credits, is grounds for the Certification Board to suspend or withdraw certification. A member may appeal that determination under Section 15.

12.2.3 Remediation. Where a member is short of credits for the audited year, the Board may allow a stated period in which to make up the shortfall rather than suspending certification, and ordinarily will where the member disclosed the shortfall themselves. The Board states the number of credits required and the date by which they are to be completed.

12.2.4 Remediation credits count once. Credits completed to make up a shortfall are allocated to the audited year. They do not also count toward the current year, and this is the only circumstance in which a credit is allocated to a year other than the one in which it was earned. Section 10.2.1 otherwise applies.

12.2.5 Claiming credits that were not earned is a misrepresentation and is a matter for the Ethics Committee rather than for the audit.

PART FIVE

Lapse, Withdrawal, and Appeal

How certification is lost, the consequences of losing it, and the right of appeal to the Executive Board.

13. Lapse and Reinstatement

13.1 The schedule

13.1.1 Where the annual dues are not paid by 31 December, the schedule at Article XI, Sections 5 and 6 of the Bylaws applies. It is stated here so that a Certified Member learns the consequence of a missed renewal before the renewal date rather than afterward.

When	What is required	What it means
To 15 January	Dues alone	The financial requirement is the dues. Membership is renewed on payment of the dues and on satisfying the other renewal conditions at Section 10.1.3, including the continuing education requirement. Membership and certification continue without interruption.
16 – 31 January	Dues and a late fee	Membership is renewed on payment of the dues together with a late fee, and on satisfying every other outstanding renewal requirement, including the continuing education requirement.
From 1 February	Lapse	Membership lapses, and certification ceases to be valid with it. The person may be reinstated under Section 13.3.

13.2 Before 1 February

13.2.1 To 15 January, certification continues and the member may describe themselves as certified.

13.2.2 From 16 to 31 January the member is not in good standing and their certification is not current. They do not describe themselves as currently certified until renewal is complete.

13.2.3 The Directory follows the certification. The Therapist Directory is how the public verifies a claim to certification, so a listing that shows a person as currently certified when they are not is a representation by the Association rather than by the member. The Office of Membership will mark the listing as not current for that period, and will restore it when renewal is complete.

13.2.4 Three statuses are distinct. Inclusion in the Therapist Directory, identification in it as currently certified, and entry on the Register of Supervisors are related but separate. A person may be listed without being shown as currently certified, and registration as a supervisor depends on current certification under Section 14.4.2.

13.2.5 Supervision delivered by a Registered Supervisor from 16 January until renewal is complete does not count toward a clinician in training's certification, because registration depends on certification and certification is not current in that period. A supervisor in that position notifies their clinicians in training immediately, and Section 14.4.3 applies.

13.3 Reinstatement after a lapse

13.3.1 Two things are reinstated, and they run on different schedules. Membership is reinstated under Article XI, Section 6 of the Bylaws. Certification is reinstated under this Section, because Article VI, Section 9 of the Bylaws commits the reinstatement of certification to this standard. A person restores their membership first, and what is then required of the credential depends on how long the certification has been lapsed.

How long certification has lapsed	What is required
Lapsed up to one year	Certification is reinstated on the conditions at Section 13.3.4. The person does not apply again.
Lapsed more than one year	The person submits a fresh application for certification, with the application fee. The educational requirement remains satisfied by the program they completed, and Section 13.3.5 states what else is required.
Lapsed more than three years	The person completes a program of education in psychosexual therapy accredited by the Association again, and applies afresh. Section 13.3.6 states this.

Membership runs on the schedule at Article XI, Section 6 of the Bylaws: reinstatement on the dues then due together with a reinstatement fee, with an application to the Office of Membership after two years and a fresh application for membership after five. Those periods govern membership. The periods in the table above govern the credential.

13.3.2 Certification lapses with the membership. Certification ceases to be valid when membership lapses. It does not resume merely because membership is restored; it resumes on the conditions in this Section, and where more than a year has passed it resumes only on a fresh determination by the Certification Board.

13.3.3 What the person must not do while lapsed. A person whose certification has lapsed does not use the title IAPST Certified Psychosexual Therapist or the post-nominal C-PST, does not represent themselves as certified by the Association, and removes every claim of certification from their website, their professional materials, and any directory in which they appear, until certification is reinstated. Article VI, Section 8 of the Bylaws states this.

