



The Chartered Association of Sport and Exercise Sciences (CASES)

CASES Sport and Exercise Scientist Re-Accreditation Guidelines

July 2024

FAIRNESS



PROFESSIONALISM



HONESTY



RESPONSIBILITY



EXCELLENCE



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1. Definitions

Accreditation: CASES accreditation is awarded to those practitioners who are deemed by the Association to have the knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist. Accredited members must work within their specified domain of expertise. This will be judged against the evidence provided towards meeting the competencies within the CASES Accreditation Competency Profile. Accreditation lasts for 5 years. Accredited members are entitled to call themselves a CASES Accredited Sport and Exercise Scientist.

Re-Accreditation: Re-accreditation is required every five years. Members who have held CASES accreditation within the past 3 years are eligible to regain accredited status by applying through the re-accreditation process. The application should cover the previous 5 years of work up to the submission point. If CASES accreditation has lapsed for longer than 3 years the applicant will normally be required to submit a full accreditation application. Exceptional circumstances to the 3 year period will be considered on a case-by-case basis. A successful re-accreditation application allows members to continue using the title CASES Accredited Sport and Exercise Scientist.

Chartered Scientist (CSci): CSci represents a single chartered mark for all scientists, recognising high levels of professionalism and competence in science. This is awarded by the Science Council. Chartered Scientist status is aligned to accreditation therefore accredited members are eligible to hold Chartered Scientist status. To remain a Chartered Scientist, a member must maintain their CASES accredited status. CSci lasts for 1 year. Successful applicants are entitled to call themselves a Chartered Scientist and use CSci after their name.

Delivery: Delivery is the practical aspect of the work you carry out, whether applied, research based or pedagogy.

Continuing Professional Development (CPD): CPD is defined as undertaking a range of learning activities through which sport and exercise scientists maintain skills/knowledge and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice.

2. Why Apply for Re-Accreditation

CASES re-accreditation accepts that an accredited individual has already demonstrated that s/he meets the minimum knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist.

