



Association for Family &
Systemic Psychotherapy

Registration Policy

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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 AFSP. This policy also details the application process for inclusion on the AFSP List of Approved Supervisors and UKCP Supervisor Directory.

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

The document is for qualified family and systemic psychotherapists.

Section 1: Professional Registration

1.1 UK Council for Psychotherapy, UKCP

AFSP 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 Psychotherapist and is a requirement for AFSP members solely practicing in this role.

Once UKCP registered, the Registration Committee is responsible for ensuring UKCP registrants supported via AFSP, 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 UKCP register, an annual subscription to UKCP is payable. AFSP membership is separate to the UKCP membership subscription and must be maintained for AFSP to continue to approve members to be of good standing to enable UKCP registration.

1.2 UKCP College

The College of Family, Couple and Systemic Psychotherapy, CFCSP, is one of 11 UKCP colleges. Each college represents specific philosophies or modalities of psychotherapy.

CFCSP specifically supports registrants that are qualified Family and Systemic Psychotherapists. AFSP is an organisational member of CFCSP and as such AFSP policies are written in accordance with CFCSP'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). For those whose first language is not English, you are required to provide a language test certificate as evidence of your proficiency that must ensure that it is, or is comparable to, the International Language Testing System (IELTS) level 7.5 with no element below 6.5.

Trainee and registering psychotherapists should ensure that:

- Clinical practice is supervised according to specific CFCSP 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 AFSP's CPD policy for details of CPD requirements).

1.4 The Registration Committee

AFSP's Registration Committee manages applications for the UKCP register of psychotherapists and for the AFSP 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 reaccreditation (See terms of reference). Once a practitioner is approved by the Registration Committee, applicants can then complete the UKCP membership form to be entered on the UKCP register.

Section 2 – The Application Process for UKCP Registration

AFSP 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 AFSP office on admin@AFSP.org.uk.

Applications must be word processed. Handwritten applications will not be accepted. **Please note an application fee applies for each application.** There will also be an additional membership top-up fee for those changing membership status e.g.: student member to registered member

2.1 Applications may be received by the Registration Committee via three routes: (For all application fees please refer to the relevant form)

2.1.1 Qualifying Route for New Applicants

For Individuals that have completed an accredited qualifying level training course in the UK in the last three years.

Qualified Family and Systemic Psychotherapists, who have completed an AFSP 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 AFSP 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

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 AFSP, or have completed an AFSP 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

The APEL Overseas Route is designed to facilitate registration for those who have undertaken 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 AFSP accredited psychotherapy training. Please read the **Blue Book** which details specific AFSP 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, which 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.

2.2 Requirements for Application

	Qualifying Route		APEL Route		
	Up to 12 Months post qual.	12 months to 3 years post Qual.	UK Qual.	Overseas Qual.	ECP
Current AFSP membership Number	✓	✓	✓	✓	✓
Signed application form agreeing to abide by the AFSP Code of Ethics	✓	✓	✓	✓	✓
CV indicating professional and employment background			✓	✓	✓
Evidence of English language proficiency It is important for AFSP to ascertain and applicant's proficiency of English for working effectively as a health care professional in the UK. (see application form for details)				✓	✓
Supporting Documents for Overseas Applicants All documentation, certificates, references etc. should be translated into English. Translators should provide a CV, a reference regarding their work as a translator and should sign and date each sheet they have translated.				✓	✓
Matching Learning Outcomes to Demonstrate Equivalence with Overseas Training (see APEL Overseas application form)				✓	
Qualifications					
Qualifying Certificate from an AFSP Accredited Course in the UK This should confirm successful completion of a Family and Systemic Psychotherapy qualifying level training course in the last 3 years	✓	✓			
OR Certificate of Advanced Clinical Training in Family and Systemic Psychotherapy 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 the training institute, transcript etc.			✓	✓	
OR European Certificate of Psychotherapy along with evidence that the European Family Therapy Association (EFTA) participated in approving your ECP application					✓

