

UKCP individual membership terms and conditions

1. Introduction

These terms and conditions apply to all **individuals** applying for, renewing, or holding membership with UKCP.

By becoming a member, you agree to comply with these terms and conditions and any applicable membership-specific requirements.

While we will make every effort to keep changes to a minimum, we may make amendments to the terms and conditions at any time to reflect changes in market conditions affecting our business, changes to technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our systems capabilities. By continuing to use the website (www.ukcp.org.uk) and any other UKCP websites and platforms/channels, you agree to accept any changes made to the terms and conditions.

"Clinical practice" is defined as providing psychotherapy/psychotherapeutic counselling to client(s).

2. Core terms (applicable to all members)

2.1 Accurate information

Members must:

- provide all information relevant to their membership
- ensure that personal and contact details are accurate and kept up to date.

2.2 Ethical framework

Members must comply with the UKCP ethical framework, including:

- the Code of Ethics and Professional Practice
- the Complaints and Conduct Process
- applicable policies, codes and guidance.

2.3 Disclosure obligations

Members must notify UKCP within five working days via complaints@ukcp.org.uk if:

- a complaint is made against them
- they are charged with or convicted of a criminal offence
- they receive a police caution or conditional discharge

- they are subject to disciplinary action, suspension, or restriction by an employer or professional body relating to their practice, competence or health.

2.4 Duty to notify changes

Members must inform UKCP of any changes relevant to their membership, including changes in professional status including but not limited to:

- taking a break from the profession (not currently practising)
- moving grade
- retiring/resigning
- changes in organisational member affiliation (where applicable)
- change of modality
- change of client group.

These must be communicated before any changes are implemented as this may affect your membership.

2.5 Cooperation and oversight

Members must:

- cooperate with UKCP audit processes and monitoring requirements
- provide information where requested
- comply with investigations under UKCP procedures.

2.6 Enforcement

Failure to comply with these terms and conditions may result in:

- investigation
- suspension or removal of membership.

3. Conditional terms (where applicable)

3.1 Professional indemnity insurance

Where members undertake clinical practice, supervision or teaching, appropriate and current professional indemnity insurance must be held.

3.2 Continuing professional development (CPD)

- Members must meet UKCP CPD requirements where applicable.
- Members are required to complete a minimum of 250 hours of CPD activity over a five-year period (the reaccreditation period), including, in most cases, at least 20 hours in each year within that period. Please note that higher requirements may apply depending on their organisational

member or college, so they should refer to their specific policy for confirmation.

- UKCP members who are professionally registered through UKCP must meet the CPD requirements to retain their professional registration.
- Some exemptions may apply (such as sabbatical), subject to UKCP approval.

3.3 Organisational member requirements

- Members must have initially qualified for membership through an organisational member and must remain affiliated with that organisational member for a minimum period of one year following qualification.
- Where applicable, members must remain affiliated with an appropriate organisational member.
- If a member ceases to be affiliated with an organisational member, or changes their organisational member, they must notify UKCP immediately. Their membership will be reviewed and may be withdrawn.
- After the initial one-year period, members may apply to transfer to direct membership, at which point they will no longer be affiliated with an organisational member.
- Members must not leave or terminate their affiliation with their organisational member until the direct member transfer process has been fully completed. This process must include confirmation from the organisational member that the member is in good standing.
- Direct membership must only be granted once all transfer requirements have been met and formally approved by UKCP.

3.4 Reaccreditation

- UKCP members who are professionally registered through UKCP must meet reaccreditation requirements to retain their professional registration.
- Reaccreditation process must take place five yearly or less.
- Reaccreditation cannot be deferred beyond five years.
- Those returning to the register after any time out must reaccredit from the time they were last reaccredited.
- Unsuccessful reaccreditation process may result in removal from the UKCP register.
- Non-engagement with the reaccreditation process will result in removal from the UKCP register.

3.5 Sabbaticals

A sabbatical is normally a minimum break of three months, maximum of twelve months.

- Members must notify UKCP in advance of any requested sabbatical period and comply with any applicable requirements relating to their membership category.
- Sabbaticals will take effect from the date of notification of approval. However, any financial adjustments, including refunds of overpaid subscription fees, will be calculated from the end of the calendar month in which approval is granted. Any such refunds will be issued and will not be

held on account or credited towards future membership periods.

