Registration Policy Document

AFT Registration Committee

Agreed 2018
Section 1: Professional Registration
1.1 UK Council for Psychotherapy (UKCP)
1.2 UKCP college
1.3 UKCP requirements for registering as a Psychotherapist
1.4 The Registration Committee (AFT)

Section 2: UKCP Registration via AFT Application Process
2.1 Routes to UKCP Registration via AFT
2.2 Requirements for application
2.3 Review and approval process for UKCP registration

Section 3: Transferring UKCP Registration to AFT

Section 4: AFT List of Approved Supervisor - Application Process
4.1 Qualifying Route
4.2 APEL Route
4.3 Approval Process for the List of Approved Supervisors

Section 5: The Re-Accreditation Process
5.1 Continual Processional Development (CPD)
5.2 CPD Review Process and outcomes
5.3 Gaps in practice and sabbaticals

Section 6: Re-instating Registration

Section 7: Appeals Process

Section 8: List of supporting policy documents and information sheets

Updated April 2018
Introduction

This policy document sets out the process for individual members to apply for and maintain UKCP Registration as a Family and Systemic Psychotherapist via AFT. This policy also details the application process for inclusion on the AFT List of Approved Supervisors and UKCP Supervisor Directory.

The Registration Policy should be read in conjunction with the AFT CPD Policy and Code of Ethics, and UKCP documents. See Section 8

The document is for qualified family and systemic therapists. Those trained to intermediate level can apply to be a systemic practitioner member of AFT, please see separate guidance about this.

Section 1: Professional Registration

1.1 UK Council for Psychotherapy, UKCP

AFT is a Member Organisation of UKCP (the United Kingdom Council for Psychotherapy) and as such can recommend its members who apply post qualifying or via an APEL process for UKCP registration.

UKCP hold the national register for qualified psychotherapists and psychotherapeutic counsellors which has been accredited by the Professional Standards Authority for Health and Social Care (PSA). The PSA established the Voluntary Register to safeguard registered practitioners and those working in health care provision who are not already covered by statutory registration.

The Voluntary Register was established to protect the public and ensure Registering Bodies support registrants with maintaining high standards of professional practice.

UKCP also hold a specialist register for psychotherapists qualified to work with children and young people, which includes a special section for Family and Systemic Psychotherapists.

Evidence of UKCP Registration is usually a requirement for employment as a qualified Family and Systemic Psychotherapists and is a requirement for AFT members solely practicing in this role.

Once UKCP registered, the Registration Committee is responsible for ensuring registrants continue to meet the criteria for UKCP registration and re-accreditation. The registration requirements are assessed by means of a Continuous Professional Development (CPD) review conducted every 5 years or earlier if specified by the Registration Committee.

Annual Subscription

On acceptance to the register, an annual subscription to UKCP is payable. AFT membership is separate to the UKCP membership subscription and must be kept up to date for AFT to continue to recommend members for registration.

Updated April 2018
1.2 UKCP College

The College of Family, Couple and Systemic Therapy, CFCST, is one of 11 UKCP colleges. Each college represents specific philosophies or modalities of psychotherapy. CFCST specifically supports registrants that are qualified Family and Systemic Psychotherapists. AFT is a member organisation of CFCST and as such AFT policies are written in accordance with CFCST’s standards and guidance.

1.3 UKCP requirements for registration as a Psychotherapist

UKCP states that: “Psychotherapists should be trained at postgraduate masters or masters’ equivalent level on courses that provide no less than 450 hours of formal face-to-face teaching over four years (excluding clinical practice.)”

Registering psychotherapists should evidence a good command of written and spoken English; (disability and equalities exceptions / adaptations to requirement will always apply).

Trainee and registering psychotherapists should ensure that:

- Clinical practice is supervised according to specific CFCST college requirements.
- Professional work is adequately covered by appropriate indemnity insurance or by their employer’s indemnity arrangements.
- An individual CPD plan is in place which is regularly reviewed within the supervision process. (See AFT’s CPD policy for details of CPD requirements).

