

Please note:

The Society for Existential Analysis (The SEA) has chosen to adopt this document for their Restoration to Register Policy

Constructivist and Existential College Restoration to Register Policy

This document sets out the requirements that must be met to restore UKCP Membership status.

1. Introduction

- 1.1. This document provides detail of CEC's requirements for restoration to registration following a period out of registration.
- 1.2. Periods of out of registration are defined as;
 - 1.2.1. **Elective** – a voluntary lapse at the discretion of the registrant
 - 1.2.2. **Enforced** – a lapse resulting from suspension or removal further to an Audit, Complaint and Conduct Process (CCP) or other disciplinary process.
- 1.3. The member is required to communicate all/any periods out of registration with their OM registrar.

2. Restoration to Registration Categories

- 2.1. There are two primary categories, each having different CPD emphasis and procedures for re-entry (which are detailed in this document).
 - 2.1.1. **Category A** – Elective Lapse of Registration
 - 2.1.2. **Category B** – Enforced Suspension or Removal

2.2. Category A

- 2.2.1 For Elective Lapses of Registration the following exceptions are recognised as meeting minimum CPD requirements;
 - **12-month exemption** for parents after adoption, birth, or long-term fostering of a child.
 - **6-month exemption** for bereavement of a partner, child, or other family member.
 - **Up to 12-month exemption** for a temporary situation due to personal illness or injury.
 - **Up to 12-month exemption** for a temporary situation to care for a dependent due to illness or injury.
- 2.2.1. In the case of situations described in 2.2.1 arising immediately or soon after initial registration, the CEC and OM will use an appropriate sliding scale as a guide. The level of actual post qualification experience will be considered in this circumstance.

- 2.2.2. The OM Registrar will specify the amount of structured/verifiable CPD or alternative/equivalent re-training that the member is expected to have completed **before** restoration.
- 2.2.3. Where a member has chosen to take a break from practice for reasons other than those listed in 2.2.1., specific agreed requirements shall be enacted in accordance with Section 3.

2.3. Category B - Enforced Suspension or Removal

- 2.3.1. **Suspension** – where Complaints and Conduct Process (CCP) panel has directed that a member be suspended for a given period, the panel will specify remedial action (such as, and not exclusive to, additional supervision, training or personal therapy/reflexivity) and/or other conditions that must be met **prior** to restoration to registration.
- 2.3.2. **The UKCP Registrar** – does not set the conditions but has the responsibility for ensuring that they have been met and also for ensuring that any other CPD requirements that are relevant to the member are evidenced satisfactorily.
- 2.3.3. **Removal, Fitness to Practise** – The process for restoration to the register is set out in appendix D of the Complaints and Conduct Process.
- 2.3.4. **Removal Standards/Requirements** – where a member is removed for failing an audit or re-accreditation, the individual will be required to evidence that they meet the requirements for registration, **before** an application for restoration to registration can be made.

3. Procedures Category A: Elective Lapse of Registration

- 3.1. Any member seeking restoration to registration will be subject to UKCP, CEC and OM requirements and procedures. They may also be required to provide evidence to demonstrate adherence to standards.
- 3.2. Where registration is sought through the OM, through which the registrant was most recently registered, the process shall be as follows;
 - 3.2.1. Submission of Restoration to Registration (RtR) form, appendix I, to OM by former registrant
 - 3.2.2. OM scrutinises RtR form against OM, CEC & UKCP requirements, paying attention to CPD, Supervision and the UKCP Ethical Code and Principles.
 - 3.2.3. The member must declare any complaints, disciplinary matters (lapsed, current and new) with all Professional bodies. They will also declare registration with another OM/College.
 - 3.2.4. OM provides a RtR validation to support/deny submission and forwards these reports to the UKCP Membership Committee.
 - 3.2.5. UKCP Membership Committee scrutinises the RtR submission pack in relation to requirements and standards.

