



The only awarding body  
run *by* counsellors  
*for* counsellors

# A guide to our fees

Valid for September 2024 to August 2025



## Contents

Introduction .....	3
Support from the start .....	3
About us .....	3
Regulated qualification fees .....	5
Qualification application fee .....	5
Candidate registration fees .....	7
Other fees (if applicable) .....	9
Tailor Made qualification accreditation fees .....	11
Qualification application fee .....	12
Candidate registration fees .....	14
Other fees (if applicable) .....	14
Continuing Professional Development (CPD) endorsement fees .....	16
How to apply .....	17
CPD annual endorsement fees .....	17

# Introduction

## Support from the start

We pride ourselves on the supportive and approachable relationships we have with our centres. This extends to our prices, which we hope are easy to understand, transparent and fair. Our main concern is to offer you qualifications and services of the highest quality, as you would expect from the leading specialist awarding organisation in the UK. But we also believe in being competitive in our pricing and we hope you agree that our fees represent substantial value. We try to give you as much advance warning as possible when fee changes are due, to help you with the task of balancing your accounts.

If you are thinking of becoming a recognised CPCAB centre approved to deliver our qualifications, our Customer Experience team are on hand to provide support and guidance from the early stages of application and into your first year of delivery. If you have any questions, please [email our Customer Experience team](#) or phone on 01458 850350 ext. 211.

Our fees outlined in this document are effective from 1st September 2024 and are accurate at the time of publication. All payments should be paid by BACS - for our payment details please [email our Finance team](#) or phone on 01458 852054.

If you have any questions about our services and products, [please get in touch](#).

## About us

From our beginnings in 1993, we have grown to become the UK's leading counselling awarding organisation, offering vocational qualifications at over 200 training centres and 400 locations throughout the UK and overseas with over 15,500 candidates registering with us each year.

We are the **only awarding organisation run by counsellors for counsellors**, which makes us uniquely placed to provide specialist support to you and your learners. Our team of Counselling Qualifications Professionals are immersed in the counselling and psychotherapy

sector. They are practicing therapists who have taught counselling qualifications and have a unique understanding of the sector.

Our qualifications are developed from evidence-based research, are well-structured and form a coherent progression route. We constantly strive to support competent and safe counselling practice as we believe counselling is valuable and helpful for many people.

# Regulated qualification fees

Our regulated qualification fees consist of mandatory and other fees.

Mandatory fees relate to the one-off qualification application for approval to deliver our qualifications, and to the fee payable for each candidate you register.

Other fees are associated with the candidates you register with us and services we offer that apply in some circumstances.

## Qualification application fees

We charge a one-off qualification application fee for each qualification you apply to offer. If you are a new centre and your application is successful, you will become a recognised CPCAB training centre. **There is no separate centre recognition fee or annual fee thereafter.**

Both new centres and those already running our qualifications pay the one-off qualification application fee at the time of applying. If your application is not successful, we regret we cannot refund this fee.

### What the qualification application fee covers

One of our Counselling Qualifications Professionals will review your application documents and support you through to qualification approval. Once approved, we'll advertise your centre and the qualifications that you've received approval to offer on our [Centre Finder](#) to help candidates contact you and apply for your courses.

### How to apply

[Download the Application for centre recognition - regulated qualifications](#) or [Download the Application for centre recognition - non regulated qualifications](#) or contact our [Qualification Administration team](#) if you have any questions.