	Qualifying Route		APEL route		
	Up to 12 months post qual.	12 months to 3 years post qual.	UK Qualifying	Overseas Qual.	ECP
A signed statement from the Course Director, Tutor or supervisor					
Qualifying Applicants: <ul style="list-style-type: none"> This should specify that the applicant has fully met the course requirements, in line with AFSP'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: <ul style="list-style-type: none"> This statement must detail the number of hours taught 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 <p>UK Registered Family and Systemic Psychotherapists are required to have systemic supervision from an AFSP approved systemic supervisor and/or a systemic psychotherapist registered via the College for Family Couple and Systemic Psychotherapy (CFCSP) 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.</p> <p><i>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.</i></p>					

	Qualifying Route		APEL Route		
	Up to 12 Months post qual.	12 months to 3 years post Qual.	UK Qual.	Overseas Qual.	ECP
<p>Supervision Reference</p> <p>It is the applicant's responsibility to provide the supervisor with a copy of AFSP's CPD policy and a copy of the supervisor reference form</p> <p>All applicants must provide one of the following:</p> <p>A reference from a current systemic supervisor This must confirm that applicants are practicing within supervision in accordance with the AFSP CPD policy</p> <p>OR</p> <p>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 their most recent systemic supervisor should be enclosed. *</p> <p><i>* 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.</i></p>	✓	✓	✓	✓	✓
<p>Additional References</p> <p>Applicants applying for 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.</p>	✓	✓			
<p>For APEL overseas applicants, two testimonials are required from upstanding persons who can comment on the applicant's practice and testify that there are no current or past complaints upheld or outstanding against the applicant</p>			✓	✓	

	Qualifying Route		APEL route		
	Up to 12 months post qual.	12 months to 3 years post qual.	UK Qualifying	Overseas Qual.	ECP
<p>Indemnity Insurance</p> <p>Copy of up-to-date professional indemnity insurance (this must be submitted before applicants can be added to the Register*).</p> <p>Evidence required includes one of the following:</p> <ol style="list-style-type: none"> Personal Professional Indemnity Insurance (PII) Certificate. This is A requirement for those in private practice. 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. This can be emailed to admin@AFSP.org.uk. The applicant must also provide a signed declaration on the application form stating that no private work will be undertaken. A copy of a <u>current dated</u> 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. <p>For APEL Overseas applicants, not currently working in the UK, applicants may be unable to include evidence of professional indemnity insurance.</p> <p><i>*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.</i></p>	✓	✓	✓	✓	✓
<p>Criminal Records Check</p> <p>Enhanced Criminal Records check - Registrants must have a current enhanced with barring DBS certificate (or equivalent) and must be no older than three years from date of issue. AFSP requires seeing a copy of this certificate at the time of application.</p>	✓	✓	✓	✓	✓

	Qualifying Route		APEL route		
	Up to 12 months post qual.	12 months to 3 years post qual.	UK Qualifying	Overseas Qual.	ECP
<p>Continued Professional Development (CPD)</p> <p>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).</p> <p>Evidence of attendance at CPD events</p> <ul style="list-style-type: none"> If the application is made more than one year AFSPer 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. 	✓	✓	✓	✓	✓
<p>Professional Development Statement</p> <ol style="list-style-type: none"> Clinical practice <ul style="list-style-type: none"> A statement about the evolution of their practice and the theoretical models informing it, demonstrating a sound understanding of systemic theories. <ul style="list-style-type: none"> 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. Reflection upon understanding of ‘use of self’ as a therapist and how this influences clinical practice. 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. Supervision - Reflection upon use of the supervisory relationship Observations on the knowledge and skills required for transition to practice in the UK. Future developments: <p>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.</p>			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓

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 not process incomplete or illegible applications.**

Receipt of application will be acknowledged in writing within 5 working days. The Registration Committee will endeavour to review and respond to applicants within 3 months of a complete submission. If the application is urgent, this should be drawn to the attention of the Membership Administrator, 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.

All Applications will be assessed by two qualified family and systemic psychotherapists appointed by the Registration Committee.

Upon receipt of application, if it is clear you are not eligible to apply via this route, you will be advised that we are unable to process your application along with the reasons why. You will be invoiced the relevant fee for processing your application. Upon receipt of payment your application will be forwarded to the Registration Committee to review.