1.4 The Registration Committee

AFT’s Registration Committee manages applications for the UKCP register of psychotherapists and for the AFT list of approved supervisors. It develops policies relating to registration, ensuring that all entrants to the register meet requirements and that those registered fulfil requirements for CPD and maintain safe levels of practice.

The Registration Committee review and approve practitioners for UKCP Registration and re-accreditation (See terms of reference). Once a practitioner is approved by the Registration Committee, applicants can then complete the UKCP membership form in order to be entered on the UKCP register.

Section 2 – The Application Process for UKCP Registration

AFT aims to provide a clear and structured application process for qualified individuals to become full clinical registrants of UKCP as Family and Systemic Psychotherapists.

Application forms can be downloaded from the members’ area of the website or by contacting the AFT office on admin@aft.org.uk.

Applications must be word processed. Handwritten applications will not be accepted.

Updated April 2018
2.1 Applications may be received by the Registration Committee via three routes:

2.1.1 Qualifying Route for New Applicants - Application fee £100
For Individuals that have completed an accredited qualifying level training course in the UK in the last three years.
For those currently listed as an “AFT systemic practitioner member at intermediate level” the application fee is waived.

Qualified Family and Systemic Psychotherapists, who have competed an AFT accredited training course, can apply for registration immediately and within 3 years of receiving confirmation of their award through the qualifying route.

If the application is made more than one year and up to 3 years following the end of the course, additional information will be required - see Section 2.2. for application requirements.

If the 3-year limit is exceeded applicants will have to apply through the APEL route. Those with exceptional circumstances should contact the AFT office to discuss.

Newly Qualified applicants are required to complete the Qualifying application form with the documents listed in the requirements section (2.2) below.

2.1.2 APEL Route for New Applicants- Application fee £150
The APEL (Accreditation of Prior Experience and Learning) route is designed for UK applicants who have completed advanced clinical training in the UK, which has not been accredited by AFT, or have completed an AFT accredited qualifying level course more than 3 years ago. The APEL application is to demonstrate the applicant has the level of clinical expertise, theoretical understanding and self-reflexive practice to be registered as a family and systemic psychotherapist (See the Blue Book).

APEL applicants are required to complete the APEL application form and provide the documents listed in Section 2.2
2.1.3 APEL Overseas Route and ECP route for New Applicants - Application fee please see form.

The APEL Overseas Route is designed to facilitate registration for those who have undertaken an advanced clinical training outside the UK, and are expecting to work or are already working in the UK. The ECP route is for people applying with the European Certificate of Psychotherapy (ECP).

A. The APEL overseas route is to assess those who have trained overseas, against the competencies required to pass an AFT accredited psychotherapy training. Please read the Blue Book which details specific AFT learning outcomes and competencies for qualifying psychotherapists.

Overseas applicants should demonstrate that qualifying level training included:

- **Clinical Skills & Supervision** – A minimum of 300 clinical practice hours, including 40 hours of live supervised practice.
- **Self-reflexivity** - Ability to explore the relationship of personal and professional issues with their clinical practice and to use this knowledge to inform and develop their clinical competence.
- **Theoretical Knowledge** - A substantial amount of theoretical teaching, along with assessed assignments including a more substantial piece of work (dissertation).
- **Research Knowledge** – Completion of research component or dissertation.

Qualifying training courses would usually consist of a minimum of four years, however applications will be considered from practitioners who have completed a substantive and in-depth modality specific psychotherapy training course, that demonstrates it covers the training specified above.

B. ECP route. Applicants holding the ECP certificate are required to complete the ECP application form. This is to ensure all UKCP College requirements for registration are met. There is no need to match the learning outcomes.

APEL overseas and ECP applicants are required to complete the respective application form and provide the documents listed in section 2.2.

