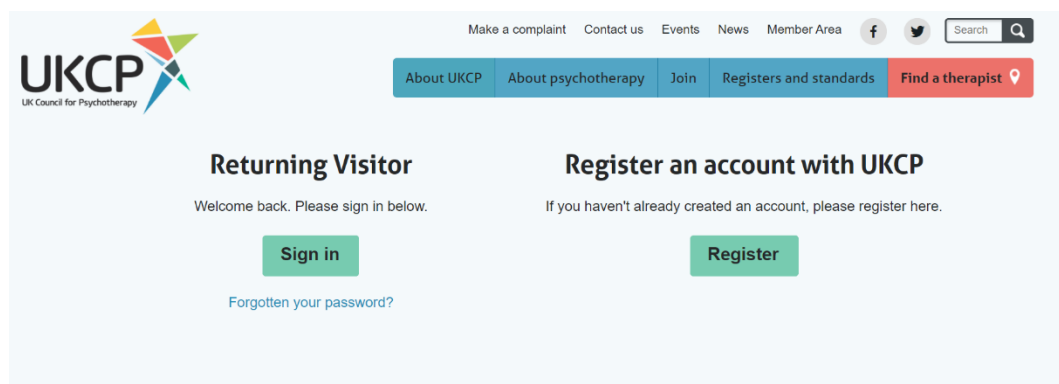


## JOIN UKCP ONLINE – Step by Step Guide / Retired Member

1. [Join online](#)
2. [How to create an account](#)
3. [Changing the grade via your account](#)
4. [Changing the grade to: Retired Member](#)
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### 1. Join online

- Press **Join online** link



- **You need to apply online via your UKCP account.**

**Sign in as a Returning Visitor** using your **email address as a Username** and a password which you have created. If you have forgotten your password, your password can be reset. Press "[Forgotten your password?](#)" link and create a new password via a link sent to you by email.

#### Returning Visitor

**Sign in as a returning visitor:** If you are a current member of UKCP wishing to upgrade/change their membership grade

**Sign in as a returning visitor:** If you created your UKCP account already in the past

If you don't know what your username is or you are experiencing any other difficulties accessing your account in the member area please contact [membership@ukcp.org.uk](mailto:membership@ukcp.org.uk).

## 2. How to create an account

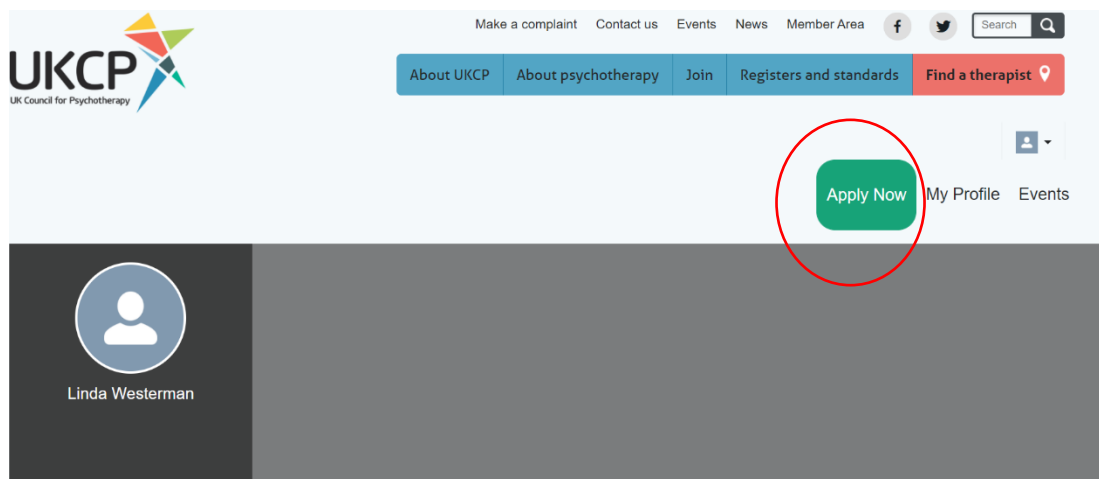
**UKCP Portal Registration Form**

Create an account to apply for UKCP membership or access certain areas of our website. If you have already created an account, [please log in](#).  
Passwords must be at least 8 characters long and must contain a combination of letters and numbers .