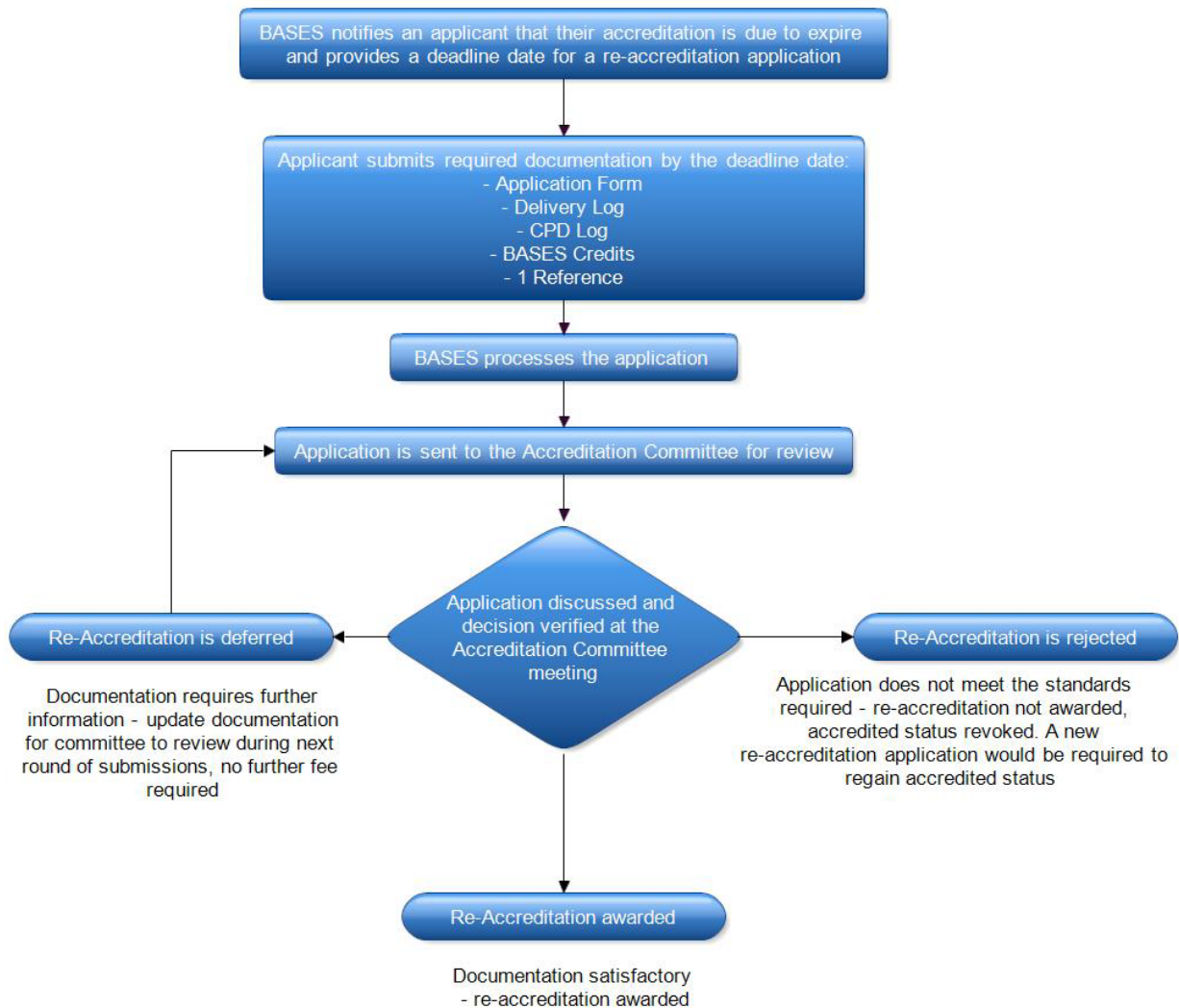
Maintaining accredited status demonstrates to clients, service users and the wider sector that an individual has consistently engaged in continuing professional development appropriate to his/her role and practice.

Members can become accredited within the following domains of expertise: support, research or pedagogy. Re-accreditation allows for movement to a new domain of expertise during an applicant's career without the need to re-apply for accreditation. For example, this may include a career progression that involves an accredited member moving from a direct support role to the management of support staff, or a movement from support or research work into a teaching role.

Where a member applies for re-accreditation in more than one domain of expertise (support, research, pedagogy), they must provide clear evidence of meeting the re-accreditation criteria for each domain. Delivery logs should therefore evidence a minimum of 150 hours per year in each domain (support, research, pedagogy) applied for and the CPD log should include activities/learning relevant to each of the domains for which the candidate has applied for re-accreditation.

For quality assurance, if an applicant is applying for a different discipline (eg. physiology/biomechanics) than the one currently Accredited, they must make a NEW [CASES Accreditation](#) application.

3. The Re-Accreditation Process



1. Accreditation is only valid whilst being a Professional Member of BASES
2. If the applicant believes that the correct assessment process has not been followed, then s/he is entitled to appeal the decision by writing to the Chair via the BASES Education Officer within 2 weeks of being informed of the decision. The appeal must outline in detail where due process has not been followed

4. Re-Accreditation Criteria

The applicant must:

- Be a Professional member of CASES
- Abide by the CASES Code of Conduct and all CASES policies (Safeguarding; Equal Opportunities; Disciplinary; Appeals). All policies can be viewed [here](#).

