

UKCP Restoration to the Register Guidance

1. Introduction

1. This document provides guidance to organisational members (OMs) and colleges in relation to restoration to the UKCP Register following a period of time out of registration.
2. Voluntary periods out of registration are defined as any period out of registration during which the registrant decides not to be registered. Such periods might be referred to as breaks from practice, sabbaticals, breaks from registration, or career breaks.
3. Enforced periods out of registration are defined as any period out of registration resulting from suspension or removal of registration following audit or re-accreditation.

NB: In the event that UKCP registration has been terminated due to a complaints decision, information for restoration to the register can be found in the UKCP Complaints and Conduct Process (CCP) documentation.

4. Where there is a break from registration, former registrants are normally required to undertake a programme of structured/verifiable CPD or alternative/equivalent re-training in order to re-register. This will be checked, alongside supervision and professional indemnity insurance, as part of the restoration to the register process.
5. This guidance document should be read in conjunction with UKCP's CPD policy, as well as the relevant UKCP college CPD policy and Restoration to the Register policy.
6. Former Direct Members apply to their College for restoration to the register. Members of an OM apply through their OM and follow their procedures, which will be in compliance with the relevant college policies.

2. Restoration to the Register Categories

There are two primary categories:

- **Category A – Voluntary Lapse of Registration**
- **Category B – Enforced Suspension or Removal**

Please note the CPD requirements for each category are similar but the emphasis may be different –

- Each **Restoration to the Register Category** requires its own route of re-entry. These are addressed in **Sections 3 and 4**.
- Variations to the CPD requirements are addressed in **Section 5**.

3. Category A - Voluntary Lapse of Registration

3.1. Category A - Information:

1. For **Voluntary Lapse of Registration** the following exceptions to any additional CPD requirements may be granted by the OM or college:
 - a. for parents after adoption, birth or long-term fostering of a child
 - b. for bereavement of a partner, child or other family member
 - c. for a temporary situation for caring full time in respect of a partner, child or other family member
 - d. for a temporary situation for the practitioner needing to take time off due to illness or injury
2. The OM or college should be guided by an appropriate sliding scale when any of the situations in point **1)** above arises immediately or soon after initial (first) registration. The level of post qualification experience should be taken into account.
3. The scale should specify the amount of structured/verifiable CPD or alternative/ equivalent re-training or supervision that the individual is expected to have completed before restoration.
4. Specific agreed requirements found in **Procedures** should be considered when a practitioner has chosen to take a break from practice for reasons other than those listed above in point **1)**.

3.2. Category A - Procedures

Any individual seeking restoration to the Register following any period of voluntary absence will be subject to the requirements and procedures specified by both UKCP and their OM, or college for direct members, through which they are seeking to re-register.

1. Where restoration to the Register is sought through the OM or college through which the individual was most recently registered, the process will be as follows:
 - a. Individual submits application form and required evidence to their OM or college.
 - b. The OM or college processes the submission:
 - i. OM or college scrutinises submission against relevant OM, college and UKCP requirements. This should include appropriate measures to ensure that the individual has not been registered through another OM during the period of absence and that there are no outstanding disciplinary matters with the CCP or any other professional body.
 - ii. If these requirements are met, then registration can go ahead.
 - iii. If they are not met, a request for further details may be issued.
 - iv. Any conditions associated to the restoration submission and the period during which these will apply, must be monitored by the OM/college.
 - v. Where applications are declined, clear reasons for the decision must be given.
2. The OM or college emails the UKCP membership team with confirmation of Restoration to the Register, and also confirms the individual's details are up to date, such as address, email, phone etc.

3. Where restoration is sought from an OM which was not the most recent registering OM, the process will be the same as in point 2) above, however, a declaration from each OM through which the former registrant has been UKCP registered in the past must be presented to support the application.
4. The OM/college will inform the registrant of their re-registration.

