



UKCP: The Humanistic and Integrative Psychotherapy College

Re-accreditation Policy

For Organisational Members (OMs) and Direct Members (DMs) of the College



The Humanistic and Integrative College (HIPC)

Re-accreditation Policy

This document sets out the Re-accreditation policy of HIPC for all its members. UKCP's position on re-accreditation is that all full clinical members must be able to provide informed documentation, as set out by their College or Organisational Member, which demonstrates and supports the way that they are practicing as a psychotherapist.

The fundamental intention underpinning all CPD activity is protection of the public through maintenance and improvement of professional standards. For CPD strategies to have any credibility we believe it is essential that practitioners are responsible for demonstrating how they have integrated any CPD activities into their professional practice.

Re-accreditation Procedures

Re-accreditation procedures fulfill a quinquennial audit, and recording of activities is required. We seek a minimum structure that both trusts the integrity of individuals to fulfill their ethical obligations whilst also meeting public professional standards of accountability and transparency.

HIP College implements a 5 yearly Re-accreditation policy for members via its *Organisational Members* (OMs) who follow the HIPC CPD guidelines. Since 2009, members are entitled to register directly with UKCP and be *Direct Members* (DMs) of the College, if they decide they no longer wish to remain members of their OM. DM is not a default category of membership, but rather an opportunity to exercise individual choice to become registered directly with HIPC. It is the member's responsibility to register with HIPC and inform their OM of their change of membership status. Transfer to become a DM takes place at annual renewal via the UKCP website in the first instance. Subsequently a member must register as a DM via the HIPC Members website and the HIP College Direct Member (DM) Committee will be responsible for processing their re-accreditation.

Members of an OM will follow the reaccreditation process in the organisation as directed.

Direct Members will follow the HIP College procedures which will be outlined on our DM HIP College website once they have registered.

Re-accreditation requirements

Unless otherwise stated the following apply both to members of OMs and DMs

A Peer review meeting: this would normally have taken place prior to submission of paperwork for re-accreditation, and a summary included. The suggested makeup of this peer review group is that it contains at least one member who is not familiar with the registrant's work, and this member should sign the summary of the meeting. The meeting should have a minimum of 3 members in addition to the member being re-accredited. (UKCP or equivalent – eg. BACP, BPC)

It is strongly recommended that all IMs meet on an ongoing basis with peers for supervision/professional development/peerconsultation in addition to individual supervision. The suggested makeup of their peer review group is that it contains at least one member of their regular peer group.

Clinical Practice: registrants will be asked to reflect on their practice over the last 5 years in terms of clinical hours and profile - eg. gender, age, length of time with each client. This will have been discussed in the peer review meeting and recorded in their report.

Supervision: the registrant must provide documentation to verify their supervision provision over the previous 5 years. All registrants are required to be in supervision with a recognised supervisor consistently for the first 5 years of practice; subsequently this may follow a peer or group supervision monitoring. They should provide a statement from their current supervisor(s) / peer supervisor(s) verifying the amount of contracted supervision.

CPD: registrants must provide evidence of their CPD over the previous 5 years in keeping with UKCP's and the College's CPD requirements. The minimum requirement is 250 hours over a 5-year period normally with a minimum of 20 hours in any one year. This will be discussed in the peer review meeting, with an understanding of how the work undertaken has contributed to their development as a practitioner. According to the HIPC CPD requirements this should involve updating in one's core model and some development across models.

Professional Indemnity Insurance: members must provide evidence of current indemnity insurance.

Professional Will arrangements: We recognise it as our professional responsibility to ensure that arrangements are in place for sudden, long term or permanent absence from work, so that client's needs can be provided for. Please describe your arrangements.

Appeals Procedure

When members have successfully completed their re-accreditation this will be acknowledged either by the OM re-accreditation panel or by the College DM Committee in the case of DMs. If there is a recommendation this will be explained, or if it is conditional the terms of this will be made clear.

A member who wishes to appeal should do so within 15 days of receiving notification. The Assessment Board will meet to discuss the appeal and the individual may be invited to a face-to-face meeting. This process will be completed within one month of receiving the appeal. The Chair of the Assessment Board will be the final authority in Appeals.

Members not meeting requirements

Where there is evidence that a member is not meeting requirements for re-accreditation the person concerned will be provided with the reasons, and time to comment.

If appropriate, members should be offered advice intended to improve the chances of successful re-accreditation after subsequent re-application.

If an individual refuses to submit the required information or, if it is determined that an individual has not met the requirements for re-accreditation, the OM (or the HIPC Assessment Board in the case of DMs) will provide a written report to the college Chair stating the basis on which the decision was made. The College Chair (or delegated responsible officer) and at least one other college officer will consider the report, and make a decision. This decision will be final.

In the case of a DM the assessor from the DM Re-accreditation panel will provide a written report stating the basis for the decision. The Chair of the DM Committee and at least one other member of the DM Re-accreditation panel will consider the report, and make a final decision.

Where it has been established that requirements for re-accreditation have not been met, or, If an application for re-accreditation is not received, despite requests, the member (either from an OM or a DM) will be referred to the UKCP Registrar who will authorise an immediate full audit of the member concerned by the UKCP Membership Team. Failure to meet audit requirements or to comply with UKCP audit constitutes grounds for the member to be removed from the UKCP Register.

Note: This document should be read in conjunction with the College CPD and Supervision Policies. If a Direct Member does not respond to requests from the College they will be referred to the UKCP registrar.

TS May 2013; updated October 2014; revised September 2015

Relevant reading

HIPC Re-accreditation Policy, September 2015 (rev)

HIPC Re-accreditation Application Form 2016

HIPC DM Re-Accreditation Form with Guidelines (2016)

HIPC Continuing Professional Development (CPD) Policy, updated 2015

UKCP Continuing Professional Development (CPD), 2015

HIPC Supervision SETS, January 2013

*To access these documents on the HIPC DM website, please remember to use HIPC members
username and password*