Please continue ......
### 2.2 Requirements for application

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<th>Qualifying Route</th>
<th>APEL route</th>
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<tr>
<td></td>
<td>Up to 12 months post qual.</td>
<td>12 month to 3 years post qual.</td>
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<tr>
<td><strong>Current AFT membership number</strong></td>
<td>✓</td>
<td>✓</td>
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<td><strong>Signed application form agreeing to abide by the AFT code of ethics</strong></td>
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<td>✓</td>
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<td><strong>CV indicating professional and employment background</strong></td>
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<td><strong>Evidence of English Language Proficiency</strong></td>
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<tr>
<td>It is important for AFT to ascertain an applicant’s proficiency of English for working effectively as a health professional in the UK (see application form for details).</td>
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<tr>
<td><strong>Supporting documents for Overseas applicants</strong></td>
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<tr>
<td>All documentation, certificates, references etc. should be translated into English. Translators should provide a CV, a reference with regard to their work as a translator, and should sign and date each sheet they have translated.</td>
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<tr>
<td><strong>Matching learning outcomes to demonstrate equivalence with overseas training.</strong></td>
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<td>(see APEL overseas application form)</td>
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<tr>
<td><strong>Qualifications</strong> (Photocopies only)</td>
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<tr>
<td><strong>Qualifying Certificate from an AFT accredited Course in the UK</strong></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>This should confirm successfully completion of a Family and Systemic Psychotherapy qualifying level training course in the last 3 years.</td>
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<td><strong>OR</strong></td>
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<tr>
<td><strong>Certificate of advanced clinical training in family and systemic psychotherapy</strong></td>
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<td>✓</td>
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<tr>
<td>E.g. Post graduate certificate, diploma or MSc. If the certificate is not available then evidence of completing the training will be required e.g. letter from training institute, transcript.</td>
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<td><strong>OR</strong></td>
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<tr>
<td><strong>European Certificate of Psychotherapy</strong> and evidence that the European Family Therapy Association (EFTA) was involved in approving your ECP application.</td>
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Updated April 2018
## Qualifying Route

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<th>Qualifying Route</th>
<th>APEL route</th>
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<td>Up to 12 months post qual.</td>
<td>12 months to 3 years post qual.</td>
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### A signed statement from the Course Director, Tutor or supervisor

#### Qualifying Applicants:
- This should specify that the applicant has fully met the course requirements, in line with AFT’s Blue Book requirements on clinical practice hours - 300 course based hours and 200 hours in their organization.
- It should also confirm that there are no complaints upheld or outstanding.

#### APEL and APEL overseas applicants:
- This statement must detail the number of taught hours and clinical practice hours undertaken.
- When a reference from the Course Director, Tutor or Supervisor is unavailable, a reference from a UKCP registered family therapist who knows the applicant’s clinical work will be accepted. The reference should comment on the applicant’s competence as a practitioner and systemic thinker. If not UKCP registered, a copy of their CV must also be provided.

### Supervision

UK Registered Family and Systemic Psychotherapists, are required to have **systemic supervision** from an AFT approved systemic supervisor and/or a systemic psychotherapist registered via the College for Family Couple and Systemic Therapy (CFCST) within UKCP. In exceptional cases the Registration Committee will consider the CV of a supervisor who is not UKCP Registered as a Family and Systemic Psychotherapist but able to offer systemic supervision.

For the first three years following registration, newly qualified therapists seeking UKCP registration as Family and Systemic Psychotherapists should have at least **18 hours of systemic supervision per year**, of which a minimum should be **12 hours of individual (retrospective and/or live) clinical supervision**. At least **6 hours can be live team supervision or retrospective group supervision**, but not peer supervision.
## Supervision Reference

It is the applicant’s responsibility to provide the Supervisor with a copy of the AFT’s CPD policy and a copy of the supervisor reference form.

All applicants must provide one of the following:

- **A reference from a current systemic supervisor**
  This must confirm that applicants are practising with supervision in accordance with the AFT CPD Policy.

