**UKCP Pre-Retirement Add-on Review**

**Submission Form and Guidance Notes**

This form is for those registrants who are applying for the Pre-Retirement Add-on and who last reaccredited three or four years ago.

It confirms you are meeting requirements for the Register and minimises risk if you decide not to retire after having had this Add-on for the full 2 years.

**If you have not reaccredited in five or more years, you must complete a full five-yearly reaccreditation process to be compliant with UKCP registration before you are able to apply for the Add-On.**

1. The Process

This document sets out what is required for the ‘review period’ and what to submit – the review period will be for the previous 12 months. For example, if you are submitting your application for Pre-Retirement in September 2020, then we will require evidence for *September 2019 through August 2020*.

You will find details of what is required for submission in sections 3 and 4 below.

Your OM (organisational member) (or college for direct members) will examine your documents and may write to you if further information or clarification is needed.

1. How to return your completed form and supporting evidence

Please send your submission and all supporting evidence via email. This creates a greener process as well as reduces the cost of postage for both registrants and the OMs/colleges.

* **Step 1:** Please supply all information requested in Section 3 of this Form, and submit supporting evidence where requested (normally via Word or PDF format).
* **Step 2:** Please attach your evidence and documents and send via email to your OM/college.
* **Step 3:** If it is necessary to send your documents via more than one email, please ensure that it is marked clearly – for example *‘Your Name – pre-retirement, 1 of 2’* or *‘Your Name – pre-retirement, 2 of 2’*.
1. Your Submission Form
	1. *Personal Information and Client Groups*

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| --- | --- |
| **Today’s date:** (This allows us to know what 12 month period you are submitting documents for.) |  |
| **Your name:** |  |
| **Membership number:** |  |
| **Which UKCP organisational member do you belong to (or UKCP college if you are a Direct Member):** |  |
| **Which of the following client groups did you work with in the previous 12 months:** (please delete as appropriate) | **Individuals:** Yes/No**Groups:** Yes/No**Couples:** Yes/No**Families:** Yes/No**Children (Under 18):** Yes/No |

**Supporting evidence:** If you are a child psychotherapist or a family and systemic psychotherapist, please be sure to include the appropriate additional evidence with your submission – for example, CPD evidence, supervision, or etc.

* 1. *Clinical Hours in the past 12 months*

Please confirm whether you are currently in clinical practice, and what your clinical hours were during the past 12 months.

Please ensure that the information you provide is made in full awareness of the CPD Policy of your OM, college and UKCP concerning the requirements for minimum clinical hours.

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| **Are you currently in clinical practice?** | Yes / No (delete as necessary) |
| **Total number of ‘client hours’ in the past 12 months:** | **Private Practice (annual):** |  |
| **Practice through employer (annual):** |  |
| **Total number of hours providing supervision to others in the past 12 months:** (i.e. supervision that you provided, not supervision that you received) |  |

If you are not currently in clinical practice, please contact the Team to discuss your submission at 0207 014 9955 or preretirement@ukcp.org.uk

* 1. *Supervision in the past 12 months*

Please list all supervision received in the past 12 months. Ensure that the information you provide demonstrates that you are meeting the supervision requirements of your OM, college and UKCP.

UKCP registrants often engage in more than one type of supervision (one to one, group, peer, etc.). We have provided space for you to list up to three types of supervision below, please supply any further details separately.

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| **Supervision 1** |
| **Type of supervision:** |  |
| **Supervisor’s name, modality and contact details:** |  |
| **Frequency of supervision sessions:** |  |
| **Length of supervision sessions:** |  |
| **Is this supervisor a UKCP member, and approved by a UKCP organisation or college?** |  |

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| **Supervision 2** |
| **Type of supervision:** |  |
| **Supervisors name, modality and contact details:** |  |
| **Frequency of supervision sessions:** |  |
| **Length of supervision sessions:** |  |
| **Is this supervisor a UKCP member, and approved by a UKCP organisation or college?** |  |

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| **Supervision 3** |
| **Type of supervision:** |  |
| **Supervisors name, modality and contact details:** |  |
| **Frequency of supervision sessions:** |  |
| **Length of supervision sessions:** |  |
| **Is this supervisor a UKCP member, and approved by a UKCP organisation or college?** |  |

**Supporting evidence:** Please also provide supporting evidence for the supervision you have listed above. Examples could include supervisor's reports, supervision logs or an emailed statement from your supervisor.

