



## UKCP REGISTRATION AND RE-ACCREDITATION GUIDE

The next membership and reaccreditation date is July 2027

### Registration

Graduates are accredited to the UKCP register by the Institute via APP which is the Institute’s internal student and graduate membership department. This means that graduates with a Psychotherapeutic Counsellors and Psychotherapists Diploma apply to register with UKCP directly. UKCP will then contact The Institute to confirm the eligibility of the applicant and that the correct modality (Psychotherapeutic Counsellor or Psychotherapy) has been applied for.

### Re-accreditation

UKCP requires all Full Clinical Members (as opposed to Student Members and Trainee Members) to re-apply for on-going registration every five years. This is called re-accreditation. All members will therefore have to follow a ‘re-accreditation process’ which is administered through APP. Anyone who wishes apply for ‘Direct Membership’ of their UKCP College will be required to go through a re-accreditation process determined, administrated and assessed by the College itself.

APP runs the re-accreditation process for all its members together at the same time. You will need to participate in this process even if it has been fewer than 5 years since your initial registration with UKCP, so that you don’t go beyond the UKCP time-limit of 5 years between registration and re-accreditation.

Continued APP membership is dependent on keeping APP informed of changes of contact details, responding to communications and informing APP of sabbaticals.

### European Certificate of Psychotherapy (ECP)

In order to facilitate therapists’ mobility within Europe whilst still ensuring a consistent degree of training and practice across the continent, the European Association of Psychotherapy (EAP) awards a European Certificate of Psychotherapy (ECP).

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## Requirements for Continuing Professional Accreditation

From initial UKCP registration onwards, members will need to comply with the following requirements:

1. To practice under the **UKCP Code of Ethics**
2. To undertake **on-going supervision** as stipulated by their College (check HIPC/PCIPC requirements)
3. To participate in **continuing professional development (CPD)** as required by their College (check HIPC/PCIPC requirements)
4. To renew your **professional indemnity insurance** each year (as part of the 5-yearly re-accreditation process you will be required to demonstrate proof of professional indemnity insurance for the preceding 5 years)
5. To have a **professional will and therapeutic executor** arrangement
6. To keep a **personal professional portfolio** each year for re-accreditation and random audit\* purposes. The portfolio should include:
  - a. **Supervision**: dates and lengths of supervision sessions
  - b. **CPD**: details of all CPD, certificates of attendance etc. (check your College requirements for how many hours of CPD you will need to provide certificates for)
  - c. **Client Practice**: a log of your client practice
7. To keep APP informed of any changes of contact details (address, mobile and email address)

\*It may be useful also to bear in mind that UKCP carries out a 'random audit' of a percentage of its Full Clinical Members at several points in each year. This meets a requirement of the Professional Standards Authority (PSA) a statutory body which regulates UKCP. Audits also require members to provide accounts or evidence of some of the above.

## Process for Re-accreditation Summary

### Renew APP membership

### Creation of Peer Groups

### Peer Review Meeting

### Forms

1. Complaints Clearance Form
2. Portfolio (Evidence of Supervision)
3. Portfolio (Client Log)
4. Portfolio (CPD Log)
5. Evidence of Insurance
6. Evidence Professional Will
7. Reflective Statement
8. Summary of Peer Group Review

### Submit Forms



## Re-accreditation Process

### Re-accreditation process for UKCP (HIPC) registered Psychotherapists

- 1. Peer Review Meeting:** it is suggested that at least one member must be someone who is not familiar with the other members of the group
- 2. Clinical Practice and Practice Development:** members will be asked to reflect on their practice over the last 5 years in terms of clinical hours and profile (e.g. gender, age, length of time with each client) – HIPC recommends that you have an average of 4 client contact hours per week for the first 5 years of practice, subsequently, the UKCP is more flexible and will consider individual circumstances. However, you must still evidence some direct client contact hours to be considered for reaccreditation, regardless of if you have elected to take a Sabbatical in the past 5 years.
- 3. Supervision:** members must provide documentation to verify their supervision provision over the previous 5 years. All registrants are required to be in supervision with a recognised supervisor consistently for the first 5 years of practice, subsequently this may follow a peer or group supervision monitoring. Members should provide a statement from their current supervisor(s) / peer supervisor(s) verifying the amount of contracted supervision
- 4. CPD:** members must provide evidence of their CPD over the previous 5 years in keeping with UKCP's and the College's CPD requirements. The minimum requirement is 250 hours over a 5-year period normally with a minimum of 20 hours in any one year. This will be discussed in the peer review meeting, with an understanding of how the work undertaken has contributed to their development as a practitioner. According to the HIPC requirements this should involve updating in one's core model and some development across models.
- 5. Professional Indemnity Insurance:** members must provide evidence of current indemnity insurance
- 6. Professional Will (Therapeutic Executor) arrangements:** members must ensure that arrangements are in place for their clients to be notified in the case of sudden, long term or permanent absence from work, and arrangements for this need to be described

