



CRITERIA FOR REGISTRATION AS A DANCE MOVEMENT PSYCHOTHERAPIST

1. GENERAL REQUIREMENTS

This section specifies the requirements for registration as a Dance Movement Psychotherapist with the ADMP UK.

The minimum educational qualification required for entry to the profession is a completed postgraduate Masters level diploma in dance movement therapy awarded by a UK university that has been formally recognised by ADMP UK (See section 3). Candidates from abroad with equivalent qualifications may be considered under the overseas route.

All candidates must have completed a minimum period of personal therapy (see section 6). It is the training programmes' responsibility to ensure that candidates have completed required personal therapy concurrent with the programme of study.

All clinical work and contact with a 'placement' site during training will be undertaken under the close scrutiny and supervision of an experienced RDMP or other appropriate senior professional.

2. CRITERIA FOR REGISTRATION AS A REGISTERED DANCE MOVEMENT PSYCHOTHERAPIST

All ADMP UK accredited post graduate training programmes cover the requirements for RDMP registration. Candidates applying for RDMP are required to provide proof of graduation from an ADMP UK accredited programme e.g. graduation certificate or letter of completion from the Course Director.

3. THE PROFESSIONAL REGISTERS

ADMP UK maintains three professional registers. The professional registers have been established in order to safeguard the quality and standards of the Dance Movement Psychotherapy profession in the United Kingdom for the benefit both of its members and of the public.

The Register of Professional Members consists of names and addresses of individuals who are recognised by the Association as competent and licensed to practice to work as professional DMPs.

The Register of Private Practitioners is maintained and regulated by the ADMP UK Professional Development Committee and consists of the names of professional members who are competent and licensed to act as private practitioners.

The Register of Clinical Supervisors Practitioners is maintained and regulated by the ADMP UK Professional Development Committee and consists of the names of professional members who are competent and licensed to act as clinical supervisors.

4. TERMS OF RENEWAL OF PROFESSIONAL MEMBERSHIP

Professional Membership

General

Council has decided that only those members who fulfil their CPD requirements and provide proof of insurance will be registered as professional members and issued with a *Licence to Practice*.

Council has also decided that only those professional members who have renewed their membership by 31st March will be included in the Register of Professional Members.

Continuing Professional Development

The CPD document, adopted by Council, and which forms part of the *Criteria for Registration* explains how to meet the commitment to maintaining, extending and developing professional skills and knowledge. Members are required to keep their own CPD logbooks. These should be available for inspection by ADMP at seven days notice. It is sufficient to sign the declaration on the renewal form. Log books need not be submitted on renewal of membership.

Signing the CPD Declaration on the membership renewal form is required as a condition of issuing the annual Licence to Practice

Insurance

On renewing membership members are reminded that they are required to have professional indemnity insurance both for their own protection and in order to have the support of the ADMP. Insurance may be provided by an employer. Any member running workshops, studios or any other activity involving members of the public and all ADMP members in private practice will require their own insurance.

Signing the Insurance Declaration on the membership renewal form or providing a copy of your insurance is required as a condition of issuing the annual Licence to Practice.

Supervision

ADMP recommends that

- Supervision should be in the ratio of eight hours of client contact hours to one hour of supervision.
- Telephone, e-mail and/or internet supervision is not adequate for dance movement psychotherapy practice as the only form of supervision.
- Practitioners should receive a minimum of one hour of face-to-face supervision per month.
- Practitioners should receive an appropriate level of body work supervision regardless of what other supervision they receive. It is recommended to be a minimum ratio of one hour of body work supervision to forty hours of clinical practice or every three months, whichever comes sooner.

Signing the Supervision Declaration on the membership renewal form is required as a condition of issuing the annual Licence to Practice

Your Licence to Practice

This is issued on an annual basis when the conditions of continued membership have been met and the appropriate fee is paid. The ADMP UK only provides support to members working as Dance Movement Psychotherapists who have a current and valid *Licence to Practice*. The Licence only covers the right to practice in the UK since the remit, authority and supervision of the ADMP UK only extends to the United Kingdom.