- 13.3.4 Reinstatement within one year.** The person restores their membership, holds a current authorization to practice as Section 2 requires, and completes the continuing education for the calendar year in which reinstatement is sought. Continuing education is not required for the years during which the person was not a member, because the requirement at Section 11 falls on a Certified Member. The pathway is not completed again.
- 13.3.5 A return after more than one year.** The person submits a fresh application under Section 6, with the application fee, and the Certification Board determines it. The educational requirement is satisfied by the program they completed, which does not expire within this period. The Board determines what further supervised work, if any, is required, having regard to how long the person has been out of psychosexual practice and to the clinical work they have done since. It may require none.
- 13.3.6 A return after more than three years.** The educational requirement is no longer satisfied by the program the person completed, and they complete a program of education in psychosexual therapy accredited by the Association again before applying. The supervision component is determined by the Certification Board as Section 13.3.5 provides, on the evidence as it then stands.
- 13.3.7 Why the periods are what they are.** Psychosexual therapy changes, and a person who has been outside it for more than a year is assessed again rather than restored by payment. At more than three years the education itself is out of date, and the Association requires it to be taken again. The periods run from the date certification ceased to be valid, not from the date the person stopped practicing.
- 13.3.8 Who this Section governs.** It applies to a person who held certification and whose membership lapsed. It does not govern a clinician in training whose membership lapses before certification, which Section 3.1.4 governs.
- 13.3.9 It applies to a Registered Supervisor in their capacity as a Certified Member.** Registration as a supervisor depends on current certification, so a supervisor whose membership lapses loses the certification and the registration with it. The separate consequences for registration, including the notice owed to their clinicians in training, are stated at Section 14.4.
- 13.3.10 Reinstatement is not available where a sanction prevents it.** Article V, Section 10 of the Bylaws provides that a former member may apply again save where a sanction of the Ethics Committee then in force prevents it, and the policy of that Committee governs when a sanctioned person may return.
- 13.3.11** The Office of Membership will write to every Certified Member before 31 December, and again in January to any member who has not renewed. A member who does not receive that notice is not relieved of the consequence, and a member who changes their contact details notifies the Office.

14. Suspension and Withdrawal

14.1 The grounds

14.1.1 Certification may be suspended or withdrawn by the Certification Board on any of the following:

- (a) failure to respond to an audit, or failure to evidence the required continuing education credits;
- (b) loss of the licensure or authorization required by Section 2;
- (c) a finding of the Ethics Committee that affects certification; and
- (d) material misrepresentation in the application for certification or in any declaration made to the Association.

14.1.2 Suspension and withdrawal are different. Suspension is temporary and states what would lift it. Withdrawal ends the certification. The Board states which it is imposing and why.

The change	What it means	The consequence
Temporary lapse	The authorization has expired or is between renewals and is expected to be restored.	Certification is suspended from the date the authorization lapsed. It resumes on written evidence of restoration. Clinical work performed while unauthorized does not count toward anyone's pathway.
Restriction or condition	The authorization continues but is restricted, conditioned, or subject to an undertaking.	The Board determines whether the restriction prevents the member from satisfying the eligibility or practice requirements of this standard. Where it does not, certification continues and the Board records the position. Where it does, the Board suspends and states what would lift the suspension. Section 2.1.5 governs a routine supervision condition.
Permanent loss	The authorization is revoked or surrendered, or it lapsed and was not restored within the period at Section 14.1.4.	Certification was already suspended from the date the authorization ended. The Board then determines whether to withdraw it, and membership may be subject to sanction by the Ethics Committee under Article X, Section 7 of the Bylaws.

14.1.3 Loss of authorization suspends certification from the date of the loss. Certification rests on the authorization at Section 2, so where that authorization lapses or is revoked the

certification is suspended by operation of this Section from the date the authorization ended, and not from the date the Board acts. The Board gives notice under Section 14.2 and determines what follows, and the member does not describe themselves as certified in the interval. Nothing in Section 14.2 leaves a certification in effect while the authorization it depends on is not.

