



# Handbook for UKCP

## Registration via ADMP

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## **Abbreviations used throughout this Handbook**

**DMP:** Dance Movement Psychotherapy

**ADMP:** Association for Dance Movement Psychotherapy in the UK

**HIPC:** Humanistic and Integrative Psychotherapy College

**UKCP:** UK Council for Psychotherapy

**OM:** Organisational Member

**AC:** Accreditation Committee (ADMP committee for UKCP registrations)

**EC:** Executive Council

**RDMP:** Registered Dance Movement Psychotherapist

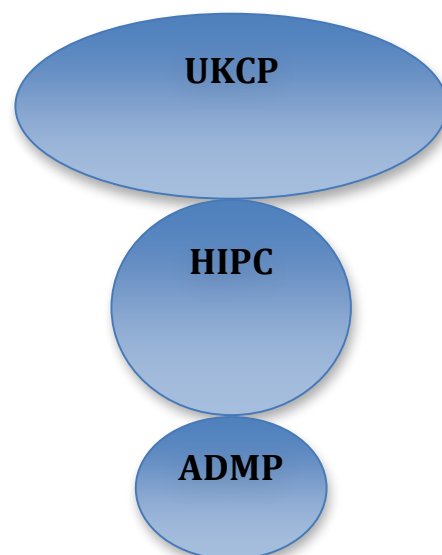
**SrDMT/P:** Senior Dance Movement Therapist/Psychotherapist

## 1. Introduction

In October 2015 ADMP was accepted as an OM of UKCP and HIPC College. This means that ADMP members can apply for UKCP registration and call themselves 'UKCP Registered Dance Movement Psychotherapist'.

HIPC is the biggest College in UKCP and it includes disciplines that are akin to DMP, such as Psychodrama and Body Psychotherapy. From its name you can see that it is a College that aims for the *integration of disciplines*.

Here is the overall structure and where ADMP is situated:



This handbook explains the different categories that are eligible for UKCP registration as well as the application process. The humanistic and integrative nature of HIPC is also highlighted throughout this handbook with all requirements asking for some connection to *humanistic and integrative psychotherapy* theory.

We hope you find all the information helpful and see the application process as part of your continuous reflective journey as a practitioner, and that you can locate yourself in the wider family of psychotherapists within UKCP. .

## **2. Registration Categories**

- **Trainee Member** (title used when having obtained this level of registration:  
*UKCP Trainee Member*)

To be eligible for UKCP trainee member status you must have graduated from one of the ADMP accredited training programmes and be a practicing and registered member of ADMP. You must also be in the process of completing practice hours and/or other requirements as listed below before applying for full clinical membership.

*\* This category is **not** open to ADMP student members, but is intended for DMP practitioners working towards UKCP membership.*

- **Full Clinical Member** (title used when having obtained this level of registration:  
*UKCP Registered Dance Movement Psychotherapist*)

### ***Category A: Grandparent route***

**All SrDMT/P** practitioners who registered as SrDMT/P prior to 2009 (or soon after) will proceed straight to UKCP registration.

(NB. They will have had to show evidence of 4 years personal therapy, additional clinical hours and supervision, submitted a clinical paper and proof of additional CPD/ training hours when applying for their SrDMT/P status, and so are eligible for automatic registration with UKCP.)

They will need to submit:

- An online UKCP application form (see 'How to apply' section for more information)

This category also includes **RDMP practitioners who are already UKCP registered** with an OM and would also like to register with ADMP as a UKCP OM, OR transfer from their current OM to ADMP..

They will need to:

- email AC ([ac-ukcp@admp.org.uk](mailto:ac-ukcp@admp.org.uk)) with their intention to add ADMP as their second OM OR transfer their membership and make ADMP their primary OM.