Non-Practicing Membership

This is available to Registered Dance Movement Psychotherapists who, for any reason, are not practising and wish to retain their membership.

- The fee for this level of membership is £50.00 per annum.
- Members are required to continue their CPD whilst not practicing and to sign the CPD declaration on the renewal form with their renewal fee.
- This level of membership does not provide a *Licence to Practice*. The ADMP is unable to support any member practicing without a licence.

If a member is non-practicing for more than two years they will also have to fulfil the conditions listed below under [Returning To Practicing Membership See 2.2 below.](#)

Late Membership renewals

- From the 1st April 2016 there will a late fee of £25.00 for any renewals received after the 1st April up to the 30th June.
- The late fee will be £50.00 from 1st July to the 30th September.
- Members failing to renew by the 30th June will be given a formal warning that failure to renew by 30th September will mean automatic removal from the Register of Members on the 1st October

5. CANDIDATES WHO MOVE OVERSEAS SUBSEQUENT TO TRAINING AND/OR REGISTRATION

RDMP registered candidates, following completion of the appropriate training programme, who subsequently go to live outside the UK, must ensure that they continue to have adequate clinical supervision in order to maintain their RDMP status.

APPLICATION PROCEDURES

1. STUDENTS

It is a requirement of each training course that all DMP students are members of the professional association ADMP UK. The length of a student's membership of ADMP UK must be the same as the length of their course. If this requirement has been adhered to throughout their training the student will automatically be registered as RDMP following receipt of confirmation of graduation from their training programme. Students who seek professional registration from ADMP UK and who have not been members throughout their course will be charged a fee equal to that payable for each year of their course of non-membership together with an additional late registration fee of £15.

2. OTHERS

ADMP UK will accept applications in the following categories:

2.1 Lapsed Membership (two years or less)

2.2 Returning to Practice Membership (either lapsed membership over two years or over three years of non-practicing membership)

2.3 Ex-members reapply for professional membership after working abroad

2.4 Candidates for Registration as a Dance Movement Psychotherapist (RDMP) who trained outside the UK

All applicants are required to have Associate membership of ADMP UK before their application will be considered. This cost will be deducted from professional membership fees on the candidate's acceptance for RDMP.

2.1. Lapsed Membership

Members whose membership has lapsed for two years or less and who wish to reinstate their professional membership will have to fulfil the following conditions:

- a. Sign a declaration that they have not been practicing as a DMP in the UK during their lapsed membership.
- b. UK resident DMPs will be asked to sign a statement indemnifying ADMP UK for any claims or complaints relating to the time that their membership had lapsed.
- c. Members will need to show that they have met ADMP UK's minimum CPD requirements applicable to the period of missed membership by providing a history of their CPD. See 2.2.d & 2.2.e below

2.2 Returning to Practicing Membership

This applies to members whose membership has lapsed or who have held non-practicing membership for three years or more.

- a. Sign a declaration that they have not been practicing as a DMP in the UK during their lapsed membership.
- b. UK resident DMPs will be asked to sign a statement indemnifying ADMP UK for any claims or complaints relating to the time that their membership had lapsed.
- c. Members will need to show that they have met ADMP UK's minimum CPD requirements applicable to the period of missed membership by providing a history of their CPD
- d. Members who have been out of practice for between three and five years will be required to complete thirty days of updating skills and knowledge. This will need to be supported by documentary evidence.
- e. Members who have been out of practice for over five years will be required to complete sixty days of updating skills and knowledge. This will need to be supported by documentary evidence.