OR

- **A reference stating planned systemic supervision arrangements**
  If the applicant does not have a current supervisor, applicants must show what arrangements they have made for supervision going forward.
- **If APEL Overseas or ECP applicants are not currently practicing in the UK, a reference from the most recent systemic supervisor should be enclosed.**

*Until evidence of current or proposed systemic supervision arrangements are received, applicants cannot be entered on the UKCP register, however, a letter of recommendation for UKCP registration will be given, which can be used when applying for posts.*

### Additional References

**Applicants applying more than 1 year post qualifying** should provide a further reference from an appropriately qualified clinical practitioner who can comment on the applicant’s clinical practice.

**For APEL overseas applicants, two testimonials are** required from upstanding individuals who can comment on an applicant’s practice and testify that there are no current or past complaints upheld or outstanding against the applicant.

### Qualifying Route

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<th>Up to 12 months post qual.</th>
<th>12 months to 3 years post qual.</th>
<th>UK Qualifying</th>
<th>Overseas Qual.</th>
<th>ECP</th>
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Updated April 2018
Indemnity Insurance

Photocopy of up-to-date professional indemnity insurance (this must be submitted before applicants can be added to the Register*).

Evidence required includes one of the following:

a) Personal Professional Indemnity Insurance (PII) Certificate. This is strongly recommended and a requirement for those in private practice.

b) Confirmation of Trust or Employer PII cover. For those purely in employed work, evidence from the Employer to show that PII is covered by the organisation for the applicant’s work as a family and systemic psychotherapist. The applicant must also provide a signed declaration on the application form stating that no private work will be undertaken.

c) A copy of a current dated Union Membership Card or Certificate and confirmation that this provides PII cover for those undertaking family and systemic therapy in their work. Again the applicant must sign the declaration on the application form that they will not undertake private work without personal indemnity insurance.

For APEL Overseas applicants, not currently working in the UK, applicants may be unable to include evidence of professional indemnity insurance.

*Until this is received applicants cannot be entered on the UKCP register, but will be given a letter of recommendation for UKCP registration, which can be used when applying for posts.

Criminal Records Check

Enhanced Criminal Records check - Registrants are advised to have a current DBS certificate (or equivalent). It is recommended that the check should cover both the ISA Children’s List and the ISA Vulnerable Adults’ List. At the current time AFT are unable to ask applicants to enclose this with their application, but clients may ask to see this.

This is advised, however at the current time, AFT are unable to request to see evidence of this.
### Continued Professional Development (CPD)

*The minimum annual CPD requirement for Registered Family and Systemic Psychotherapists is*

**18 hours of attendance at CPD events** (of which 12 hours should be systemic) and 20 hours of additional CPD activity *(see CPD policy).*

**Evidence of attendance at CPD events**

- If the application is made **more than one year** after completing qualifying level training, - evidence of **clinically relevant CPD**, for their family and systemic work, must be given e.g. certificates of attendance at workshops.
- If attendance at CPD events is under 18 hours per year, a CPD plan is required for the next 12 months.

### Professional Development Statement

1. **Clinical practice**
   - A statement about the evolution of their practice and the theoretical models informing it, demonstrating a sound understanding of systemic theories.
   - A statement about the way their practice takes account of the wider context, e.g. agency setting, socio-economic and cultural issues and client groups.

2. **Reflection upon understanding of ‘use of self’** as a therapist and how this influences clinical practice.

3. **Vignettes of two clinical cases** demonstrating the approach and method informing the work and demonstrating evidence that the applicant is aware of his or her personal contribution to the therapeutic process.

4. **Supervision** - Reflection upon use of the supervisory relationship

5. **Observations on the knowledge and skills required for transition to practice in the UK.**

### Future developments:

6. **A reflection on continuous professional development (CPD) activity to date with regards to how acquired knowledge/skills will influence future practice.** A brief outline of professional development activity intended for the next 5 years in terms of clinical practice based upon a reflection of current practice.