### ***Category B: APEL route***

**All RDMP practitioners who graduated with a Masters before (or in) 2009 and maintained their professional registration will need to provide a portfolio with:**

- copies of degree(s)
- evidence of four years personal therapy, minimum 40 hours per year
- letter of support from clinical supervisor(s) giving hours of practice/supervision
- clinical log (minimum 450 clinical hours and 75 supervision hours, starting from the beginning of their training) signed by clinical supervisor(s)
- CPD log for the last 5 years (plus scanned copies of 'certificates of attendance' for at least 50 hours of the total CPD hours)
- clinical paper
- recorded reflective practice movement presentation (video and paper)
- up to date CV
- checklist and equivalent fee

This category also includes those **RDMP practitioners who graduated with a PGDip before 2009** and then obtained their **Masters before or after 2009**.

### ***Category C: pre-2009 RDMP practitioners with PGDip and those graduating after 2009***

**All RDMP practitioners who graduated with a PGDip before 2009 (but did not continue with the Masters) OR those who graduated with a Masters after 2009 and maintained their professional registration, can follow one of the following routes:**

(C1) do the ADMP additional training (Masters level) of 67 hours and submit a portfolio with the documents listed below.

(C2) do one of the ADMP accredited supervision trainings PLUS three (3) modules of the ADMP additional training (NB: modules 1 and 2 are mandatory and a third one chosen from the remaining list, ) and submit a portfolio with the documents listed below.

(C3) submit evidence of fulfilment of Masters/PhD in psychotherapy/counselling studies, and submit a portfolio with the documents listed below.

- copies of all degrees (categories C2 and C3 will have to provide the equivalent

copies of extra degrees, too)

- evidence of four years personal therapy, minimum 40 hours per year
- letter of support from clinical supervisor(s) giving hours of practice/supervision
- clinical log (minimum 450 clinical hours and 75 supervision hours, starting from the beginning of training) signed by clinical supervisor(s)
- CPD log for the last 5 years (plus scanned copies of 'certificates of attendance' for at least 50 hours of the total CPD hours)
- clinical paper
- recorded reflective practice movement presentation
- up to date CV
- certificate of attendance of part (see category C2) or the entire (see category C1)  
ADMP additional training
- checklist and equivalent fee

### **3. ADMP Additional Training Access Route to UKCP**

#### ***Introduction***

This training is a continuation of ADMP accredited Masters and Post Graduate Diploma trainings. It comprises of contemporary humanistic and integrative psychotherapy developments and themes with reflexive movement practice (practical processes which explore the theme in relation to the moving body and connection to professional development and safe ethical practice).

This training is required for application for UKCP registration via ADMP (see categories C 1 and 2). The modules included in this training are directly related to UKCP/ HIPC requirements. The combined teaching by humanistic/integrative psychotherapists and dance movement psychotherapists will contribute to participant's understanding and general learning in relation to their creative and embodied practice. It aims to meet and equal other talking therapies trainings accredited by UKCP, as well as creating a bridge with the current trends in the humanistic and integrative psychotherapy fields.

It is accredited and run by ADMP and taught by both dance movement psychotherapists and verbal psychotherapists registered with UKCP to ensure a Masters level training.

The philosophy of the training is influenced by the current socio-political changes in the psychotherapy field in the UK and internationally. The theoretical framework is integrative with special emphasis on the role of relationality and embodiment in themes such as diversity, suicidality, bereavement and trauma.

Successful completion of this training is required in order to apply for UKCP accreditation and participants will be awarded a certificate of attendance.

The training consists of 67 hours of tuition organised in intensive weekends of 13.5 hours each.

*\*For more details on this additional training (i.e. fees, tutors, location, etc.), please check the ADMP website where announcements will be uploaded.*

#### ***Eligibility to apply***

Applicants must have successfully completed one of the ADMP accredited Masters or Post Graduate Diploma trainings.

## ***Content***

The following is a summary of the modules taught in the training and gives an overview of the themes covered:

1. Diversity (subject areas include: culture, ethnicity, gender, sexuality, physical and mental ability and socio-economic diversity).
2. Integrative psychotherapy models: history and theory
3. Contemporary approaches to psychotherapy and DMP (philosophical and psychotherapeutic foundations – context and history)
4. Self-harm and suicide
5. Death and bereavement
6. Integrative assessment, diagnosis and treatment planning
7. Integrative and embodied approaches to working with refugees and migrants.

