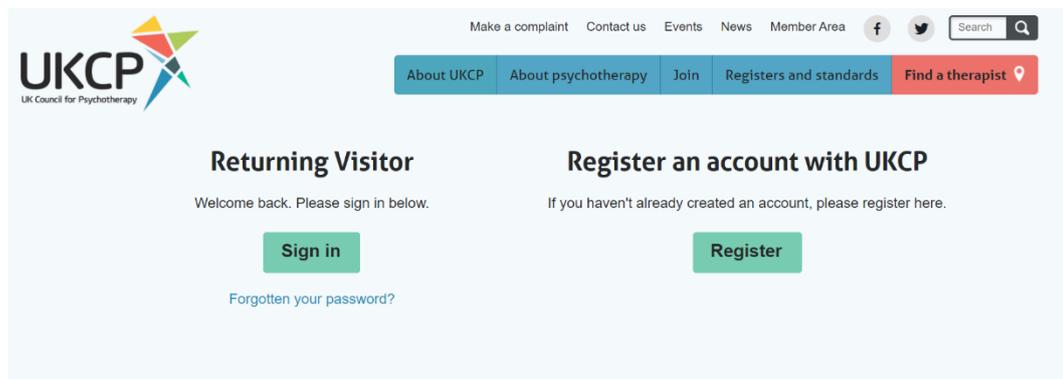


JOIN UKCP ONLINE – Step by Step Guide / Trainee Member

- 1. Join online**
- 2. How to create an account**
- 3. Apply via your account**
- 4. Applying as: Trainee Member**
- 5. Start your application**

1. Join online

- Press **Join online** link



- **You need to apply online via your UKCP account.**

Sign in as a Returning Visitor using your **email address as a Username** and a password which you have created. If you have forgotten your password, your password can be reset. Press “[Forgotten your password?](#)” link and create a new password via a link sent to you by email.

Returning Visitor

Sign in as a returning visitor: If you are a current member of UKCP wishing to upgrade/change their membership grade

Sign in as a returning visitor: If you created your UKCP account already in the past

Create an account with UKCP as a New Visitor your **email address will be used as a Username** and a password you need to create.

Register an account with UKCP

Create your account with UKCP as a New Visitor: If you did not create one in the past

2. How to create an account

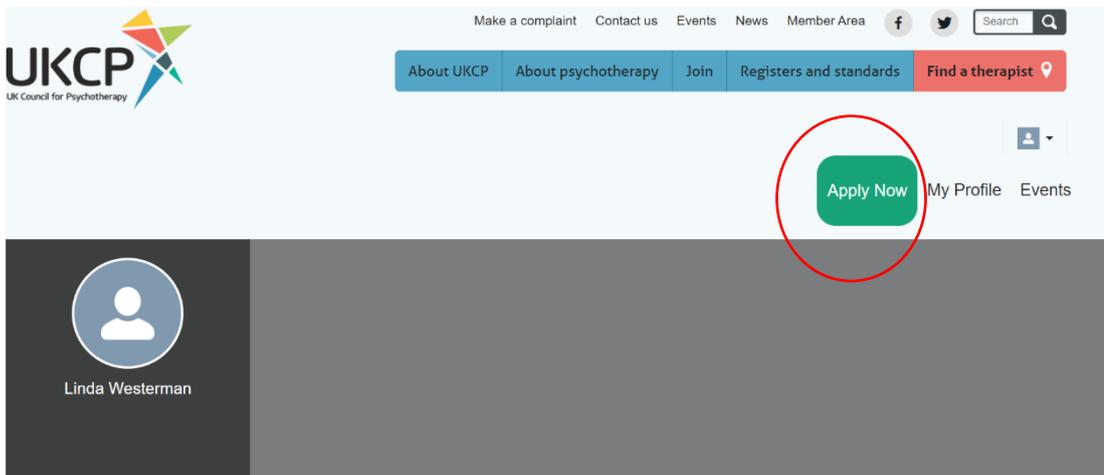
UKCP Portal Registration Form

Create an account to apply for UKCP membership or access certain areas of our website. If you have already created an account, [please log in](#).
Passwords must be at least 8 characters long and must contain a combination of letters and numbers .

