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Dear Introduction to CBT Participant

INTRODUCTION TO CBT:

Part 1: Assessment & Formulation – 15 & 16 April 2026

Part 2: Basic therapeutic skills – 05 & 06 May 2026

Part 3: Working with depression – 03 & 04 June 2026

Part 4: Panic, Health Anxiety, OCD, and Social Anxiety – 29 & 30 June 2026

This is to acknowledge receipt of your registration to the above course. This course will be presented via Zoom and commence at 9.30am and finish at approximately 4.30pm each day.

The online course materials for all parts of the course are saved in OCTC's learning platform. This includes the Zoom joining links, Zoom guidelines, presenter handouts, and feedback forms. Please ensure you register for each teaching session using the provided Zoom links and put them in your calendar. Please complete the online feedback form as soon as possible on the second day of each part of the course.

We encourage course participants to attend all live sessions where possible and to participate for the full duration of this course. Workshop participants learning experience is of paramount importance to us and leaving early means that important learning is missed and can cause disruption to others. If you need to leave early we request that you advise OCTC in advance so we can alert the presenter. If you cannot attend the live session, you will need to watch the recording(s) to complete the course. We will upload recordings to the learning platform as soon as possible after each workshop, once these have been edited accordingly.

By attending this course, I understand I am giving my consent for the course to be video recorded and for these video recordings to be available for a time period determined by OCTC and outlined in the purchase agreement. Your name, if displayed onscreen, and your image will make up part of these recordings. Recordings are the property of OCTC and making copies of these recordings or sharing login details is not permitted. **Please do not reveal details which may compromise the anonymity of clients.** The course recordings will be available to watch for a period of 12 months once available.

A single digital certificate of attendance that states the hours of participation for all parts in the course will be downloadable after you have completed the course. The name on your certificate of attendance is the one used to register your OCTC online account. If you do not wish to use the same name on your certificate of attendance, please log-in to your OCTC account, go to 'My Account' and update your name in your 'shipping and billing address' before you complete the course.

Many thanks for your co-operation and we hope you enjoy the course. If you have any questions, please contact us at:

OCTC@oxfordhealth.nhs.uk

Yours faithfully

Oxford Cognitive Therapy Centre

Cancellation & changes policy

If you need to cancel your place more than 14 days prior to the course commencement date (i.e. before Part 1 live presentation date) we will refund your fee minus a 15% administrative charge. We regret that cancellations 14 days or less before the course commencement date cannot be refunded. If you wish to change your booking after confirmation we will do our best to accommodate you if you notify us 14 days prior to Part 1 live presentation date if there is space to do so; however, there will be an administrative charge of £15.