## ***Aims***

- 1) to include identified subject areas particularly relevant to current socio-political developments in the wider field of psychotherapy
- 2) to update practitioners on contemporary integrative and humanistic psychotherapeutic theories
- 3) to develop reflexive movement practices experienced within the core (Masters or PGDip) training period and informed by theory taught in the additional training. This practice involves a commitment to engage in a developmental process over time, deeply exploring one's own relational moving body that informs and deepens clinical practice.

## ***Attendance***

The expected attendance is 80%. In cases of more than 20% absence, ADMP reserves the right to deny students the certificate of attendance.

## ***Course evaluation***

Students will complete anonymous evaluation forms for each module. These will be collected by the ADMP Administrator.



### ***Grievance and complaints procedure***

Students can make a complaint in connection to the training to ADMP Council, which oversees the training.

*\* The UKCP external moderator will act upon any issues concerning the additional training and any processes connected with UKCP applications and registered members.*

#### **4. ADMP and ADMP+UKCP Accredited Supervision Trainings**

There are two (2) ADMP accredited supervision trainings and one (1) ADMP *and* UKCP accredited one:

##### **ADMP Accredited Supervision Trainings**

###### **(1) University of Roehampton**

**Contact Person:** Dr Beatrice Allegranti

**Telephone:** 020 8392 3377

**E-mail:** b.allegranti@roehampton.ac.uk

**Address:** Whitelands College, Holybourne Avenue, London, SW15 4JD

**Website:** www.roehampton.ac.uk

**Duration:** 1 year

###### **(2) Dance Voice**

**Contact Person:** Linsey Clark

**Telephone:** 0117 9532055

**E-mail:** linsey@dancevoice.org.uk

**Address:** Quaker Meeting House, Wedmore Vale, Bedminster BS3 5HX

**Website:** www.dancevoice.org.uk

**Duration:** 8 months

##### **ADMP *and* UKCP Accredited Supervision Training**

**London Centre for Psychodrama: Diploma in Creative Approaches to Supervision**

**Contact person:** Anna Chesner

**Telephone:** 020 7515 6342

**E-mail:** anna@londoncentreforpsychodrama.org

**Address:** c/o Cawley Centre, Maudsley Hospital, London, SE5 8AZ

**Website:** www.londoncentreforpsychodrama.org

**Duration:** 7 months

## 5. Portfolio

- *Copies of all degrees (i.e. MA/MSc/PGDip in DMP/DMT and any other qualifications – see categories C2 and C3)*
- *Evidence of total 4 years therapy, minimum 40 hours per year*

Applicants need to have accumulated the required hours of personal therapy during and after their MA/PGDip studies.

*\*Pre-training personal therapy* hours can only be considered if contact was substantial (i.e. a period of at least 2 years of weekly, or more frequent, consecutive sessions) and took place within a maximum of 2 years prior to commencing training.

Evidence can be in the form of a ‘To whom it may concern’ letter from the applicant’s therapist(s), declaring the number of hours, frequency of sessions, period covered and the modality and professional registration of the therapist. The therapist’s credentials and qualifications must be mentioned in the letter.

Personal therapy should be within the psychodynamic, humanistic, existential or integrative theoretical schools. Since ADMP, as a UKCP organisational member, belongs to the Humanistic and Integrative Psychotherapy College (HIPC), it is suggested that for the purposes of UKCP registration applications, candidates experience more than one therapy modality (e.g. psychodynamic and humanistic psychotherapy).

Applicants must see a therapist registered as a private practitioner with the Association for Dance Movement Psychotherapy (ADMP), or registered with the United Kingdom Council for Psychotherapy (UKCP), the British Association for Music Therapy (BAMT), the British Association of Drama Therapists (BADth), the British Association of Art Therapists (BAAT) and the British Psychoanalytic Council (BPC).

In the case of a BACP registered therapist, confirmation that the therapist has done a psychotherapy training is required.