<b>First Name</b>	<input type="text" value="Linda"/>
<b>Last Name</b>	<input type="text" value="Westerman"/>
<b>Email</b>	<input type="text" value="l.westerman@gmail.com"/>
<b>Password</b>	<input type="password" value="....."/>
<b>Confirm Password</b>	<input type="password" value="....."/>

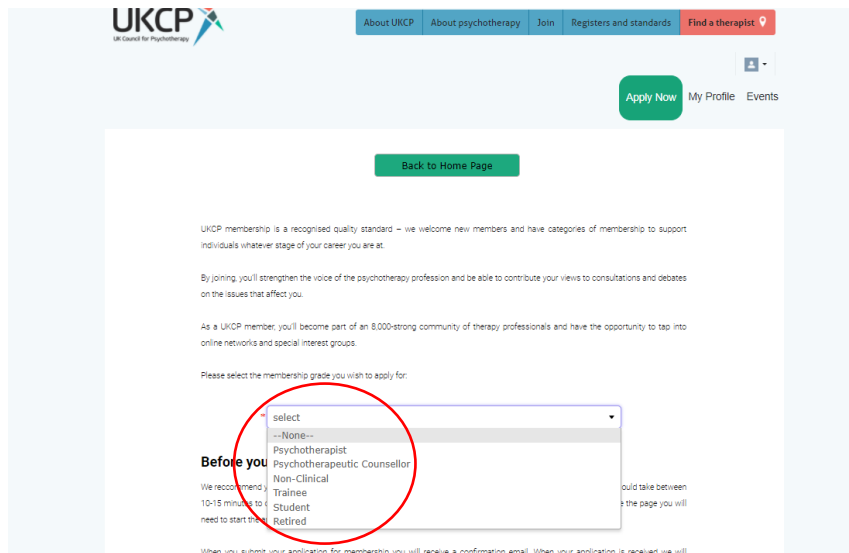
- Enter your First name and Last name.
- Enter your email address. **This email address will be your Login Username.**
- Create and confirm your password. **Remember your password.**

## 3. Changing the grade via your account



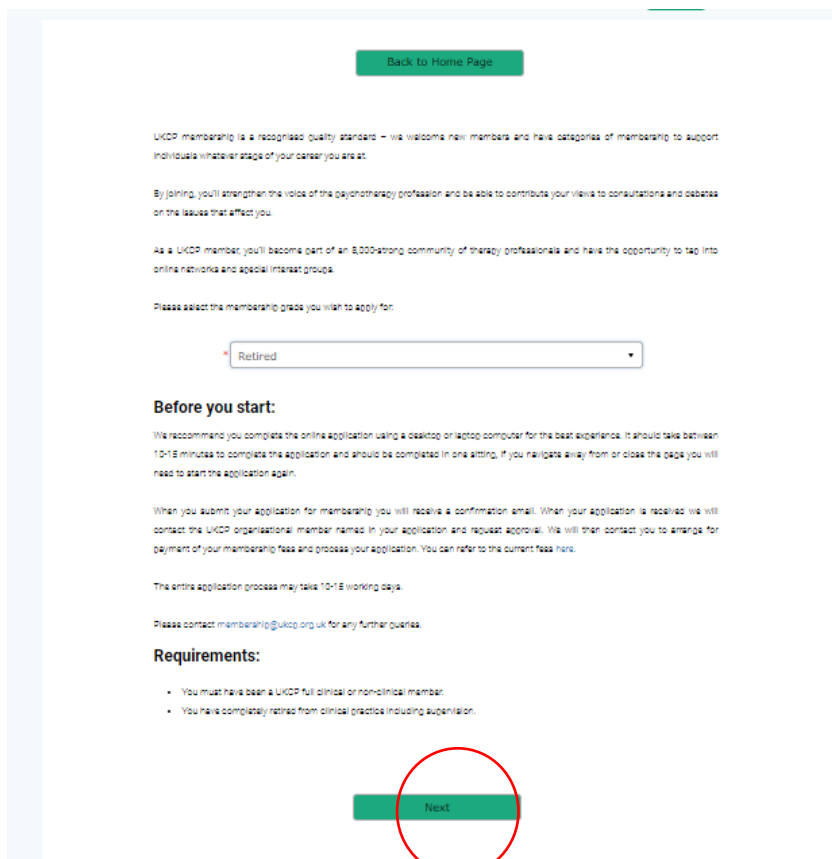
- After creating your account as a new visitor or accessing your account as a returning visitor, you can **apply online by pressing the green button** on the right-hand side corner **“Apply Now”**