14.1.4 When an authorization that is not restored becomes a permanent loss. Where an authorization is revoked or surrendered, the loss is permanent on the date of the revocation or surrender. Where an authorization has lapsed and has not been restored within twelve months of the date it ended, the Certification Board determines whether to withdraw certification, and it may allow a longer period where the member evidences that restoration is in progress.

14.1.5 The Certification Board determines which case applies, on the evidence the member provides and any the Board obtains. A member who disagrees appeals under Section 15.

14.1.6 Expulsion from membership ends certification with it, because certification cannot be held by a person who is not a member. Article X, Section 7 of the Bylaws states the sanctions available to the Ethics Committee, which include expulsion.

14.2 How a suspension or withdrawal is imposed

14.2.1 The Certification Board gives the member written notice of the grounds on which it is considering suspension or withdrawal, and of the evidence it relies on.

14.2.2 The member has twenty-one days from receipt in which to respond in writing. The Board considers any response received before it determines the matter.

14.2.3 Interim suspension. Where the Ethics Committee has notified a finding that affects certification, or on any other ground at Section 14.1.1 on which certification has not already been suspended automatically, the Board may suspend immediately and take the response afterward. It does so only where leaving the certification in place would misrepresent the member's status to the public, and it says so in the notice.

14.2.4 Where Section 14.1.3 applies, suspension has already taken effect. The loss of authorization suspends certification by operation of Section 14.1.3, so the Board does not impose an interim suspension for that ground. It gives written notice confirming the effective date and determines whether certification may be restored or must be withdrawn.

14.2.5 A determination states the outcome, the grounds, the evidence relied on, the date from which it takes effect, what if anything would lift it, and the right of appeal with the thirty days in which to bring it.

14.2.6 An appeal does not of itself pause the determination. Certification remains suspended or withdrawn while an appeal is decided, unless the Executive Board directs otherwise on the application of the appellant. The thirty days for bringing an appeal are not extended by any other process.

14.3 Ethics findings

14.3.1 The Ethics Committee maintains the Code of Ethics, receives and investigates complaints, makes findings, and imposes sanction. It notifies the Certification Board where a finding affects certification.

14.3.2 The Certification Board gives effect to a finding within its own function and does not reopen the finding itself.

14.3.3 The finding and its certification consequence are separately appealable. A member who disputes the finding appeals the finding. A member who accepts the finding but says the Board has drawn a disproportionate or wrong consequence from it for their certification appeals that consequence. Section 15.1.1 permits both, and neither requires the other.

14.3.4 A finding of the Ethics Committee is a matter for the Association. Where the conduct also engages the member's own regulator, that is a separate matter and the Association's process neither replaces nor concludes it.

14.4 Effect, and what the person must do

14.4.1 A person whose certification is suspended or withdrawn stops describing themselves as certified from the date stated in the determination, and is removed from the certified listing in the Therapist Directory. Where Section 14.1.3 applies, that date is the date the authorization ended, and it precedes the determination.

14.4.2 Where that person is a Registered Supervisor, registration ends with the certification on which it depends. The Office of Membership removes the entry from the Register, and supervision delivered after that date does not count toward any clinician in training's certification.

14.4.3 The supervisor notifies their clinicians in training immediately. They are entitled to know at once that their hours have stopped counting, and the obligation to tell them rests on the supervisor.

14.4.4 The Association will also notify them. Supervision agreements are filed with the Office of the Executive Officer, so the Association knows who a supervisor's clinicians in training are. The Office of Membership will take reasonable steps to notify every clinician in training whose filed supervision agreement identifies that supervisor. This does not relieve the

supervisor of the obligation at Section 14.4.3, and a supervisor who fails to give notice is answerable for that failure separately.

14.4.5 What the clinician in training keeps. Hours properly delivered while the supervisor held registration stand and are not disturbed. Hours delivered after the date registration ended do not count.

14.4.6 What the Certification Board may do for them. On application it may suspend or extend the two-year period for the transition, may vary the sixteen-hour continuity requirement, and may direct how the period supervised is evidenced where the outgoing supervisor will not sign. The Standards of Supervision state these powers and their limits. The Board cannot recognize hours delivered while the supervisor was unregistered.

14.5 Restoration

14.5.1 Where a suspension is lifted because the condition stated has been met, certification resumes and the Directory listing is restored. The period of suspension is not treated as certified time.