- *Letter of support from clinical supervisor(s) giving hours of practice/supervision*

The clinical supervisor(s) need to give a short description of their work with the applicant (i.e. number of hours, frequency of sessions, period covered, clinical hours and

supervision ratio) and their modality and professional registration. The supervisor(s)'s credentials and qualifications must be mentioned in the letter.

The supervisor(s) also need to give reasons why the applicant is eligible for UKCP registration and how they have seen their professional development unfold.

One to one or group supervision, with a recognised supervisor, is required consistently for the first 5 years of practice (in the ratio of six hours of client contact hours to one hour of supervision – 6:1). Subsequently this requirement may be adapted to suit individual needs, such as with peer supervision. Supervision is a requirement for all practitioners and up to 6 hours per year can count as CPD hours (in accordance to the ADMP document CPD PDR notes – p.1), in particular if this provides additional training in another model.

Applicants must be supervised by an ADMP or UKCP registered supervisor. In the event of an applicant opting to have a non-ADMP/UKCP (e.g. British Psychoanalytic Council – BPC, British Association for Counselling and Psychotherapy – BACP or British Association for Music Therapy – BAMT, British Association of Drama Therapists – BADth, British Association of Art Therapists – BAAT) supervisor, the qualifications of the supervisor must be ascertained. This means that the supervisor has had supervision training and is registered with their professional association.

Supervision should be within the psychodynamic, humanistic, existential or integrative theoretical schools.

- *Clinical log (minimum 450 clinical hours and 75 supervision hours, starting from the beginning of their training) signed by clinical supervisor(s).*

A breakdown of the applicant's clinical hours per year, with description of settings, type of work (ie. individual or group) and duration of sessions. Also, a breakdown of the applicant's supervision hours per year. Please note that the ratio of supervision hours to clinical hours is 1:6 (one supervision hour per 6 clinical hours).

The log needs to be signed by the applicant's current and former clinical supervisor(s). The candidate must submit proof of the clinical and supervision hours fulfilled during

their core DMP training ( the log they submitted for placement portfolios during training).

*\*Please note that applicants should demonstrate practice with clients across the lifespan (i.e. from children to adults/older adults ) and including a mental health setting. These are requirements by both ADMP (see point 2.9 of the document 'Criteria for ADMP UK Accreditation of DMP Programmes) and UKCP (see Mental Health Familiarisation requirement and work with adults as the main clinical component for applications). If an applicant has not worked with adults (either as part of their training placements or as part of their post -graduation clinical experience), nor within a mental health setting, it is strongly advised they make arrangements for gaining some experience in the relevant field prior to applying for UKCP full clinical membership.*

- *CPD log for the last 5 years (plus scanned copies of 'certificates of attendance' for at least 50 hours of the total CPD hours)*

Applicants' log of all CPD hours alongside scanned copies of 'certificates of attendance' (50 hours at least) for the last 5 years highlighting how their practice has been informed by diverse and contemporary humanistic and integrative psychotherapy theories, as well as demonstrating an ongoing understanding of movement practices and theories in connection to DMP and psychotherapy.

- *Clinical paper*

This paper could contribute to the body of knowledge in DMP and make reference to relevant supporting literature. It will take the form of a case study and will be firmly rooted in the theory and practice taught in the core DMP training, ADMP additional training, CPD and the candidate's independent study over the years. It will be connected to the candidate's clinical practice and area of expertise. To clarify further, , applicants need to demonstrate their in-depth knowledge of theory as this is applied in their creative and embodied practice, as well as how they integrate several theoretical schools in their practice, reflection and continuing professional development.

The paper will demonstrate evidence of applicants' ability to:

- Critically consider the therapeutic relationship in a verbal and non-verbal way and support clinical ideas within a clear theoretical framework that includes both psychotherapeutic modalities and DMP approaches. Please highlight the integration of at least two theoretical approaches (e.g. psychodynamic and person-centred, or integrative and transpersonal). It is essential to use relevant references for both psychotherapy theories and DMP.
- Reflect upon the ways in which the values, beliefs, wider systems of the therapeutic setting and society influence the work itself.
- Articulate examples of the intersubjective nature of moving bodies.
- Frame the dynamic relational processes within relevant and referenced literature.
- Adhere to ADMP and UKCP professional codes of practice, along with the safety protocols relevant to the setting.
- Evidence attentiveness to contemporary issues of diversity.
- Reflect how supervision influenced the therapeutic process.
- Integrate the new knowledge from the additional training, CPD, additional Masters/PhD, etc.