2.3 Ex-Members reapplying for professional membership after working abroad.

This section applies to members who have been working abroad and whose membership has lapsed during the time they were overseas

- a. Sign a declaration that they have not been practicing as a DMP in the UK since last being a Licenced professional member.
- b. Sign a statement that there are no outstanding claims, complaints or other disciplinary issues relating to their work abroad.
- c. Sign a statement indemnifying ADMP UK for any claims or complaints relating to the time abroad.
- d. Provide copies of their insurance while working abroad, if applicable.
- e. Sign a statement outlining CPD, not including supervision, for each year abroad
- f. Provide a log of settings, dates and hours of practice while abroad
- g. Provide a log of dates and hours of supervision while abroad
- h. Provide a reference from their supervisor

2.4 OVERSEAS APPLICATIONS FOR REGISTRATION AS A DANCE MOVEMENT PSYCHOTHERAPIST

ADMP UK has decided, that, while there are no formal protocols for the recognition of overseas trainings and professional registration criteria, ADMP UK should accept overseas candidates for Registered Dance Movement Psychotherapist (RDMP) level provided:

- a. They have completed a training which has been accredited by their national DMT body.
- b. They can provide copies of their certificates and syllabus, curriculum and/or the evidence they provided to their national body to obtain professional registration. Copies of all documents should be signed and dated by the applicant.
- c. Their experience and training meets all the elements listed in Section 2, *Content Of Accredited DMP Programmes And Clinical Practice Within Training* and Section 3 *Criteria For Personal Therapy* of the *Criteria For Accreditation Of ADMP UK Professional Programmes (2013)* for the theory element as well as stated levels of therapy practice and supervision
- d. They are currently registered as professional practitioners with their national body.
- e. They provide their history of supervision including the number of hours, the frequency and the name(s) and qualifications of their supervisor(s)
- f. They provide their history of Continuous Professional Development since qualification in meeting the *ADMP UK CPD Criteria* (April 2009)
- g. Write a personal statement. See below
- h. Provide one clinical and one personal reference.

2.4.g.1 Guidelines for Personal Statement:

All candidates applying for RDMP must submit a one page (A4) **personal statement** consisting of **three** paragraphs outlining their clinical approach as follows:

Paragraph 1. The theoretical ideas which inform their clinical practice at this time.

Paragraph 2. The ways in which they structure their sessions.

Paragraph 3. The nature of their clinical responsibilities.

This should be typed onto one A4 sheet, no more than 400-500 words The PDC (Professional Development Committee) are looking for concise thoughts not in-depth descriptions at this stage. Give the committee some insight into how you see your work at the moment. You will not be able to tell them everything, so decide what is most important or select themes

3 THE REGISTER OF PRIVATE PRACTITIONERS

- a. The Register is maintained and regulated by the ADMP UK Professional Development Committee and consists of the names of professional members who are competent and licenced to act as private practitioners.
- b. Applications will be accepted by the PDC in line with the current published *Conditions and Guidelines for Private Practice Registration* and using the *Application Form to join the ADMP Register of Private Practitioners*. See also the *Guidelines for Working in Private Practice* and *Exemplar for Clinical Supervision Log*. All documents are available at: <http://www.admt.org.uk/documents/>

4 THE REGISTER OF CLINICAL SUPERVISORS

- a. The Register is maintained and regulated by the ADMP UK Professional Development Committee and consists of the names of professional members who are competent and licenced to act as clinical supervisors.
- b. Entry to the Register can be either by;

b.1 The Direct Route

This is through the successful completion an ADMP UK accredited full supervision course by ADMP UK professional registered members.

Or

b.2 The Alternative Route

It is possible to join the register by successfully completing a supervision course that meets the ADMP criteria for general supervision courses and by adding an ADMP accredited DMP module. For details of this route see *The Alternative Route to the Clinical Supervisors' Register and Non-DMT Clinical Supervision Courses*. To apply via this route see *Application Guidelines for the Alternative Route to the Register of Clinical Supervisors* and *Application to join the ADMP UK Clinical Supervision Register Alternative Route*. All documents are available at: <http://www.admt.org.uk/documents/>