14.5.2 Restoration of supervisor registration. Where a suspension is lifted and the person held registration as an IAPST Registered Supervisor when it was imposed, the Office of Membership restores the entry on the Register from the date certification resumes, provided the registration year has not expired and the conditions in the Standards of Supervision are satisfied. Registration is not restored retrospectively, and supervision delivered during the suspension does not count whatever follows.

14.5.3 Where the registration year expired during the suspension, the person applies to register again and pays the registration fee. The Association does not extend a registration year to cover a suspension.

14.5.4 Where certification was withdrawn, registration ends with it and is not restored. A person returning applies afresh for certification and, once certified, may apply to register again.

14.5.5 Where certification was withdrawn, a person seeking to return applies afresh and must satisfy the certification requirements in full. A person terminated for cause may reapply only with the approval of the Executive Board.

14.5.6 The Ethics Committee maintains a policy governing the discipline and reintegration of a person subject to sanction, and that policy governs where it applies.

15. Appeal

15.1 What may be appealed

15.1.1 A person may appeal to the Executive Board against a denial or deferral of certification, a finding or sanction of the Ethics Committee, the suspension or withdrawal of certification, and the decline, suspension, or removal of a Therapist Directory listing. Article XII of the Bylaws governs and states the full list.

15.1.2 A deferral is appealable. An applicant who considers that what the Board has required is not required by this standard, or is disproportionate to what is missing, may appeal rather than comply.

15.1.3 The thirty days run from the notice of deferral. An applicant who begins what the Board required and then decides to appeal is not thereby given a fresh thirty days, and the period is not extended by the time taken to complete what was required. An applicant who intends to appeal does so within the thirty days and may comply in the meantime.

15.2 How

15.2.1 An appeal is submitted in writing to the Office of Membership within thirty days of written notice of the decision.

15.2.2 The thirty days run from the date the person receives the written determination. A determination given in conversation does not start the period.

15.2.3 The appeal is decided on the record, together with any written response the appellant submits. There is no hearing as of right.

15.2.4 The Office of Membership acknowledges an appeal within five working days and tells the appellant what happens next and by when.

15.3 Who decides, and what they may do

15.3.1 No person who took part in the decision under appeal takes part in the appeal. Where recusal leaves fewer than three members of the Executive Board available, the remaining members appoint one or more Certified Members who took no part in the decision to sit for that appeal only.

15.3.2 An appeal is decided on the record. Article XII, Section 3 of the Bylaws provides that a determination of the Office of Membership, the Certification Board, the Accreditation Commission, or the Ethics Committee may be appealed to the Executive Board, that the appeal is decided on the record, and that the determination of the Executive Board is final within the Association.

15.3.3 What follows an appeal against a deferral. Where the Executive Board overturns a deferral, the application returns to the Certification Board to be determined without the requirement

that was overturned. The Executive Board does not itself confer certification and does not substitute a requirement of its own.

15.3.4 The Board's decision is given in writing with reasons and is final within the Association.

15.3.5 Nothing in this Section limits a person's rights outside the Association, and nothing in it is a condition of exercising them.

PART SIX

General Provisions

Language, jurisdiction, records, fees, amendment, and the documents issued under this standard.

16. General Provisions

16.1 Language

16.1.1 The official language of the Association is English. Documents submitted to the Association are in English, including the application, the log, the final review, and the statement.

16.1.2 Where a document was produced in another language, the party submitting it supplies an English version and is responsible for its accuracy.

16.1.3 Members are not required to speak English as a condition of membership. The requirement concerns documents submitted to the Association and the conduct of Association business, and nothing in it limits the language in which a member practices.

16.2 Jurisdiction

16.2.1 The Association is incorporated in the District of Columbia, United States, and conducts its business internationally.

16.2.2 This standard applies identically in every jurisdiction the Association serves. It does not displace the law or regulation applying to a member's practice, and where the two conflict, the member follows the law applying to them and tells the Office of the Executive Officer.

16.2.3 A member is responsible for compliance with the requirements applying to them, including any restriction their own regulator places on describing themselves by a particular title.

16.3 Records, and what they may contain

16.3.1 No patient-identifiable information. A certification submission must not contain information that identifies, or could reasonably identify, a patient. The log records a patient reference rather than a name, and the final review and the statement are written so that no patient can be identified from them. A submission containing patient-identifiable information is returned.