Table of one-off regulated and non-regulated qualification application fees

Qualification reference number	Qualification title	Qualification application fee
500/7794/6	ELSK-L2 - Level 2 Award in Effective Listening Skills	£143
500/4684/6	USM-L2 – Level 2 Award in Understanding Substance Misuse	£143
500/7762/4	ICSK-L2 – Level 2 Award in Introduction to Counselling Skills	£162
500/7938/4	CSK-L2 – Level 2 Certificate in Counselling Skills	£223
600/5104/8	CST-L3 – Level 3 Certificate in Counselling Studies	£226
610/3341/8	CAST-L3 – Level 3 Certificate in Applied Counselling Studies	£226
600/6961/2	LCS-L3 – Level 3 Certificate in Life Coaching Studies	£182
601/2608/5	LC-L4 – Level 4 Diploma in Life Coaching	£284
500/8088/X	TC-L4 – Level 4 Diploma in Therapeutic Counselling	£393
500/8386/7	PC-L5 – Level 5 Diploma in Psychotherapeutic Counselling	£396
500/8460/4	CBT-L5 – Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory	£396
603/7503/6	CYP-L5 – Level 5 Diploma in Counselling Children and Young People	£396
N/A	OPCP-L5 – Level 5 Award in Online and Phone Counselling Practice <sup>1</sup>	£259
500/822/X	TCSU-L6 – Level 6 Certificate in Therapeutic Counselling Supervision	£399

<sup>1</sup> Please note OPCS-L5 is not currently a regulated qualification, however all relevant fees apply

**Descriptor approval fee - £213** – in addition to the fees above, you may apply to add a ‘descriptor’ to a qualification. This indicates a qualification is specialised toward a therapeutic approach, target client group or context within which the counselling or use of counselling skills takes place. Please contact our [Qualification Administration Team](#) for further information.

## Candidate registration fee

### What the candidate registration fee covers

- **Administration support** – Our Qualification Administration Team are happy to support you from registration through to certification of your candidates. Please [contact one of the team](#) for further information.
- **Independent Verification** – At the conclusion of ELSK-L2 and USM-L2 our Independent Verifiers will conduct a quality check and provide constructive feedback for every group.
- **External Verification visits** – Our specialist External Verifiers will visit your centre and meet with tutors to provide a supportive quality assurance service. See the External Verification section in your Tutor Guide for further information. Any visits cancelled by the centre once arranged will result in the centre being charged any non-refundable expenses occurred to date.
- **Annual Standardisation Training** – You and your centre’s tutors will be invited to join our team at one of many locations around the country, or for an online training session, for an informative and collaborative Standardisation Training event.
- **Certification for Proficient candidates** – At the successful completion of their qualification, candidates will receive a certificate showing their achievement of a CPCAB qualification.
- **Advertising** – If you are looking to recruit additional tutors, we will happily place your advert on our website. Please [email our marketing team](#) for more details.

We charge a fee for each candidate registered with us as per the table that follows:

### Table of candidate registration, re-sit and appeal fees

Qualification title	Candidate registration fee	Re-sit/re-submission fee	Appeal fee
ELSK-L2 - Level 2 Award in Effective Listening Skills	£61	N/A	N/A
USM-L2 – Level 2 Award in Understanding Substance Misuse	£61	N/A	N/A
ICSK-L2 – Level 2 Award in Introduction to Counselling Skills	£61	N/A	N/A
CSK-L2 – Level 2 Certificate in Counselling Skills	£182	£99	£182
CST-L3 – Level 3 Certificate in Counselling Studies	£189	£99	£189
CAST-L3 – Level 3 Certificate in Applied Counselling Studies	£189	£99	£189
LCS-L3 – Level 3 Certificate in Life Coaching Studies	£151	£91	£151
LC-L4 – Level 4 Diploma in Life Coaching	£284	£214	£284
TC-L4 – Level 4 Diploma in Therapeutic Counselling	Year 1 £366 Year 2 £366	£239	£366
TC-L4 – Level 4 Diploma in Therapeutic Counselling BACP Approved Practitioner Qualification	Year 1 £391 Year 2 £366	£239	£366
PC-L5 – Level 5 Diploma in Psychotherapeutic Counselling	£376	£243	£376
CBT-L5 – Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory	£376	£243	£376
CYP-L5 - Level 5 Diploma in Counselling Children and Young People	£376	£243	£376

OPCP-L5 – Level 5 Award in Online and Phone Counselling Practice <sup>2</sup>	£99	N/A	N/A
TCSU-L6 – Level 6 Certificate in Therapeutic Counselling Supervision	£386	£243	£386

## Other fees (if applicable)

### Re-sits/re-submissions and appeals – see table

If a candidate is assessed as Not Proficient in their external assessment, they can be entered for a re-sit/re-submission. They may also be eligible to appeal their result – see our [Appeals Policy](#) for details. Fees for both options are shown in the table above. The appeal fee will be refunded if the appeal is upheld.