- Members are responsible for understanding the impact of any sabbatical period on their continuing professional development (CPD) requirements.

4. Membership-specific terms

4.1 Full clinical members

Full clinical members must:

- be engaged in clinical practice
- not practise while unfit (for example, for physical or mental health reasons, or when impaired by the effects of drugs, alcohol or medication)
- maintain professional standards and audit compliance
- be in good standing, meaning that they have no current or outstanding complaints, convictions, or disciplinary matters; are up to date with all fees, CPD requirements, and reaccreditation; and have not been subject to any sanction, suspension, or disciplinary finding.

4.2 Trainee members

Trainee members must:

- be enrolled with a UKCP organisational member
- be in supervised training
- comply with training and supervision requirements
- be in good standing, meaning that they have no current or outstanding complaints, convictions, or disciplinary matters; are up to date with all fees, CPD requirements, and reaccreditation; and have not been subject to any sanction, suspension, or disciplinary finding.

4.3 Student members

Student members must:

- be enrolled with a UKCP organisational member
- upgrade their membership grade before undertaking clinical practice
- remain on a course
- be in good standing, meaning that they have no current or outstanding complaints, convictions, or disciplinary matters; are up to date with all fees, CPD requirements, and reaccreditation; and have not been subject to any sanction, suspension, or disciplinary finding.

4.4 Non-clinical members

Non-clinical members must:

- not undertake clinical practice unless their membership status has been amended accordingly. In the event that a non-clinical member engages in clinical practice, they shall be deemed to be subject to UKCP's ethical framework and applicable conduct procedures.
- notify UKCP if returning to practice. Please note that non-clinical member are not included on the register and will be required to apply for accreditation in order to rejoin the register before resuming practice
- comply with relevant ethical obligations if practice resumes
- be in good standing, meaning that they have no current or outstanding complaints, convictions, or disciplinary matters; are up to date with all fees, CPD requirements, and reaccreditation; and have not been subject to any sanction, suspension, or disciplinary finding.

4.5 Retired members

Retired members must:

- have ceased working within the profession, (in other words, not in clinical practice, teaching and supervising) and have notified their organisational member or modality college (for direct members) of the retirement from clinical practice
- notify UKCP if returning to practice
- be in good standing, meaning that they have no current or outstanding complaints, convictions, or disciplinary matters; are up to date with all fees, CPD requirements, and reaccreditation; and have not been subject to any sanction, suspension, or disciplinary finding
- not undertake clinical practice unless their membership status has been amended accordingly. In the event that a retired member engages in clinical practice, they shall be deemed to be subject to UKCP's ethical framework and applicable conduct procedures
- be up to date with reaccreditation requirements if they have retired and later wish to return to the register. If they are due or overdue for reaccreditation at the point of return, they will be required to successfully complete reaccreditation before they are permitted to renew or rejoin the register.

4.6 Non-clinical affiliate members

Non-clinical affiliate members must:

- be working in a field allied to psychotherapy or psychotherapeutic counselling and support UKCP's objectives, mission and strategy
- not represent themselves as UKCP registered practitioners
- not currently be engaged in clinical practice within psychotherapy or psychotherapeutic counselling
- not imply accreditation
- comply with conduct and disclosure requirements
- acknowledge limitations (for example, no voting rights)

- be in good standing, meaning that they have no current or outstanding complaints, convictions, or disciplinary matters; are up to date with all fees, CPD requirements, and reaccreditation; and have not been subject to any sanction, suspension, or disciplinary finding.

4.7 Pre-retirement add-on members

Members on pre-retirement add-on must:

- meet the terms and conditions for UKCP full clinical membership
- be transitioning out of practice within two years
- continue to meet clinical, ethical, and insurance obligations
- notify UKCP if they decide not to proceed with retirement and request removal of the pre-retirement add-on from their membership. In such circumstances, members will be required to pay the difference between the pre-retirement add-on fee and the full clinical membership fee for the period since registering for the add-on, together with any applicable reinstatement fee
- be up to date with reaccreditation requirements if they decide not to proceed with retirement, either during or at the end of a pre-retirement period. If they are due or overdue for reaccreditation, they must successfully complete reaccreditation before they are permitted to renew their membership.