16.3.2 Two kinds of record are kept, and they are kept differently. The supporting documents submitted with an application are retained for five years from the date of determination and are then destroyed, subject to the retention holds at Section 16.3.3. The core record of when certification was conferred, renewed, suspended, withdrawn, or lapsed is retained permanently, because the Association must be able to answer that question about any person it has ever certified.

16.3.3 Retention, and the hold on destruction. Supporting documents are retained for at least five years from the date of determination. They are not destroyed while a related appeal, audit,

or Ethics Committee matter is pending, or while a longer retention requirement applies. Once the hold ends, disposal follows the Association's records-retention policy.

16.3.4 Confidentiality and access. Certification records are confidential. Access is limited to the officers, staff, and committee members who require the information in order to administer certification, assess educational equivalence, investigate alleged misconduct, or determine an appeal. They are not disclosed otherwise, save where the Association is required by law to disclose them or the member authorizes it in writing. The Association's privacy policy governs access and disclosure, and states how a member may request access to their own record.

16.3.5 Submissions are made by the secure route the Association publishes. Documents are not sent by ordinary email where the published route is available.

16.3.6 Applicants are responsible for retaining a complete copy of their submission. The Association does not return a submitted packet.

16.3.7 A Certified Member retains evidence of continuing education under Section 11.3.

16.4 Fees and the fee schedule

16.4.1 The figures in Section 7 are those current at the date of this edition. The Association publishes a fee schedule, and where the schedule and this standard differ, the schedule governs.

16.4.2 Fees are set by the Executive Board. A change to a fee takes effect at the renewal or application following its publication, and is not applied to an application already submitted.

16.5 Related documents

This standard is the authoritative statement of the certification requirement. The following are read alongside it:

- The Bylaws of the Association, which govern
- The IAPST Standards of Accreditation — the educational component
- The IAPST Standards of Supervision — the supervision component
- The IAPST Code of Ethics
- The IAPST Supervision Log, the 150-Hour Review, and the Supervision Final Review — the forms issued under the Standards of Supervision
- The Association's published fee schedule and list of accredited programs and approved CE providers

Precedence of governing documents

The Bylaws prevail in the event of a conflict.

Subject to the Bylaws, these Standards govern certification, the Standards of Accreditation govern the educational requirement, the Standards of Supervision govern the supervision requirement, and the Code of Ethics governs professional conduct.

The Association's published fee schedule governs current fees, and Section 16.4 states the effect of that on the figures at Section 7.

An unresolved conflict is referred to the Executive Board for clarification. This rule appears at the front of this standard in the same terms and nothing elsewhere varies it.

16.6 Amendment

16.6.1 This standard is maintained by the Certification Board and adopted by the Executive Board as policy, under Article XVI, Section 2 of the Bylaws, which requires each published standard to state its version and the date on which it takes effect.

16.6.2 An applicant is held to the edition in force at the date their first supervision agreement was filed. Where a later edition is more favorable to them, they may elect to be assessed under the later edition instead.

16.6.3 The election is of one edition, not of provisions from several. An applicant who elects a later edition is assessed under the whole of it. Provisions from different editions are not combined, and the Certification Board determines any question about which edition applies.

16.6.4 The election is made in writing at application. An applicant who does not elect is assessed under the edition in force when their first agreement was filed.

16.6.5 The election covers both standards together. An election under this Section applies to the Standards of Supervision as well, so that the certification requirement and the supervision requirement are assessed under editions in force at the same date. An applicant does not elect one edition of one standard and a different edition of the other.

16.6.6 A Certified Member is held to the edition in force at the date of the renewal in question, for matters of renewal, continuing education, and audit. There is no election for those matters, because a renewal is assessed as at its own date.

16.6.7 A material change is published before it takes effect and is announced to the membership. The Association will not apply a new requirement to an application already submitted, to a clinician in training already in supervision except where Section 16.6.2 permits them to elect it, or to a renewal falling due within sixty days of publication.

16.7 Edition

Edition	_____
Adopted by the Executive Board	14 October 2026
In force from	_____
Maintained by	The Certification Board
Questions	Office of Membership, info@iapst.org