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 AFSP's CPD policy.
2. **Letter of recommendation.** This will be given to applicants if they are not able 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 considers that insufficient information is provided 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.

Section 3: Transferring Registration

3.1 Transferring registration to AFSP

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

Applicants are required to contact the AFSP 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 AFSP Registered Member. Submission of a **full CPD** review will be required the following year.

3.2 Direct Membership of college (CFCSP)

Individuals who are UKCP registered via AFSP 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 AFSP

AFSP 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 AFSP 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 AFSP's Code of Ethics and Supervisor Information Sheet on the AFSP policy, guidance and standards page of the AFSP website www.AFSP.org.uk/page/informationpolicydocs

It is assumed that Family and Systemic 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 AFSP.

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

4.1 Qualifying Route for Systemic Supervisors

Applicants that have completed an AFSP accredited Supervision Course are eligible to apply via this route, for inclusion on the AFSP 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 indicated 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 AFSP 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 are also 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 meets the expectations and rigour of a course based on the Red Book. 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 two years of systemic supervision experience post training.

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

- The appropriate fee as indicated on the application form.
- **References from 2 supervisees**
- **References from 2 other professional colleagues.**
One should usually be from someone who supervises your role 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 written statement** 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 one case 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** This is 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 C.V.**

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 5 working days. If it is obvious, on receipt of application, that the applicant is not eligible, the applicant will be advised by the Membership Administrator. Once the application fee has been received, the application will be reviewed by panellists nominated by the Registration Committee

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

Section 5: CPD review for UKCP Re-accreditation

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

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

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 per month thereafter
- ? Attendance at clinically relevant CPD events (18 hours per annum 12 hours of which must be core systemic practice)
- ? Keeping up to date with current theory and practice (20 hours per annum)
- ? Regular Supervision (18 hours per annum in the first 3 years of practice and 12 hours per annum thereafter).
- ? Current Professional indemnity insurance cover or statement from employer
- ? A Professional Will for those undertaking private practice.
- ? A copy of your latest Enhanced plus Barring DBS certificate (issued within 3 years of your application)

5.2 CPD Review Process and outcomes

All new UKCP registrants (Hereafter AFSP members) complete a CPD review form for re-accreditation every 5 years. Again, the Registration Committee may request this to be undertaken sooner.

- The registrant will be notified by email that a CPD review is required. The first notification will be issued in the October of the previous year of year of renewal. Thereafter a reminder email will be sent two months prior to the due date. Should the applicant experience difficulties in meeting submission date requirements, they should contact the Membership Administrator immediately to discuss.
- Registrants will be contacted, by email, to confirm receipt of your CPD submission within 5 working days.
- The Registration Committee will endeavour to review and respond to applicants within 3 months of submission. However, where submissions are incomplete or further information is required, the process may take longer.
- It is the members' responsibility to maintain their CPD. If members do not correspond with AFSP or submit a CPD upon request, an initial reminder will be sent four weeks after the due date requiring submission within two weeks of the reminder. Thereafter, a final written notice will be emailed and posted requiring immediate submission for review. Should we not receive this within a working week, AFSP will advise the UKCP that we no longer support your approval to their register as a member of good standing.

All applications will be reviewed by the AFSP Membership Administrator, prior to submission to the Registration Committee for approval. Once reviewed by the Registration Committee one of the following decisions will be given:

1. The CPD review meets the standards required for UKCP re-accreditation.
The CPD review does not meet standards required. This could be because more information is required, and the applicant will be contacted to discuss why or what further information is needed.

5.3 Gaps in practice and/or CPD

The Registration Committee understands registrants may have periods of reduced practice time. These extenuating circumstances may result in CPD hours being light. This should have been advised at the time of break in service and will be taken into consideration when your application is reviewed by the Registration Committee. 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 to support their future clinical registration.

Break in Practice

This could be due to illness, unemployment or personal circumstances. If members wish to take a break in practice from the register, UKCP and AFSP must be informed; failure to do so could create difficulties when seeking to re-register (see CFCSP CPD policy). Members are advised to continue to maintain their CPD in terms of reading relevant publications (e.g.: Context and the Journal) 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 through the Membership Administrator about possible reduced membership rates if unwaged at this time.