5. Membership administration

5.1 Eligibility

- Members must meet requirements for their membership category.
- UKCP may review eligibility and re-grade membership where appropriate.

5.2 Membership transfers

- Members who transfer to another membership category must pay the subscription applicable to that category.
- Where a member transfers to a category with a higher subscription fee, the member shall be liable to pay the difference between the fee already paid and the fee applicable to the new membership category.
- Members who transfer to the retired membership grade must ensure they have been meeting requirements up to the point of transfer.

5.3 Terms of payment

5.3.1 Annual subscriptions

Membership subscriptions shall run from 1 October to 30 September each year.

5.3.3 Non-payment of fees

- Members must pay all subscription fees within the required timeframe.
- Where payment is not received within three months of the renewal date:
 - membership will lapse
 - membership benefits will be suspended pending payment.
- Where payment remains outstanding beyond this period:
 - the member will be required to submit a new application for membership
 - membership will be terminated if the annual subscription is not paid.

5.3.4 Direct Debit payments

- If members have a UK bank account, members may pay their annual subscription by Direct Debit:
 - as a single annual payment, or
 - in instalments.
- Members opting to pay by instalments must:
 - pay the full annual subscription amount
 - make payments in agreed instalments (typically quarterly in September, January, April, and July).
- Members must notify UKCP of any changes to their Direct Debit details by submitting the appropriate mandate form.
- Members may contact UKCP to discuss membership or payment options.
- Members opting to pay by instalments are contractually committed to pay the full annual subscription fee.
- Cancellation or resignation of membership during the subscription period does not release the member from liability for any unpaid balance.
- Members must not cancel their Direct Debit mandate as a means of avoiding payment. Cancellation of a Direct Debit does not extinguish the debt owed.
- UKCP reserves the right to recover any outstanding amounts owed.

5.3.5 Failed Direct Debit payments

- Where a Direct Debit payment fails on more than one occasion:
 - UKCP may withdraw the option to pay by direct debit
 - the member must settle any outstanding balance by an alternative method.
- UKCP reserves the right to apply a reasonable administration fee to cover additional processing and recovery costs.
- During any period of suspension due to non-payment:
 - members may be removed from the UKCP National Register and/or public directories
 - reinstatement is subject to full settlement of all outstanding amounts.
- Outstanding fees must be required to be settled before:

- membership is reinstated, or
- any new application or additional UKCP service is processed.

5.3.6 Promotional membership period – flexible term (all variations)

- Members joining under any promotional offer providing an extended membership period (including but not limited to “13 months for 12”, “14 months for 12”, or “15 months for 12”) shall remain subject to the full UKCP membership terms and conditions from day one.
- The promotional period provides an extended membership duration only and does not alter, waive, or reduce any obligations of membership.
- Members must comply in full with all applicable requirements, including but not limited to:
 - the UKCP Code of Ethics and Professional Practice
 - Complaints and Conduct procedures
 - CPD requirements (where applicable)
 - professional indemnity insurance requirements (where applicable)
 - any membership-specific conditions relevant to their category.
- All rights, responsibilities, and obligations of membership apply equally throughout the full promotional period.
- The membership period shall commence on the date of activation (being the later of payment in full or formal approval of membership by UKCP) and shall continue for the total number of calendar months specified in the applicable promotional offer.
- The additional months provided under the promotion shall extend the standard 12-month membership period and will be applied consecutively from the end of that standard period.
- All rights, responsibilities, and obligations of membership apply for the entire duration of the promotional period, including any extended months.
- The membership will expire at the end of the full promotional period unless renewed in accordance with UKCP’s standard renewal processes.
- Where applicable, renewal following a promotional membership period will align with UKCP’s standard subscription cycle.

5.3.6 Cancellation of membership

- Members may resign their membership by providing written notice to UKCP at least one month prior to the annual subscription renewal date.
- Where a member resigns after payment of the annual subscription, a refund will only be provided where cancellation occurs within 30 days of payment.
- Members remain liable for any outstanding sums owed to UKCP following resignation.

5.3.7 Refunds

- Refunds will be made by bank transfer or returned to the original payment method.
- Refunds for payments made in error will be processed within 10 working days of written

notification to UKCP.

5.4 Amendments

- UKCP may amend these terms and conditions from time to time.
- Continued membership constitutes acceptance of updates.

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