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**End of requirements**

**Updated April 2018**
2.3 Review and Approval Process for UKCP Registration

Applicants are asked to ensure that all the documentation is complete and enclosed upon submission. **The Registration Committee will be unable to process incomplete or illegible applications.**

All Applications will be assessed by Two Qualified Systemic Psychotherapists appointed by the Registration Committee.

If a person is clearly not eligible for registration, the paperwork and fee will be returned (there will be a £15 administration fee). Once that application has gone out to panellists the full fee will be charged. The Registration Committee reserves the right to interview applicants applying under the APEL routes.

One of the following decisions will be given:

1. **Recommendation to the UKCP Register as a Family and Systemic Psychotherapist.** Once recommended, the applicant will enter the CPD cycle. See AFT’s CPD policy.

2. **Letter of recommendation.** This will be given to applicants if they are not able to provided documents until they are resident in the UK or in employment e.g. Professional Indemnity insurance.

3. **Request for more information.** If the committee considers that insufficient information is enclosed to approve an application, the applicant will be contacted.

4. **Request for further training or supervisory practice.** It will be recommended at this point that the applicant works with a registered supervisor to develop their application.

5. **Not recommended** – details will be given.

Receipt of application will be acknowledged in writing within 10 working days. The Registration Committee will endeavour to review and respond to applicants within 3 month of submission. If the application is urgent, this should be drawn to the attention of the Registration Committee, who will endeavour to process as quickly as possible. Where applications are incomplete or further information is required the process may be longer. If additional information requested by the Registration Committee is not provided within 3 months, the application may be returned.

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**Section 3: Transferring Registration**

3.1 Transferring registration to AFT

Those who are already members of UKCP via IFT or direct with CFCST can choose to transfer their registration and member organisation to AFT if they are members of AFT and can demonstrate that they are of good standing in terms of their professional development and registration.

Applicants are required to contact the AFT office for a transfer form. Once complete they must return this together with a copy of their current UKCP certificate.

There is no fee for this process. UKCP will be notified of the change and Wiley will change an applicant’s membership category to AFT Registered Member. Submission of a **full CPD** review will be required the following year.
3.2 Direct Membership of college (CFCST)

Individuals who are UKCP registered via AFT may apply to become a direct member of college by contacting UKCP. Direct registrants of College will be charged a fee for their re-accreditation.

Section 4: Application route to the UKCP Directory of Approved Supervisors as a Systemic/Family Therapy Supervisor via AFT

AFT recognises the importance of skilled supervision and consultation throughout professional life and the need for high level skills to carry out that work. In recognition of the specific knowledge and skills required to carry out supervision and consultation AFT has developed a set of competencies for supervisors and standards of course delivery that are set out in the “Red Book”.

Please note that the word supervision is used throughout. This does not imply a line management role, although agency context will sometimes determine that both roles are carried out concurrently. Please see AFT’s Code of Ethics and Supervisor Information Sheet.

It is assumed that psychotherapists on the Approved Supervisor List will be able to supervise and consult to a range of professions and to systemic psychotherapists in training as well as those who are qualified. All supervisors have a responsibility to be aware of the limits of their expertise and should not practice outside these limits.

Please note that all applicants are required to be registered with UKCP as a Family and Systemic Psychotherapist. There will be an additional fee for those who are not members of AFT.

Applicants may apply to the Registration Committee to become an AFT Approved Supervisor via two routes:

4.1 Qualifying Route for Systemic Supervisors

Applicants that have completed an AFT accredited Supervision Course are eligible to apply via this route, for inclusion on the AFT Approved Supervisor list and UKCP Directory of Approved Supervisors.