- **Start your application process** by choosing a correct membership grade in drop-down menu



#### 4. Changing the grade to: Retired Member

- Before you start your application, get acquainted with **the retired membership grade requirements**
- After **verifying your eligibility** press next



- **Fill all necessary application fields**  
**Fields with an asterisk are mandatory**, without completing them, you cannot submit the application
- **Press next**

## 5. Start your application

### 1st Page of the application

#### Personal Details

\* Full Name

Linda

Westerman

\* Membership Number

2011156277

#### Applicant Declaration

I have read and understand the UKCP's Ethical Principles and Code of Professional Conduct.

I understand that by registering with UKCP I am agreeing to be bound by the ethical framework that these documents define. I recognise that I am also agreeing to challenges to my previous practice and conduct as a psychotherapist being tested through UKCP's framework for complaints. I understand my responsibility to provide suitable information about ethical codes and complaints processes if requested to do so.

I understand that in pursuit of the provision of a regulatory framework for the profession of psychotherapy, UKCP will hold and process the information that I have provided in accordance with their policies and procedures (further details of UKCP's Data Policy is available upon request).

\* I confirm that I am no longer practising and have retired from clinical practice.

\* I agree to notify UKCP in writing within 14 days should my status of being retired change.

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## 2nd Page of the application

### Applicant Declarations

\* **Complaints:** Have there been any complaints made against you?

Yes  No

\* **Criminal offences & cautions:** Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974?

Yes  No

\* **Disciplined by a professional body:** Have you been disciplined by any professional body or membership organisation responsible for regulating or licensing a health or social care profession?

Yes  No

\* **Suspensions & Restrictions :** Have you been suspended or placed under a practice restriction by an employer or similar organisation because of concerns relating to your practice of psychotherapy, competence or health?

Yes  No

**If you have answered yes to any of these questions, please send details in a separate envelope, marked CONFIDENTIAL to: The Complaints Team, UK Council for Psychotherapy (UKCP), 2nd Floor, America House, 2 America Square, London EC3N 2LU.**

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### 3rd Page of the application

- **Submit your application**
- **Once your application has been successfully submitted, you will receive an email notification confirming the next steps of the application process**

#### Data Protection

Information submitted may be stored and processed electronically for the purposes of delivering services, marketing, supplying information and to enable statistical analysis. Data may be passed to other parts of the organisation, partner organisations, companies or contractors operating on our behalf to enable this to take place. This may include transferring or holding your data outside the European Economic Area (EEA). However, we will ensure your data is always stored and handled securely.

I understand that my email address will be used for sending UKCP information.

I understand that in pursuit of the provision of a regulatory framework for the profession of psychotherapy, UKCP will hold and process the information that I have provided in accordance with their policies and procedures (further details of UKCP's Data Policy is available on the UKCP website).

#### Mailing Preferences

- \* Event Advertising  Yes  No
- \* The Psychotherapist  Yes  No
- \* E-Bulletin  Yes  No
- \* Digital version of The Psychotherapist  Yes  No
- Post except Psychotherapist & essential  Yes  No
- Email excluding essential membership  Yes  No

#### Payment preference

For information on UKCP membership fees, [click here](#).

If you are joining part way through the year please refer to our [fee chart](#). Note that if you join in July, August or September, you will be required to pay a fee for 18, 14 or 13 months respectively to allow you having to renew almost immediately after you join.

Please select your payment preference below. When your application is processed we will contact you for payment.

- \*  Annual Direct Debit Subscription
- \*  Single Card Payment

\* I declare that all the information provided on this form is correct and accurate and I understand that failure to disclose relevant information could result in my membership being withdrawn.

\* Date

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Submit