- External Assessment information and feedback - Tutors can make an appointment with one of our Counselling Qualifications Professionals for a personalised feedback call to discuss any candidates who have been assessed as Not Proficient in their external assessment. They can also check whether an appeal would be warranted. This service is available for four weeks from the issue of external assessment results.

### Other appeals – £99

For appeals relating to decisions on Reasonable Adjustments, Special Consideration or actions taken because of a malpractice or maladministration investigation, a nominal fee is applied. The fee will be refunded if the appeal is upheld – see our [Appeals Policy](#) for details.

### Late registration - £61

This is applied if a group is not registered within 42 days of the group starting.

### Missed feedback appointment - £31

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<sup>2</sup> Please note OPCP-L5 is not currently a regulated qualification, however all relevant fees apply

This is applied when an external assessment feedback appointment is re-booked because the original appointment was missed, and we were not notified beforehand.

### Replacement certificate - £39

For a small administrative fee, we can issue a replacement of a candidate's original CPCAB certificate. To request this service candidates should complete our [Replacement Certificate Request Form CR8](#).

### Candidate withdrawal – credit note issued

For each candidate that withdraws from a course we will issue a credit note covering the registration fee minus an administration charge of £15. We need to be [notified by email](#) of their withdrawal within six weeks of the course start date.

Where a candidate leaves a course due to medical grounds, a [medical certificate should be emailed](#). We will then issue a credit note covering half the registration fee minus an administration charge of £15.

### Minimum registration - £324

To cover administrative and quality assurance costs, this is applied once per year if you register fewer than:

- Levels 2-3: 12 candidates per year
- Levels 4-6: 9 candidates per year

Centres running only ELSK-L2, ICSK-L2, USM-L2 or OPCP-L5 are exempt from this fee.

### Quality assurance visit - £386

This may be required if:

- You request an additional consultancy or on-site support visit
- We provide an additional monitoring / support visit to resolve any quality assurance issues, e.g., to view candidate portfolios so that candidates can be certificated.

Any visits cancelled by the centre once arranged will result in the centre being charged any non-refundable expenses occurred to date. If you cancel a visit and give us less than 7 days' notice the fee will still be due.

### Standardisation Training non-attendance - £61

This is applied for each tutor that books a place at a Standardisation Training event and fails to attend or cancels less than 7 days before the training. This fee covers the resources we incur for facilitating the training. See our website for [Standardisation Training terms and conditions](#).

### Standardisation Training non-compliance - £386

This may be required if:

- your centre has not met CPCAB's minimum requirements for tutor standardisation and you require a member of the CPCAB standardisation team to provide an additional online training session for your tutors.

# Tailor made qualification fees

We also offer a tailor made qualification accreditation service, consisting of mandatory and other fees.

Mandatory fees – a qualification development fee, a one-off qualification accreditation application fee for us to accredit your qualification, and a fee for each candidate you register. The development fee is deducted from the qualification accreditation application fee if your application is approved.

Other fees are associated with the candidates you register with us and services we offer that apply in some circumstances.

## Qualification accreditation application fee

We charge a one-off qualification accreditation application fee for each tailor made qualification you apply to offer. If you are a new centre and your application is successful, you will become a recognised CPCAB training centre.

### What the fee covers

One of our Counselling Qualifications Professionals will review your application documents and support your tailor made qualification accreditation application through to approval. Once approved, [we'll advertise your centre and the qualifications it's approved to offer](#) on our website to help candidates contact you and apply for your courses.

