
College of Outcome Oriented and Hypno-Psychotherapies

Reaccreditation statement

UKCP's position on reaccreditation is that all full clinical members must be able to provide informed documentation, as set out by their college and, if applicable, their organisational member, which demonstrates and supports the way that they are practising as a psychotherapist. This process must be undertaken at a minimum of once every five years and currently can only be undertaken by an organisational member.

The purposes of reaccreditation are:

1. To underpin and promote reflective and informed practice and continuing professional development.
2. As a result, to underpin and support best practice in a way that is beneficial to both practitioners and service-users.

The purpose of this document is to clarify the College of Outcome Oriented and Hypno-Psychotherapies minimum reaccreditation procedure.

COOHP minimum requirements

COOHP minimum requirements are:

1. **Supervision record:** members must provide documentation to verify their supervision provision over the previous five years. All claimed supervision should be signed off by their supervisor(s)/peer supporter(s). A statement from their current supervisor(s)/peer supporter(s) verifying the amount of contracted supervision should also be provided. All signatures must be accompanied by the name and qualification of the signatory.
2. **Clinical record:** members must provide an overview of their clinical hours over the last five years.
3. **CPD:** members must provide details of their CPD over the previous five years in keeping with UKCP's and the College's CPD requirements. The minimum requirement is 250 hours over a five-year period, normally with a minimum of 20 hours in any one year. Along with details of all CPD undertaken within the preceding five years, members normally need to provide documentary evidence of at least 50 hours (for example, include CPD certificates of attendance).
4. **Professional indemnity insurance:** members must provide evidence of current and adequate indemnity insurance.
5. **Practice development:** members must:
Attend a specific supervision session with their usual supervisor or a senior member of a peer support group to discuss their development. The length and format of the session is to be determined by the supervisee and supervisor jointly based on the supervisee's needs.

- Write a statement to demonstrate how their practice has developed over the previous five years based on this supervision session. This statement should be signed off by their supervisor/peer supporter.
- Both of the above must address:
 - the registrant's personal development needs and interests
 - how their practice and development reflects the UKCP's diversity and equality policy.

Process

Each organisational member will be responsible for the reaccreditation procedure for their members.

Members must be given a clear timetable for response and informed that UKCP membership may be at risk if people fail or refuse to respond.

If concerns are raised for any individual, they will be provided with the reasons for the decision and, following an attempt at informal resolution¹, will be given access to the College Appeals Procedure.

If at the conclusion of the process it is determined that an individual is not meeting requirements for reaccreditation, the organisational member/College will provide a written report outlining the decision process and the reasons for making the decision.

The organisational member reports back to UKCP whether the person has successfully completed the reaccreditation process or not.

Appeals

Unsuccessful applicants must be advised that they have the right to appeal to the College, against the decision. Applicants should be advised that:

- If they wish to appeal against the decision, they need to do so in writing within 15 days of the decision.
- Any appeal needs to be addressed to the Chair of the College Assessment Committee.
- If an Applicant has difficulty with the written process for any reason, they will be offered a personal interview with a committee member. The College understands that there may be some occasions when a face-to-face approach may be more facilitative to the applicant and will endeavour to make suitable arrangements at the earliest possible convenience.

Procedure

Appeals will be considered by two members of the Assessment Committee (if the reaccreditation procedure

¹ E.g. by agreeing a plan for the next year to ensure the member catches up with requirements

was done through an organisational member) who will report to the Committee, with their findings within 25 days of receipt of the appeal or face-to-face meeting, whichever is the later.

The College chair will inform the applicant of the Committee's final decision.

Members not meeting requirements

Where it has been established that requirements for reaccreditation have not been met, or if an application for reaccreditation is not received, the member's status of accreditation will be revoked, and the individual will be removed from the UKCP Register. Any subsequent application for registration must be made via an organisational member.

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