Applicants are required to complete the Qualifying Route Application form for Systemic Supervisors and return it with:

- An up to date C.V.
- Two written references. One should be from the supervision course tutor and the other from someone with knowledge of the applicant’s supervisory practice.
- The appropriate application fee as given on the form.
4.2 APEL Route for Systemic Supervisors

This route is for UKCP registered Family and Systemic Psychotherapists who have not completed an AFT accredited Supervision Course. That is **Family and Systemic Psychotherapists who have practiced as a supervisor for many years** and have a great deal of experience. It is expected that such applicants will have attended to their CPD as a supervisor.

All Applicants must fulfil **one** of the following pre-requisites

1. **Continued supervisory practice of systemic work for at least 5 years, completion of a minimum of 250 hours of supervisory practice** with systemic psychotherapists or those in training, have attended at least 2 CPD events focused specifically on supervision and can show evidence of supervision of their supervisory practice.

Or

2. **Completion of a non-accredited supervision training course** which equates to the Red Book Requirement, *(including experience of live supervision)*. Details of the course content, hours of supervision and assessments will have to be provided. Applicants will also be required to have supervised systemically for at least 2 years post training.

Or

3. **Have completed a supervision training** which is not necessarily systemic but measures up to the expectations and rigour of a course based on the Red Book. These applicants will also need to give detailed information on the content of the course, supervisory practice requirements and assessments. Applicants will also need to demonstrate specifically how they have used CPD to ensure that they can transfer skills to systemic work. **Experience of live supervision** will be required together with at least 2 years of systemic supervision experience post training.

Applicants wishing to apply to be entered onto the AFT Approved Supervisor List and UKCP Supervision Directory should complete and submit the APEL Supervisor application form together with:

- The appropriate fee as given on the application form.
- **References from 2 supervisees**
- **References from 2 other professional colleagues**
  One should usually be from someone who supervises your practice as a supervisor.
  The other reference should be from someone who can comment on supervision to family and systemic psychotherapists or practitioners either qualified or in training.
- **A piece of work** giving an account of development as a supervisor, current supervisory position statement, including contemporary referencing and aims for further development (max 2,500 words).
- **A written account of a piece of supervision** highlighting your supervisory relationship, interventions, ethical issues and demonstrating use of self and relational reflexivity (max 2,500 words).
- **Completion of Appendix A** attached to the application form, which asks applicants to give evidence that they have met the competencies laid out in the Red Book (see guidance notes).
- **CPD** - An account of the way in which applicants have undergone CPD for their supervisory activities.
- **Current CV**.
4.3 Approval Process for the Approved Supervisor List

The application will be assessed by 2 systemic psychotherapists who are approved supervisors, appointed by the Registration Committee. One of the following decisions will be given:

1. **Acceptance on to the List of Approved Supervisors.** Once accepted, the applicant will enter the CPD cycle. See the supervisor CPD policy for Approved Supervisors.

2. **Letter of recommendation.** This will be given to applicants if they are unable to provide documents until they are resident in the UK or in employment e.g. Professional Indemnity insurance.

3. **Request for more information.** If the committee feels that insufficient information is enclosed to approve an application, the applicant will be contacted.

4. **Request for further training or supervisory practice.** It will be recommended at this point that the applicant works with a registered supervisor to develop their application.

5. **Not recommended** – an explanation will be given.

Receipt of application will be acknowledged in writing within 10 working days. If it is obvious, on receipt of application, that the applicant is not eligible, the paperwork and fee will be returned by AFT, but a £15 administrative fee will be charged. Once the application has been reviewed by panellists the full fee will be charged, whatever the outcome.

The Registration Committee will endeavour to review and respond to applicants within 3 month of submission. If the application is urgent, this should be drawn to the attention of the Registration Committee, who will endeavour to process as quickly as possible. Where applications are incomplete or further information is required the process may be longer. If additional information requested is not provided within 3 months, the application may be returned.