#### Format of clinical paper

The paper shall be between 5,500 words (excluding references) in Times New Roman 12. Typescript to be 1.5 line spaced and pages numbered. References to be included and formatted in the Harvard referencing system. Word count to be included at the end.

*\* If you would like AC to be aware of any additional learning needs such as Dyslexia, please attach the results of your diagnostic assessment (if available) or send a brief statement with your application stating what you would like us to know.*

- *Reflective practice movement presentation*

A succinct creative movement piece recorded on video and supported by a 500word narrative, where applicants demonstrate the following:

- 1) evaluation of their journey as clinicians
- 2) how they have engaged with movement to monitor and attend to the personal, interpersonal and transpersonal dimensions of moving bodies
- 3) their current learning
- 4) areas to prioritise and develop.

The supporting video shall be no longer than 5 minutes in length, and needs to be submitted with a password-protected Vimeo/YouTube link.

- *Up to date CV*
- *Copies of the certificate of attendance of parts (see category C2) or the entire (see category C1) ADMP additional training*
- *A note about how the payment of the £150 fee has been made (see below for details about payment)*
- *The checklist (see Appendix 1)*

Applicants of these categories will also need to send their online application form to UKCP, **after** their portfolio has been approved by AC. Please follow this link:

<https://www.psychotherapy.org.uk/join/>

## 6. How to Apply

### ➤ **Trainee membership**

To apply, please complete the online application form following this link:

[https://psychotherapy.force.com/cpbase\\_form?id=a0S24000008y9npEAA](https://psychotherapy.force.com/cpbase_form?id=a0S24000008y9npEAA)

### ➤ **Full clinical membership**

#### **Category A**

To apply, please complete the online application form following this link:

<https://www.psychotherapy.org.uk/join/>

#### **Categories B and C1, 2, 3**

Applicants from these categories will need to submit electronic portfolio to AC ([ac-ukcp@admp.org.uk](mailto:ac-ukcp@admp.org.uk)). Please see section 2 of this handbook for a list of the required documents and section 5 for more details of portfolio requirements. All original documents should be sent scanned in pdf format.

Plus fee of £150. Payments can be made either by cheque made payable to 'The Association for Dance Movement Psychotherapy UK Ltd.' (*Please send to:* C/o Mrs Mary-Jane Middlehurst, 27 Fairfield Park Road, Bath BA1 6JP) with a note indicating that cheque is for UKCP application.

OR by bank transfer to:

The Association for Dance Movement Psychotherapy UK or ADMP UK

HSBC Bank Plc.

Account number 11245317

Sort code: 40-01-07

IBAN: GB13MIDL40010711245317 BIC/SWIFT: MIDLGB2105G

*\*All applications will be processed by AC within 3 months of receipt.*

*\*\*Both 'Trainee' and 'Full Clinical Membership' application forms can also be found in pdf format here:*



<https://www.psychotherapy.org.uk/join/categories-of-membership/trainee-membership/>  
<https://www.psychotherapy.org.uk/join/categories-of-membership/full-clinical-membership/>

*If you choose this option, please make sure you send your signed form to C/o Mrs Mary-Jane Middlehurst, 27 Fairfield Park Road, Bath BA1 6JP .*

## **7. Accreditation Process and Appeals Procedure**

### **Accreditation Process**

Applications are received by the Chair of AC who allocates them to two AC members who have declared no conflict of interest in relation to specific application.

The two AC members assess independently if the candidate is eligible for UKCP registration and, if required, can ask for further information and/or invite the applicant for interview.