### How to apply

[Download the Application for centre recognition - Tailor Made qualifications](#) or contact our [Qualification Administration team](#) if you have any questions.

## Table of one-off tailor made qualification accreditation application fees

Qualification type	Qualification requirements	One-off application fee*
Award	50-129 hours' Total Qualification Time (TQT) Minimum 30 Guided Learning Hours (GLH)	£659
Certificate	Certificate 130-369 hours' TQT	£769
Diploma	Diploma 370+ hours' TQT	£989

\*These fees are for centres in the UK. Please [email us for international pricing](#).

### Development - £386

We charge a one-off fee to help you develop your qualification, though this is deducted from the qualification accreditation application fee if your application is approved.

Our team of Counselling Qualification Professionals will guide you through each stage of the design and development of your tailor made qualification.

### Annual accreditation visit - £227

Each year you will receive a face-to-face or online External Verification visit from one of our supportive External Verifiers. Afterwards, they will share a report covering any areas for development and action. Each year we will ask you to complete a centre declaration and in return you will receive an Annual Certificate of Continued Accreditation (ACCA).

## Candidate registration fees

We charge a fee for each candidate registered with us as per the following table.

Qualification level	Candidate registration fee for Awards*	Candidate registration fee for Certificates*	Candidate registration fee for Diplomas*
Level 2	£51	£93	£155
Level 3	£81	£133	£159
Level 4	£91	£143	£195
Level 5	£101	£193	£245
Level 6	£111	£213	£265
Level 7	£121	£233	£285

\*Please note that if the qualification is a two-year course, you must register candidates for each year individually. This means that the candidate registration fee is payable at the start of year 1 and the start of year 2.

## Other fees (if applicable)

### Late registration - £61

This is applied if a group is not registered within 42 days of the group starting.

### Replacement certificate - £39

For a small administrative fee, we can issue a replacement of a candidate's original CPCAB certificate. To request this service candidates should complete our [Replacement Certificate Request Form CR8](#).

### Candidate withdrawal - credit note issued.

For each candidate that withdraws from a course we will issue a credit note covering the registration fee minus an administration charge of £15. We need to be [notified by email](#) of their withdrawal within six weeks of the course start date.

Where a candidate leaves a course due to medical grounds, a [medical certificate should be emailed](#). We will then issue a credit note covering half the registration fee minus an administration charge of £15.

### Quality assurance visit - £386

This may be required if:

- You request an additional consultancy or on-site support visit
- We provide an additional monitoring / support visit to resolve any quality assurance issues, e.g., to view candidate portfolios so that candidates can be certificated.

If you cancel a visit and give us less than 7 days' notice the fee will still be due.

# Continuing Professional Development (CPD) endorsement fees

If you wish to deliver your own CPD workshop or course, we offer an endorsement programme. Once endorsed, you can run your CPD workshop or course as many times as you wish each year. A 'year' covers one year from the month your CPD endorsement was gained.

Our CPD endorsement fees consist of mandatory fees, which include a one-off centre approval CPD endorsement application fee and an annual endorsement fee for each CPCAB-endorsed CPD workshop or course you are approved to run.

## CPD endorsement application fee - £224

We charge a one-off centre approval CPD endorsement application fee. If your application is successful, you will then become a CPCAB training centre able to run CPCAB-endorsed CPD. Each CPCAB-endorsed workshop or course will be subject to an annual endorsement fee as set out in the table on the following page.

### What the fees cover

One of our team of Counselling Qualifications Professionals will review your CPD proposal and provide support and feedback. They will also attend the first delivery of your workshop or course to quality assure it. Beyond this, our CPD endorsement provides a very light-touch supportive role to your centre.

## How to apply

[Download the Application for CPD Endorsement](#) or to find out more information contact our [Qualification Administration team](#).

## CPD annual endorsement fees

Table of CPD endorsement fees

Workshop or course duration	Annual endorsement fee
1-10 hours	£113
11-20 hours	£165
21-30 hours	£224