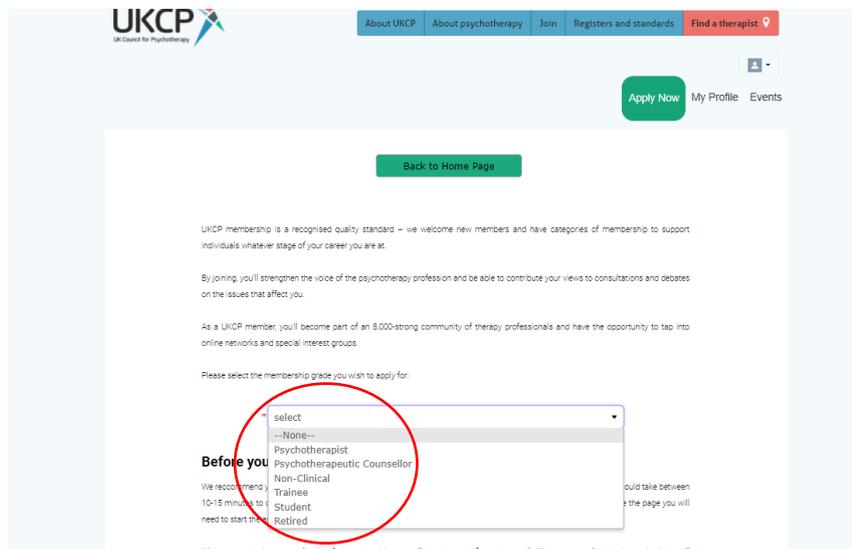
First Name	<input type="text" value="Linda"/>
Last Name	<input type="text" value="Westerman"/>
Email	<input type="text" value="l.westerman@gmail.com"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>
<input type="submit" value="Submit"/>	

- Enter your First name and Last name.
- Enter your email address. **This email address will be your Login Username.**
- Create and confirm your password. **Remember your password.**

3. Apply via your account



- After creating your account as a new visitor or accessing your account as a returning visitor, you can **apply online by pressing the green button** on the right-hand side corner “Apply Now”
- **Start your application process** by choosing a correct membership grade in drop-down menu



4. Applying as: Trainee Member

- Before you start your application, get acquainted with **the Trainee membership grade requirements**

- After **verifying your eligibility** press next

UKCP membership is a recognised quality standard – we welcome new members and have categories of membership to support individuals whatever stage of your career you are at.

By joining, you'll strengthen the voice of the psychotherapy profession and be able to contribute your views to consultations and debates on the issues that affect you.

As a UKCP member, you'll become part of an 8,000-strong community of therapy professionals and have the opportunity to tap into online networks and special interest groups.

Please select the membership grade you wish to apply for:

* Trainee

Before you start:

We recommend you complete the online application using a desktop or laptop computer for the best experience. It should take between 10-15 minutes to complete the application and should be completed in one sitting. If you navigate away from or close the page you will need to start the application again.

When you submit your application for membership you will receive a confirmation email. When your application is received we will contact the UKCP organisational member named in your application and request approval. We will then contact you to arrange for payment of your membership fees and process your application. You can refer to the current fees [here](#).

The entire application process may take 10-15 working days.

Please contact membership@ukcp.org.uk for any further queries.

Requirements:

- You are currently in the process of completing a training course with a UKCP organisational member that takes supervisory responsibility for your clinical practice.
- You have an active trainee membership with the organisational member.
- You are in the process of completing clinical practice hours under supervision as required by the organisational member to achieve your accreditation as a psychotherapist or psychotherapeutic counsellor.
- Your professional work is adequately covered by appropriate professional indemnity insurance which should be in place when you apply for membership.
- You will need the following details at hand: the name of your supervisor, their position, any supervisory qualifications/accreditations they hold, the names of any professional membership they hold and the amount of supervision you receive.

Next

- **Fill all necessary application fields**
Fields with an asterisk are mandatory, without completing them, you cannot submit the application
- **Press next**

- Please carefully read **“Terms and Conditions”** before you continue in your Trainee application process.
- **If you agree to these Terms and Conditions press Next**

Terms & Conditions

1. UKCP trainee therapist membership is available to trainees who are in the process of completing a training course and the required clinical practice hours with a UKCP organisational member that takes supervisory responsibility for any clinical practice of the trainee.
2. The training committee of the organisational member may recommend the trainee therapist on the following criteria, that the trainee:
 1. Has shown their good conduct and professional standing with their organisational member.
 2. Is aware of and adheres to their organisational member's codes of ethics/practice/conduct.
 3. Has completed their coursework to a satisfactory level and demonstrated that they are ready to commence clinical work, or have received a relevant certificate of training.
 4. Retains membership of their training or organisational member for the entire duration of UKCP trainee therapist membership.
3. Trainee therapist membership constitutes an associate membership of UKCP:
 1. They are eligible to be included in a listing by the UKCP as 'UKCP trainee therapist' only.
 2. They do not have voting privileges at any UKCP elections.
 3. Responsibility for adherence to codes of conduct and complaints processes and any other regulatory responsibilities lie exclusively with the trainee therapist's training organisation.