5 PROCESSING APPLICATIONS

- a. Each application will be considered by the Professional Development Committee (PDC). The Committee may make a decision based on the application form and supporting documentation or it may require the candidate to attend an interview with the PDC. The PDC may also request additional documentation from the candidate.
- b. The PDC decision shall be communicated to the candidate in writing. There will be three possible outcomes:
 - i. The candidate is admitted to Ordinary Membership of the Association and placed on the register as a Registered Dance Movement Psychotherapist (RDMP) RDMP

- ii. The candidate is considered to require further training, experience, or personal therapy, and is advised of areas in which this is required. When re-applying, such candidates must submit a new application and pay the re-application fee.
- iii. The candidate is considered to be unsuitable for registration and admission to Ordinary Membership is declined. The Association for Dance Movement Psychotherapy is not required to give reasons in such cases. Candidates may appeal against this outcome.

6 MEMBERSHIP APPEAL PROCEDURES

- a. Following an unfavourable decision by the Professional Development Committee, (PDC), candidates have the opportunity to appeal against the verdict.
- b. All communications will be by post as well as by e-mail.
- c. The procedure is as follows:
 - 1. A request for an appeal is sent in writing to the Chair of ADMP UK within 28 days of the original decision. This must be accompanied by the appeal fee, set out below.
 - 2. Together with the request for an appeal, a letter is sent outlining the extenuating circumstances or reasons that the applicant feels apply to their case.
 - 3. Three members of the PDC, one from the initial panel and two who were not involved with the original submission, will consider the application again.
 - 4. If the application is now approved, the applicant is accepted for registration immediately.
 - 5. If the application is not approved, the applicant is informed that the decision remains the same and, if they wish to pursue their process, invited to a meeting to discuss the case, to be held within 28 days of the second refusal.
 - 6. The Chair of ADMP UK will convene an Appeal Panel. The Appeal Panel will review the application. The decision of the Appeal Panel is final.
 - 7. This second Appeal Panel will consist of three people:
 - i. A member of the ADMP UK Ethics Committee.

- ii. A PDC member who dealt with the original application
 - iii. The Chair of ADMP or another ADMP UK Council member
8. Where appropriate to the nature of the appeal an external moderator from another arts therapy or other professional body may be appointed.
 9. The applicant has the right to bring their own companion to the meeting who may act as their advocate.

d. Appeal Panel Decisions.

1. Unless further information is required to make a judgment, the Panel will give its decision within 14 days.
2. If the decision of the appeal Panel is against the application that decision is final.
3. If the decision of the Appeal Panel is in favour of the application, the application will be put on the appropriate ADMP Register as soon as the outcome is announced.

7 PROFESSIONAL DEVELOPMENT COMMITTEE

- a. Six senior members of the Association will be appointed by the Executive Council of ADMP UK, in consultation with the Professional Development Committee, on the basis of academic qualifications and clinical experience. PDC members will be selected to reflect the diversity in DMP training backgrounds and clinical experience. PDC members will serve for a minimum of three years but may be re-appointed. The ADMP UK executive council will review the membership of the PDC annually.
- b. PDC members will be remunerated at a predetermined rate for each application processed by the committee. This fee will be determined by the executive council and reviewed annually. The PDC shall elect a secretary from amongst themselves who shall be responsible for convening the committee at least twice yearly.

8. FEES

Registration fees will be determined by Council and reviewed annually.

All applicants must first become an Associate Member before their application can be processed.

Current fees are:

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| 1) Lapsed Membership | £100 |
| 2) Returning to Practice | £100 |
| 3) Ex-Members reapplying for professional membership after working abroad. | £100 |
| 4) Application for RDMP under Overseas route | £100 |
| 5) Re-application for overseas application | £100 |
| 6) Appeal overseas against rejection | £100 |

Three copies of the application form and supporting documents should be mailed to:

The Administrator

ADMP UK

32 Meadfoot Lane

Torquay TQ1 2BW

Supporting documentation must be typewritten. Applications which are illegible or incomplete will not be processed.