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**Section 5: CPD review for UKCP Re-accreditation**

Members who have been approved by the Registration Committee for UKCP registration are required to:

- Maintain AFT membership
- Maintain UKCP membership
- Inform AFT and UKCP of any sabbaticals or absences in practice e.g. maternity, illness etc.
- Inform AFT and UKCP of any complaints, disciplinary procedure or legal proceedings which could have relevance to clinical practice.
- Meet the requirements of **AFT’s CPD policy** (available on the member area of the website)

Updated April 2018
5.1 Continual Professional Development (CPD)

The basic minimum requirements for continued registration per year for those registered are as follows:

- Maintenance of clinical practice - 12 hours per month in the first 3 years of practice and 8 hours thereafter
- Attendance at clinically relevant CPD events (18 hours)
- Keeping-up-to-date with current theory and practice (20 hours)
- Regular Supervision (18 hours in the first 3 years of practice and 12 hours thereafter).
- Current Professional indemnity insurance cover
- A Professional Will for those undertaking private practice

Although, AFT is no-longer required to request to see evidence of a criminal records check, it is advised that registrant hold a current DBS certificate in the last 3 years or equivalent.

5.2 CPD Review Process and outcomes

All new UKCP registrants are required to complete a CPD review form at 3 years or earlier if deemed necessary by the Registration Committee. Thereafter to remain on the UKCP register, members must complete a CPD review form to be re-accredited every 5 years, again the Registration Committee may request this earlier than the 5 year cycle.

- The registrant will be notified by email that a CPD review is required.
- Registrants will be given one calendar month to submit their CPD review form with supporting documentation. If there are specific difficulties that make this time frame difficult the member should contact AFT immediately.
- Registrants will be contacted, by email, to confirm receipt of CPD’s submitted within 10 working days.
- The Registration Committee will endeavour to review and respond to registrants within 3 month of submission. However, where applications are incomplete or further information is required the process may take longer.
- It is the Registrants’ responsibility to maintain their CPD. If registrants do not correspond with AFT or submit a CPD upon request, a final written request will be sent to Registrants.
- If members do not maintain their AFT Membership and/or do not submit a CPD review when requested, AFT will inform UKCP that a member is unable to be recommended for UKCP re-accreditation.

All Applications will be reviewed by the AFT Regulations Officer, overseen by the Registration Committee. Once reviewed one of the following decisions will be given:

1. The CPD review meets the standards required for UKCP re-accreditation
2. More information is required - If it is felt that insufficient information is enclosed to effectively ascertain if CPD requirements for registration are being met, the applicant will be contacted.
3. The CPD review does not meet registration standards for re-accreditation

Updated April 2018
CPD review for UKCP Re-accreditation continued...

3.1. If a registrant fails to meet the requirements of AFT’s CPD policy, they will be asked to resubmit with additional evidence.

3.2. If a registrant fails to meet the requirements of AFT’s CPD policy and/or has not engaged with the CPD process, AFT will inform the Member Committee of UKCP that the requirements for re-accreditation (registration) with UKCP have not been met.

5.3 Gaps in practice and/or CPD

The Registration Committee understand registrants may have reduced practice and extenuating circumstances may result in CPD being light. This will be taken into consideration when the information provided in the CPD is reviewed. Registrants are advised to complete the CPD form to the best of their ability, reflect on the reason for their “reduced practice” and develop a CPD plan for the next 12 months in order to support their future clinical registration.

Time out from practice

This could be due to illness, unemployment or personal circumstances. If members wish to take a sabbatical or time out from the register, UKCP and AFT must be informed, failure to do so could create difficulties with regard to re-registration (see CFCST CPD policy). Members are advised to continue to maintain their CPD in terms of reading the Journal and Context and attending training events wherever possible, but will not be required to have consultation/supervision during the time they are not practicing. Members may wish to enquire about a reduced membership rate if unwaged at this time.

Short lapses in registration of up to a year can be taken for the following reasons e.g.
- Serious illness or accident
- Parenthood including adoption or fostering
- Illness or death of a close relative
- Temporary Unemployment
- Study

There are other circumstances in which a psychotherapist may elect to be unregistered for up to a year. For example they may take a sabbatical or live outside the UK.