4. Category B – Enforced Suspension or Removal

4.1. Category B - Information:

1. **Suspension:** Where a registrant is suspended for a given period from registration by the UKCP Membership Committee, it is within their remit to specify remedial action (such as additional supervision, training or personal work for example) and/or other conditions that must be met prior to restoration to the Register.
2. The UKCP Registrar holds the responsibility for ensuring that any relevant requirements set by the Membership Committee are satisfactorily demonstrated by the individual before an application for restoration to the Register can be made.
3. **Removal Standards/Requirements:** Where a registrant is removed for failing an audit or re-accreditation, the individual will be required to evidence that he or she meets the requirements for registration before an application for restoration to the Register can be made.

4.2. Category B - Procedures:

This process is for individuals seeking restoration to registration following a period of suspension or removal from the Register.

1. The former registrant must inform their OM, college or UKCP Membership Committee (via the UKCP Registrar) if they wish to submit a Restoration to the Register application. The individual must provide to them the details of the date and nature of the decision that resulted in suspension or removal and full disclosure of all requirements relating to future restoration to the Register as detailed in the decision.
2. Where the OM, college or UKCP Membership Committee (as relevant) are prepared to endorse the application, the process will be as follows:
 - a. Former registrant submits Restoration to the Register form and evidence to OM or college as appropriate. (For more information about the form, please see the final section of this document.)
 - b. Submission processing:
 - i. The OM/college will scrutinise the submission against requirements detailed in the decision as well as any CPD or other requirements associated with taking time out from the register. They will also ensure that:
 - all requirements and conditions stipulated in the decision that defined the

period of suspension or removal have been met/satisfied.

- the individual has not been registered through another OM during the period of absence and that there are no outstanding disciplinary matters with the CCP or any other professional body.

NB: UKCP or the re-registering OM/college is entitled to undertake necessary investigations or enquiries as needed to establish that all relevant requirements have been met and that the applicant is fit to practice.

- ii. If all requirements are met, then registration can go ahead.
 - iii. If they are not met, a request for further details may be issued.
 - iv. Where applications are declined, clear reasons for the decision must be given.
- c. The OM/college then emails the UKCP Registrar with confirmation of Restoration to the Register, and also confirms the individual's up to date details, such as address, email, phone etc.
 - d. The Registrar presents the findings to the UKCP Membership Committee.
 - e. The UKCP Membership Committee confirms the Restoration to the Register.
 - f. The Registrar sends the relevant information to the membership team to finalise processing of the application.

5. Current Best Practice on CPD for Restoration

1. Current best practice across sectors suggests that it will be necessary to undertake CPD in order for practitioners to maintain ability to practice (and thus entitlement to registration), but also to maintain personal marketability (employed and self-employed alike) and to keep up-to-date with changes in the professional field while on any type of career break.
2. Specific time frames out of practice may require differing amounts of evidence in order to return to the Register, which can be outlined on a Restoration to the Register form:

Period of break	Evidence normally required to re-register would include a programme of structured or verifiable CPD, or alternative/equivalent re-training and/or supervision -
12 months or less	This normally should be undertaken over a period of six months
Up to 18 months	This normally should be undertaken over a period of six to 12 months
More than 18 months	This programme normally should be discussed in advance or during the initial months away from the register where possible.

NB: In all three instances above, the OM/college would be expected to set out in writing their reasons for any exception to normal requirements.

****Individuals should also note that a break of longer than 12 months will also require an application to UKCP and completion of a full re-registration onto the UKCP Register.****

3. UKCP expects the amounts of CPD that are required following a period out of registration to take account of both the duration of the period and the stage of the practitioner's experience prior to the break from registration.
4. **Stages of Practitioner Experience:**
 - a. Stage A: Practitioner between initial accreditation and first re-accreditation (i.e. < 5 years post qualification experience)
 - b. Stage B: Practitioner between first re-accreditation and second re- accreditation (i.e. > 5 years but < 10 years post qualification experience)
 - c. Stage C: Practitioner completed at least two re-accreditations (i.e. > 10 years post qualification experience).

6. Restoration to the Register Form

OMs and colleges are expected to have their own Restoration to the Register Form as well as process in place. This form should at minimum include the following:

- Space for the individual to fill in up-to-date contact details
- Confirmation of requirements being met prior to restoration can commence, including:
 - Supervision in place
 - Evidence of current professional indemnity insurance
 - CPD up to date, normally via a log of CPD undertaken with evidence attached

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