The applicant must provide the following:

1. **Delivery log:** Evidence of delivery carried out during the accredited period
 - At least 150 hours of delivery per year in their domain of expertise¹
2. **CPD log:** Evidence of at least 75 hours of relevant continuing professional development (CPD) and subsequent reflection² over the 5 year accredited period³
 - A variety of CPD should be demonstrated in the following areas:
 - Work-based learning (e.g. supervising staff/students, reflective practice)
 - Professional activity (e.g. involvement in a professional body, mentoring)
 - Formal/educational (e.g. writing articles/papers, further education)
 - Self-directed learning (e.g. reading journals, reviewing books/articles)
 - Other (e.g. voluntary work, public service)
3. **CASES credits:** Engaging with CASES⁴
 - UK-based applicants should demonstrate a minimum of 20 CASES credits⁵ and overseas applicants should demonstrate a minimum of 10 CASES credits and 10 credits from equivalent activity with an overseas professional body. Click [here](#) to see available credits.
4. **One Reference:** One reference from either a CASES Accredited Member, CASES Fellow or a Chartered Sport and Exercise Psychologist
Or
Three references from one mentor and two clients over the age of 18.
At least one referee needs to be from within the same domain of expertise as the candidate.
Please state clearly the status of the referee as per the above.

Notes on CASES credits:

¹ Re-accreditation allows for career progression and the potential to move from hands on practice to the supervision of practitioners, therefore delivery may be supervising or managing other sport and exercise scientists. Where a member has changed focus, whether from hands on work to a supervisory role, or from support to research, their application should reflect this accordingly to demonstrate maintenance of the required standards.

² Reflections on CPD should include examples of how CPD activity has contributed to the quality of professional practice and service delivery and how CPD activity has benefitted/impacted on the end users/client/beneficiaries of the applicant's work.

³ Career breaks will be taken into consideration.

⁴ Engagement activities are ways of interacting with the association and are not only focused on workshops and webinars. Please refer to the [list of credits](#) on the Accreditation page of the CASES Website.

⁵ CASES credits must be accrued in at least two different activities during the 5 year period (i.e. cannot be only accrued via webinars) and credits must be accrued in at least 3 years of the 5 year accreditation period.

1. If you believe that you have contributed to a CASES activity that is not currently listed, please contact the CASES office via email at education@CASES.org.uk
2. Please refer to the CASES events page to identify any external associated events showing the CASES CPD credits logo <http://www.CASES.org.uk/Events>
3. Activities that gain CASES credits may also be used towards accumulating the CPD hours required e.g. attendance at a workshop (5 credits) may also count towards 6 hours of CPD.
4. If presenting at a conference, you cannot also claim credits for attending the conference on the same day.

5. Chartered Scientist Audit

For accredited members holding CSci status, the awarding body (the Science Council) require that all Chartered Scientists must be prepared to declare on an annual basis that they are completing CPD to the Science Council's standards and accept that they may be asked to provide evidence for this.

CASES is required by the Science Council to randomly select a number of Chartered Scientists every year to audit their CPD.

Applicants must provide information of their CPD activities covering the previous year.

This process is a Science Council requirement and is separate from the CASES re-accreditation process. CASES has, however, strived to streamline these processes as closely as possible to assist members in the transfer of CPD information.

Please refer to the [CASES CPD recording template](#) for the documentation required for an audit.

Administration

The application fee for re-accreditation is £105. Applications will be accepted up to one month before the deadline. Submission windows are **1 December to 6 January** and **1 June to 1 July**. Applications must be [submitted online](#) using the standard CASES templates.

Chartered Scientist status lasts for 1 year and must be [renewed online](#) annually.

Extenuating Circumstances

Where extenuating circumstances impact an individual's ability to meet all of the criteria (e.g., delivery hours, CASES credits etc.), applications will be considered on a case by case basis. Periods of absence from the work environment (e.g., due to maternity leave or long-term sickness), should be clearly explained in a cover note.

Where there is a shortfall in delivery hours and/or CPD activity due to a period of absence from work, these will normally be assessed on a pro rata basis.

Please note that a cover note will not guarantee approval on the re-submission if it is felt the impact of missing criteria is too great for a successful application. This could result in an application deferral, or a new Accreditation application being required.