The decision is then announced to the whole of AC who then announce the result to Council. The next step is for AC to give the candidate's name to HIPC and UKCP to include them in their register. The candidate then receives all registration paperwork and invoice for payment directly from UKCP.

### **Appeals Procedure**

#### ***Grounds for appeal***

Applicants can appeal if:

- The procedures were not carried out correctly
- The procedures were not clear
- Significant new evidence/information has come to light
- The individual applicant has not been provided with the correct and up-to-date procedures

#### ***Process***

Applicants can appeal to AC if any of the above mentioned reasons occurred before, during and after their application.

The screening process will be facilitated by Council in collaboration with AC to assess whether the appeal should go forward. Council will act as an external eye. The assessors who made the decision will not take part in the screening process although they are members of AC.

In the case of applications for review, AC will allocate a new panel of assessors from within the committee, maintaining attention to conflict of interest, and invite the applicant for interview.

*\* The UKCP external moderator will act upon any issues concerning the additional training (and any processes connected with UKCP applications and registered members.)?*

***What the applicant needs to do first***

The applicant needs to email AC and also send a hard copy of their email and documentations to the ADMP Administrator with their intention to appeal (Subject: Appeal to AC UKCP). They should include their contact details and a letter in which they describe in detail the grounds of their complaint and if needed to document any of their arguments.

***Step by step policy***

<b>STAGE OF APPEAL</b>	<b>RESPONSIBLE BODY</b>	<b>TIME FRAME</b>	<b>EXPECTED OUTCOME</b>
1. The applicant follows the instructions of the section 'what the applicant needs to do first'	AC and ADMP administrator receive the appeal  AC and Council	30 days from the applicant's interview/ the rejection of their application due to not fulfilling the criteria	The applicant's right to appeal on one of the four grounds is honoured and the appeal process begins
2. Council, in collaboration with AC, assesses whether the appeal should go forward	First: Council Second: AC  *The External Moderator is involved in all procedures too	30 days from the receipt of the appeal	The applicant will be informed in writing about the decision
3. a) If the appeal goes forward, Council checks	a) Council only	30 days from the decision on stage 2	The applicant will be informed in writing they need to

<p>the grounds and, if required, asks AC for a response.</p> <p>b) Council decides whether to ask AC to arrange another interview with a Council member (with no conflict of interest) and the External Moderator, OR to ask the applicant for any additional documentation, and for AC to review their case</p>	<p>b) Council, AC and External Moderator</p> <p>*The External Moderator is involved in all procedures too</p>		<p>submit additional documentation OR whether they are invited for another interview</p>
<p>4. In cases of extra required documentation or of another interview, AC reviews the new data and reports back to Council and External Moderator, and a final decision is made</p>	<p>AC, Council and External Moderator</p>	<p>30 days from the receipt of additional documentation/interview</p>	<p>The applicant will be informed in writing whether their application has been accepted and therefore can register with UKCP OR whether their application is declined.</p>

## **8. Contact us**

For any enquiries, please email the AC at [ac-ukcp@admp.org.uk](mailto:ac-ukcp@admp.org.uk)

# Appendix 1

## Checklist

Applicant's category

B  C1  C2  C3

Copies of degrees

Evidence of personal therapy

Clinical supervisor's letter of support

Clinical log

CPD log and CPD certificates of attendance

Clinical paper

Recorded reflective practice movement presentation

Up to date CV

Certificate of attendance of ADMP additional training

Payment: Cheque of £150

Direct debit for £150

## Appendix 2

### Template for Clinical Log

*Clinical Log for the period.....*

<b>Setting</b>	<b>Client group, type of work (1:1 or group) &amp; duration of sessions</b>	<b>From-To (period of work)</b>	<b>Total clinical hours (sessions only)</b>	<b>Total supervision hours</b>
The Maudsley Hospital-OT Day Centre*	Adults with mental health problems, groups of 60mins weekly	October 2014-December 2017	257	35

*\*This is only an example of how to fill in each section, please adapt as necessary. .*

→ Please note that this template for clinical logs is also available in a word format on the ADMP website under 'UKCP Applications'.