UKCP allows registrants to take up-to one year off the register and within this time will allow them to re-join without contacting AFT for approval. However, it is the registrant’s responsibility to contact UKCP to return to the register. If Registrants do not re-join UKCP in this period, Registrants will need to re-instate their registration via AFT (see section 6).

Psychotherapists should not practice directly with clients during this period when they are not registered, or if they are a non-clinical member of UKCP.
Section 6: Re-instating Registration

In order to be re-recommended to the UKCP Register after an elective lapse of registration of more than a year, registrants must contact AFT to discuss their return to the register. Individuals may be required to complete a CPD review form or re-registration form depending on their circumstances.

Individuals seeking restoration to the UKCP register through AFT, following any period of absence, are subject to the requirements and procedures specified below.

- Individuals must submit the required form and documentation to AFT.
- AFT’s Registration Committee will review the submission against AFT’s CPD requirements.
- Once the review process is completed and approved, AFT will provide confirmation of review to the applicant and UKCP membership team.
- Individuals are then required to complete and submit a UKCP Full-clinical membership form, signed by AFT, to UKCP.
- The UKCP membership team then review the application and if the requirements are met UKCP registration is renewed.
- If requirements are not met, UKCP may request further information or the matter maybe referred to UKCP’s Registrar.
- Where applications are declined clear reasons for the decision will be given. Registrants may appeal to the Registrar.

Individuals wishing to reinstate their UKCP registration via AFT must complete AFT’s re-registration form if they have:

1. Previously been approved by AFT for the UKCP register but have not been an AFT member for more than 1 year
2. Remained an AFT member, but have not been engaged in clinical work and been off the register for more than 3 years.
3. Remained an AFT Member and have been engaged in clinical work i.e. in their primary profession, and been off the UKCP register for more than 5 years,
4. Previously been registered via another OM or have been direct members through CFCST, have been off the register for more than 1 year and wish to re-register via AFT. A declaration from IFT or College with whom the former registrant has been UKCP registered in the past must be provided to support the application.

There is an administration charge for re-registration, please see the re-registration form for details.

Often those returning to the register would be recommended with provisos, e.g. receiving further evidence in a year that they have completed their prospective plan or a further reference from their supervisor.

Re-registration forms are available from the AFT office. Please contact AFT’s Regulation Officer to discuss the process admin@aft.org.uk

Please see UKCP’s Procedures, Rules and Requirements for Restoration to the Register Document.

Updated April 2018
Section 7: Appeals process

If an applicant or registrant is dissatisfied with the outcome of an application to the Registration Committee or the CPD review process, they should first write to the Chair of the Registration Committee with their concern. The Chair will consult with the panellists who conducted the review and respond within 28 days.

If an applicant or registrant is dissatisfied with the process and would like to make a complaint about this, they can do this through the AFT Complaints Policy and Procedure to be found on the member area of the AFT website.

If a member is still dissatisfied they can appeal to the Chair of the CFCST College of UKCP.

Section 8: List of supporting documents

The following AFT forms and documents can be found on the AFT website www.aft.org.uk or by contacting the AFT office: 01925 444414.

Application Forms:
- Newly Qualified Route
- APEL Route
- APEL Overseas & ECP route
- Newly Qualified Approved Supervisor form
- APEL Approved Supervisor form

Policy Documents and Information Sheets:
- AFT Code of Ethics
- AFT CPD Policy
- Supervision Information Sheet
- Guidance Notes and frequently asked questions for those seeking UKCP Registration
- Blue Book
- Red Book
- The Registration Process flow chart
- Guidance on completing the APEL supervision application form

The following documents can be found on the UKCP website www.psychotherapy.org.uk

- CFCST CPD policy
- UKCP Code of Ethics
- UKCP CPD policy
- Procedures, Rules and Requirements for Restoration to the Register