Short lapses in UKCP 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 with UKCP for up to a year. For example, they may temporarily live outside the UK.

UKCP allows registrants to take up-to one year off the register and within this time will allow them to rejoin but may contact AFSP for approval. However, it is the registrant's responsibility to contact UKCP to return to the register and ensure AFSP membership is current. If Registrants do not re-join UKCP in this period, Registrants will need to re-instate their UKCP registration by re-applying via AFSP (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

To be re-recommended to the UKCP Register after an elective lapse of registration of more than one year, registrants **must contact AFSP** to discuss their return to the register. Individuals will be required to complete a CPD review form, re-registration form or a new APEL application depending on their circumstances.

Following a Break in Service, individuals seeking restoration to the UKCP register through AFSP, following any period of absence, are subject to the requirements and procedures specified below:

- Individuals must submit the required form and documentation to AFSP.

- AFSP's Registration Committee will review the submission against AFSP's CPD requirements.
- Once the review process is completed and approved, AFSP will provide confirmation of review to the applicant and UKCP membership team.
- Should the UKCP require further clarification prior to completing application to the register, AFSP will advise the applicant. The UKCP may, alternatively, refer this to their Registrar for consideration.
- Where applications are declined clear reasons for the decision will be given. Registrants may appeal to the Registrar.

Following Break in Membership or CPD Cycle with AFSP or UKCP, individuals wishing to reinstate their UKCP registration via AFSP must complete AFSP's re-registration form if they have:

1. Previously been approved by AFSP for the UKCP register but have not been an AFSP member for more than 1 year. *
2. Remained an AFSP member but have been off the UKCP register for more than 1 year. *
3. Remained an AFSP Member, may still be UKCP registered, but have not remained in AFSP's CPD cycle for UKCP re-accreditation.
4. Previously been registered via another OM or have been direct registrant through CFCSP, have been off the register for more than 1 year and wish to re-register via AFSP. A declaration of good standing from IFT or College with whom the former registrant has been UKCP registered in the past must be provided to support the application.
5. Removed from the UKCP Register or had an enforced suspension.

APEL Applicants seeking to re-register within a 5-year lapse in membership should follow the normal re-registration route:

- After 5 years has lapsed, a new APEL application will be required.

There is an administration charge for re-registration, please see the 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 AFSP website. Should you require assistance Please contact AFSP's Membership Administrator to discuss.

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

Section 7: Appeals process

If an applicant or registrant is dissatisfied with the outcome of an application or the CPD review process, they may appeal against the decision in writing, via email or hard copy, within 14 working days of the date of receipt of the written notification of the decision, setting out the grounds for the appeal.

The appeal should be sent to the Membership Administrator and made for the attention of Chair of the Registration Committee.

The applicant or registrant may appeal if:

- a. New supporting information has been obtained which was not available at the time of the review.
- b. There is reasonable concern that the review process has not been followed correctly.

If the applicant or registrant does not appeal the decision of the panellists within 14 working days of the date notification was provided, it is presumed to be accepted.

Upon receipt of an appeal the Chair will consider the reasons why said appeal has been submitted. If the appeal merits a further review the chair will ask two new panellists to consider the application including any new information provided. This will be carried out within 3 months of the appeal. The outcome of the appeal with reasons will be sent in writing.

If the appeal is denied, the Chair will write to the applicant or registrant within 28 days to inform them of the reasons why the appeal has been rejected.

The decision of the appeals process via AFSP's Registration Committee is final. Thereafter, if the applicant or registrant is still dissatisfied, they can appeal to the Chair of the CFCSP.

Section 8: List of supporting documents

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

Application Forms:

- Newly Qualified Route
- APEL Route
- APEL Overseas
- ECP route
- Newly Qualified Approved Supervisor form
- APEL Approved Supervisor form
- FTAI Route
- IFT to AFSP transfer form

Policy Documents and Information Sheets:

- AFSP Code of Ethics
- AFSP 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

- APEL UK Re-registration form
- APEL Overseas Re- registration form
- Approved Supervisor CPD Policy
- Break-in-Practice Guidance

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

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