### Re-accreditation process for UKCP (PCIPC) registered Psychotherapeutic Counsellors

- 1. Peer Review Meeting:** it is suggested that at least one member must be someone who is not familiar with the other members of the group
- 2. Clinical Practice and Practice Development:** members should be able to provide an overview of their clinical hours over the previous 5 years. This needn't be overly descriptive, but it normally should show an amount of clinical hours worked and a breakdown of the hours (i.e. assessments, short-term work etc) – members are expected to maintain a minimum caseload of two clients per week on average. Members must also write a statement to demonstrate how their practice has developed over the previous five years. Being mindful of their individual CPD and the College's core belief in relational methodology, members are asked to highlight how their clinical practice has evolved. Members should also consider how their practice and development reflect the Diversity and Equality Policy of UKCP
- 3. Supervision:** the registrant must provide documentation to verify their supervision provision over the previous 5 years. They should provide a statement from their current supervisor(s) verifying the amount of contracted supervision. Supervision for a minimum of 1.5 hours per month or at an average ratio of 1:25
- 4. CPD:** members need to provide details of their CPD over the previous 5 years in keeping with UKCP's and the College's CPD requirements. The minimum requirement is 250 hours over a 5-year period with a minimum of 20 hours in any one year. CPD certificates of attendance or other proof should be provided for a minimum of 50 hours out of the total 250 hours.)
- 5. Professional Indemnity Insurance:** members must provide evidence of adequate indemnity insurance for the current year and the preceding years within the 5 year period.
- 6. Professional Will (Therapeutic Executor) arrangements:** members must ensure that arrangements are in place for their clients to be notified in the case of sudden, long term or permanent absence from work



## Continuing Professional Development (CPD)

Continuing Professional Development (CPD) is the on-going development of skills, theoretical knowledge and reflective practice.

**In order to re-accredit with the UKCP you must do a minimum of 250 hours of CPD over a 5-year period normally with a minimum of 20 hours in any one year and have evidenced some direct contact hours (HIPC – up to 50 of the 250 hours can be counted from clinical supervision, in particular if this provides additional training in another model)**

The Institute, in line with UKCP guidelines, expects its graduates to continue with their professional development. The Institute believes in the independence of its graduates and therefore supports the view that continuing professional development (CPD) should be self-determined. Given the diverse nature of individual practices and the purpose and direction that professional lives can take, the Institute wishes to be as non-prescriptive as possible. At the same time, the Institute is accountable to the UKCP to ensure that registered members are engaged in their professional development, are able to demonstrate how they are doing so and are available to a monitoring process at least once every five years.

It is expected that this continuing professional development should include some of the following elements:

- Reading and study in relevant areas to expand and build upon the practitioner's professional knowledge and expertise
- Attendance at on-going and/or one-off training courses or workshops; professional conferences or lectures which may develop the range and level of the practitioner's awareness and knowledge regarding developing theory and current issues within their field of practice
- Postgraduate training leading to certification in senior clinical work such as supervision, groupwork and training
- Engaging in research and publishing

Alongside of these educational activities the practitioner is required to attend to their own spiritual development and well-being and to reflect upon how this informs and relates to their professional work. The practitioner is encouraged to devote at least some of their professional development time to the study of the principles of psychospiritual psychotherapy and to reflecting upon how all of their study and learning fits within the psychospiritual context, thus updating the core model in their practice.

The practitioner is required to demonstrate that they are meeting these expectations and requirements by the maintenance of a portfolio of evidence. This is to be supported by a written self-assessment produced every five years, which refers to the professional development undertaken, explains and evaluates its relevance to the practitioner and identifies learning needs and goals for the future and a plan for meeting them.



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**Association for Psychospiritual Practitioners**

## **Sabbaticals**

Taking a Sabbatical refers to a period of time when a member chooses to take a break from their professional practice. A sabbatical usually refers to a break period of over 3 months. UKCP offer full clinical members the option to take a sabbatical for up to one year. During this time, your name will not appear on their National Register, and your records will be kept dormant until you reactivate your membership.

**3 to 6 months:** notify the Institute and UKCP

**6 to 18 months:** notify the Institute and UKCP, submit a reflective discussion about your break from practice which includes a consideration of how you are ensuring that you are prepared for your return to practice

**More than 18 months:** notify the Institute and UKCP, submit a reflective discussion about your break from practice which includes a consideration of how you are ensuring that you are prepared for your return to practice, and specify a CPD plan equivalent 'pro rata' to the CPD requirement for the period of the break from practice and include a timeframe for its completion (this plan is to be agreed by the Organisational Member or the relevant College for Direct Members).

Where a break from practice has been enforced, for example after a disciplinary matter and your wish to return to practice you will be required to follow the UKCP Restoration to Registration Process, details of which can be found in the UKCP's Complaints and Conduct Process (2020).