- 3.2.6. Where met, registration is renewed. Otherwise further details may be requested or referred onto UKCP Registrar.
 - 3.2.7. Where applications are declined, clear reasons for the decision will be given. Members may appeal to the UKCP Registrar.
 - 3.2.8. Any conditions associated to the renewal (set by OM, CEC or CCP) shall be recorded in the UKCP registration database as appropriate.
- 3.3. Where the application is to a different OM to the original registration, the process shall be the same as in 3.2 but with the following additional requirements:
- 3.3.1. Declaration from each OM through which the former registrant has been UKCP registered in the past must be provided to support the application.
 - 3.3.2. The member must provide written agreement to additional investigation being undertaken by UKCP in relation to their registration through, membership of, or affiliation with, other professional bodies.
- 3.4. **Category B: Enforced Suspension and Removal**
- 3.4.1. The member must inform the UKCP Membership Team of their intention to submit a RtR application in writing. This must include details of the date and nature of the decision that resulted in suspension or removal; full disclosure of all requirements relating to future restoration to the register as detailed in the decision; confirmation of the OM through which restoration to registration is to be sought.
 - 3.4.2. The OM will be asked to confirm whether the application is supported, or not.
 - 3.4.3. Where the application is supported by the OM, the process will continue as per Category A procedure.
 - 3.4.4. Attention must be paid to Category B, to establish that all requirements and conditions stipulated in the decision to suspend/remove have been met/satisfied.
 - 3.4.5. UKCP or the re-registering OM are entitled to undertake additional investigations or enquiries as required to evidence fitness to practice.
- 4. Best Practice on CPD for Restoration to Register**
- 4.1. CPD is necessary to maintain fitness to practice and to keep up-to-date with changes in this professional field.
 - 4.2. A break from practice for no more than **12 months** would require the existing **6-month CPD requirements**.
 - 4.3. A break from practice for up to **18 months** requires the member to provide evidence of a structured and verifiable CPD programme or alternative/equivalent Re-Training programme. This would extend over a period of **6 – 12 months**.
 - 4.4. A break from practice for more than **18 months** requires the member to provide evidence of a structured and verifiable CPD programme or alternative/equivalent Re-Training programme. This would extend over a period of **12-18 months**.

- 4.5. The experience of the member would be considered, along with the length of break from practice, when deciding the amount of CPD required.
- 4.5.1. Stages of Practitioner Experience:
- **Stage A** – < 5 years post qualification experience
 - **Stage B** – > 5 years but < 10 post qualification experience
 - **Stage C** – > 10 years post qualification experience
- 4.6. Given the nature of psychotherapy and range of CPD available, no distinction is determined between CPD requirements and full time or part time practice.
- 5. Suggested Sources of CPD whilst on an Elective Lapse of registration (Category A).**
Keeping in touch regularly with colleagues, other professionals or publications is recommended. Listed below are some opportunities available to include in the CPD portfolio; a range of **more than one of the selection** below is expected to be evidenced in the CPD portfolio:
- 5.1. **Structured Reading** – researching themes or topics of interest; may include past journals, books, internet etc. (an example of evidence; a log of reading kept and submitted with application for re-accreditation).
- 5.2. **Attendance at Short Courses** – these could be modules relevant to psychotherapy or modality specific. This will include on-line or distant learning. Where a course is more generic; such as IT, or management course; the practitioner will clearly outline how it relates to their practice. (Certificates of attendance will be provided and submitted.)
- 5.3. **Television/Film/Documentaries/Theatre** – there are an increasing number of programmes available that focus on relevant themes and specialisms (an example of evidence; A descriptive log submitted.)
- 5.4. **Travel** – consider the learning experience gained through travel, which could include retreats or specialised holidays. (an example of evidence; a descriptive log/diary/journal/comparative study could be recorded and submitted).
- 5.5. **Supervision** – reflective practice case study supervision could be undertaken as part preparation for restoration to registration. (A report could be submitted, as an example of evidence).
- 5.6. **Therapy** – reflexive practice, on-going personal development or group work could be part of any CPD portfolio during a break. (A personal experience log or reflective thought papers kept and submitted, as an example of evidence).
- 6. Other Areas for Consideration**
- 6.1. CEC considers peer reviews and/or practice reflections groups are appropriate options as part of CPD requirements.
- 6.2. CEC and OM reserves the right to employ vivas, panel reviews or interviews in pursuit of effective assessment of an individual's CPD portfolio or as part of an integrated assessment of their fitness to restoration to registration.
- 6.3. Criteria for Restoration to Register following suspension are set by CCP Panel. *Adapted from UKCP policy by S Rooke 03/18. Agreed at CEC Away Day 4th June 2018.*



Appendix I: Restoration to Register Form

Name of applicant			
Address		Practice Address (if different)	
Tel		Tel	
Email		Email	
		UKCP Registration Number	
		Date of initial Registration	
		OM Name and membership number	

Restoration to Register Category (A or B)	
Reason for Break in Practice	
Break in Practice Start Date	
Break in Practice Proposed End Date	
Duration of break in Practice	

CPD Plan

Activity	Purpose/Learning Outcome

CPD Plan Discussed and Agreed by

Name	Role	Signature	Date



Name of Supervisor		Accrediting Organisation	
		Registration Body	
Address		Registration Number	
		Recognised Supervisor?	YES / NO <i>If NO, describe qualifications below</i>
Tel		Supervisor's qualifications:	
Email			

CPD Portfolio

Date:	Duration:	Activity:	Evidence attached Y/N – Index No:

Declaration:

I declare that the information supplied on this application is true and accurate and that I have not omitted or disguised any information which may be relevant to my Restoration to Register application.

Applicant Signature : **Date:**

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