* 1. *Continuing Professional Development (CPD) in the past 12 months*

Please detail the CPD you undertook in the past 12 months by completing the CPD log below.

If you have undertaken a CPD review process recently you may use the form(s) in which you presented the evidence of your CPD to your college or OM, as long as the evidence submitted covers the past 12 months.

The UKCP CPD Policy recommends a variety of CPD, with a minimum of 20 hours CPD per year, and a minimum of 250 hours over a 5 year period.

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| **CPD Log: Please complete and return with your submission** |
| **Date:** | **Type of CPD: (examples include)*** Committees
* Conferences
* Courses
* Publishing
* Reading
* Research
* Seminars
* Teaching
* Webinars
* Workshops
 | **Title/ description:** | **CPD hours:** | **Evidence Submitted?**  |
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**Supporting evidence:** You are required to submit evidence of your CPD to support your CPD Log, where possible. Supporting evidence could include documents, statements, certificates, emails or other evidence of CPD. We accept that you may not be able to evidence all of your CPD.

**Please add additional lines to the above log if you need to, and supply as much supporting evidence (as possible) with your submission.**

* 1. *Certificate(s) of Professional Indemnity Insurance for the past 12 months*

Please provide evidence of professional indemnity insurance for the past 12 months, up to the present date. Your evidence needs to show the following information:

* the name of your insurer
* your policy number
* the maximum level of indemnity (to what value in £ are you insured)
* the dates of your cover

**Supporting Evidence:** The insurance certificate(s) you supply must demonstrate that you were insured through to the date your documents are submitted. This will normally mean submitting more than one certificate in order to cover the full timescale above.

If your professional indemnity insurance is covered through an employer, please provide the name of your employer and include a brief statement to this effect with your submission. This statement must specify the dates of cover.

If you are seeing clients privately as well as through your employer, then please provide both the above mentioned statement and your private professional indemnity insurance certificate.

1. Data Protection

UKCP is committed to protecting your personal information. The information you provide will be used by UKCP to create or update records held by us. Your information will be processed in accordance with UKCP’s Data Protection Policy.

We will keep your data confidential and we will only use your submitted information within UKCP. No identifiable information will be published about you. If you have any questions or comments, please refer to the UKCP’s Data Protection policy.

1. Checklist

Please ensure that you have included all of the required information and supporting evidence listed below, and that all items under Section 3 of this submission form are completed. This includes the sections for:

[ ]  Personal Information and Client Groups

[ ]  Clinical Hours Information

[ ]  Supervision, and supporting evidence for the past 12 months

[ ]  CPD log completed, and supporting evidence for the past 12 months

[ ]  Proof of Professional Indemnity Insurance covering the past 12 months to the present time

1. Outcome of the Process

Your OM/college will write to you to explain the outcome of your application.

The process will result in one of the following:

**Confirmation** – where all requirements are clearly met.

Please note that a confirmation response may include a ‘feedback’ section prompting you to refer to (and consider) specific policy documents. This is to support you as a registrant of UKCP in meeting minimum requirements, or where additional support in relation to something specific may be of benefit to you.

Your OM/college will also write to the UKCP Membership Team to confirm that you are meeting minimum standards to have the Pre-retirement Add-on.

**Request for further information** – if the reviewer believes that the documents provided are insufficient to conclude the process, you may be asked for more information. Once the reviewer is satisfied that minimum requirements are being met, then -

Your OM/college will write to the UKCP Membership Team to confirm that you are meeting minimum standards to have the Pre-retirement Add-on.

**Referral** – if the reviewer identifies a specific issue indicating that minimum criteria for registration has not been met or another problem has been identified, they will advise you of further action in order to meet the minimum requirements to be a Full Clinical Member of UKCP and to have the Pre-retirement Add-on.

Once the reviewer is satisfied that minimum requirements are being met, then -

Your OM/college will write to the UKCP Membership Team to confirm that you are meeting minimum standards to have the Pre-retirement Add-on.

**If you have any questions regarding your submission, please contact your OM or college for more information.**

**Thank you for your submission.**