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Next

1st Page of the application

Personal Details

Please use the same details that you have used to register with your UKCP organisational member.

We recommend that you register using your personal email address rather than a work email address. Your email address will be your username to log into your individual member area.

* Full Name
Linda Westerman

* Date of Birth
11/18/2020

* Email
lticha6@gmail.com

* Contact Phone Number
07856785643

* Gender
Female

Ethnicity
select

Back Next

2nd Page of the application

Confidential Address

Your confidential address will be stored in our customer database and will be used for UKCP correspondence and mailing purposes only. This is not for public view.

* 6 Belmont Rd

Address Line 2

Address Line 3

* Stroud County

* GL5 1HL * United Kingdom (UK)

Back Next

3rd Page of the application

- **Select your Training organisation/UKCP Organisational Member** through which you are joining UKCP
- **Provide your course details**

Organisational Member

Please choose the name of your UKCP organisational member from the Accrediting Organisational Member list below.

* Accrediting UKCP Organisational Member

Other UKCP Organisational Member

Other professional organisations

Training organisations

Course Details

* Name of course being studied

* Course start date:

* Course end date:

* Expected date of completion of studies and/or accreditation:

4th Page of the application

- You need to have the indemnity insurance in place before you apply for your Trainee membership with UKCP**

Applicant Declarations

* Confirm that I maintain a formal relationship/membership with the named UKCP training organisation/organisational member, for the purpose of completing a training course and achieving my professional qualification and that I have agreed to abide by its codes of ethics, conduct/practice and complaints procedure.

Yes

* Confirm that under the named UKCP training organisation/organisational member no complaints against me have been upheld, or have been made and await resolution.

Yes No

* Confirm that I see clients/patients in a supervised training practice/placement.

Yes No

Confirm that my supervisor is:

* Name

Renata Bay

* Supervisory qualifications/accreditation:

UKCP Supervisor

* Position

NHS Psychologist

* Membership of professional body(s):

UKCP

* Amount of supervision:

1:6

* Confirm that I have signed a contract for, and I am in compliance with, all the requirements of the named UKCP training organisation/organisational member training including, if applicable, personal therapy.

Yes No

* Agree that I will ensure the term and description 'UKCP trainee therapist' or 'UKCP trainee psychotherapeutic counsellor' is used appropriately on any promotional literature I use.

Yes

* Agree to inform UKCP if a complaint is made against me or if I breach any of my training organisation/organisational member's codes or if I become ineligible for UKCP trainee therapist membership for any other reason.

Yes

* Please confirm that you are aware of, and comply with, the appropriate regulation/laws related to the practice of psychotherapy/psychotherapeutic counselling in the country where you are practising.

Yes No

* Indemnity insurance is mandatory when you apply for membership. Please explain how your professional work is adequately covered by appropriate indemnity insurance.

Balans IS35362/LP04

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Next

5th Page of the application

- **Submit your application**
- **Once your application has been successfully submitted, you will receive an email notification confirming the next steps of the application process**

Data Protection

Information submitted may be stored and processed electronically for the purposes of delivering services, marketing, supplying information and to enable statistical analysis. Data may be passed to other parts of the organisation, partner organisations, companies or contractors operating on our behalf to enable this to take place. This may include transferring or holding your data outside the European Economic Area (EEA). However, we will ensure your data is always stored and handled securely.

I understand that my email address will be used for sending UKCP information.

I understand that in pursuit of the provision of a regulatory framework for the profession of psychotherapy, UKCP will hold and process the information that I have provided in accordance with their policies and procedures. (Further details of UKCP's Data Policy is available on the UKCP website).

Mailing Preferences

- * Event Advertising Yes No
- * The Psychotherapist Yes No
- * E-Bulletin Yes No
- * Digital version of The Psychotherapist Yes No
- Post except Psychotherapist & essential Yes No
- Email excluding essential membership Yes No

Payment preference

For information on UKCP membership fees, click here.

If you are joining part way through the year please refer to our fee chart. Note that if you join in July, August or September you will be required to pay a fee for 12, 10 or 8 months respectively to save you having to renew a month immediately after you join.

Please select your payment preference below. When your application is processed we will contact you for payment.

- * Annual Direct Debit Subscription

* I declare that all the information provided on this form is correct and accurate and I understand that failure to disclose relevant information could result in my membership being withdrawn.

* Date