

College of Outcome Oriented and Hypno-Psychotherapies (COOHP)

Application for Restoration to the Register after a Voluntary Break from Registration – Guidance notes

Before proceeding with your application, please note the following:

This document only relates to an application procedure after a Voluntary Break. Voluntary Breaks are defined as any period out of registration during which the registrant decides not to be registered. If your break from registration was connected in any way to enforced suspension, or if you have any complaints against you or complaints in process then you need to consult UKCP Complaints and Conduct Process (CCP) documentation.

If your Voluntary Break has been for longer than 12 months then your application will require an application and full re-registration onto the UKCP Register.

The attached application form is for completion if you were previously a direct member of COOHP. If you were previously a member of COOHP through your Organisational Member (OM), please apply through your OM and complete their own application process, which will comply with COOHP and UKCP requirements.

Introduction

COOHP (the College) recognises that from time to time a member may need to take a voluntary break (Voluntary Break) from UKCP registration, and at the end of that period the previous member will wish to seek restoration to the UKCP Register.

The College endeavours to support applications for restoration to the Register as much as possible and this document is to guide you through the application process. Applicants may be required in some circumstances to undertake a programme of structured CPD or retraining in order to re-register.

All Members of the College abide by codes and principles outlined in College and UKCP policy documents. Principles of best practice include holding Professional Indemnity Insurance, having appropriate levels of Supervision, conducting an appropriate ongoing programme of Continuing Professional Development (CPD) activities, and otherwise ensuring fitness to practice.

Restoration of membership to the Register necessitates that these aspects of best practice have continued through the Voluntary Break or are now being restored.

The College acknowledges that there are many reasons for a Voluntary Break and each application and supporting documents will be reviewed by the College or OM on an individual basis taking into account reasons for and circumstances around the Voluntary Break. The minimum requirements to support your application are set out below, but the College or OM may need further information and discussion with you if circumstances warrant in the opinion of the College or OM.

Please ensure that your application is complete with all supporting documents before you submit. Unless you are specifically requested to provide originals, please send copies of any supporting documents and submit your application by email to (Membership Secretary) :

Documents required for application:

Your application must include:

- completed application form
- copy of current Professional Indemnity Insurance Certificate
- CPD Summary and evidence of Completion
- plan for CPD to meet minimum requirements (if necessary)
- details of Supervision/ Peervision Arrangements
- copy of any previous correspondence with the College or OM relating to your voluntary break

Notes:

Supervision

All members of the College must retain an appropriate level of Supervision/ Peervision while in practice, based on level of experience and in alignment with professional obligations and client workload. Please provide name and contact details of your current supervisor/ peer visor. Your supervisor may be asked for a statement by the College so please advise them in advance of this. (A summary of COOHP's Professional Obligations and use of Supervision for Practicing Registrants is attached to these notes.)

Continuing Professional Development

It is understood that for many reasons some people may not have been able to engage in CPD during their break or their engagement may have been reduced. Opportunity to restore any such deficit in this area is addressed below in Exceptions and Adjustments.

A level of CPD activity that supports the principles of current best practice is a requirement of all College members. The current level is 250 hours over a rolling 5 year period with a minimum of hours in any one year period. CPD may consist of a broad spectrum of possibilities ranging from studying for formal qualifications through to informal life learning activities. Your CPD Summary should log activities you have engaged in while taking a Voluntary Break, evidenced where possible. (A summary of CPD Requirements for Practicing Registrants is attached to these notes.)

Exceptions and Adjustments

Your application will be reviewed by the College and/ or OM. In the event that you have been unable to meet some of the requirements for restoration of membership, for example, if the level of CPD activity is insufficient for the period you were taking Voluntary Break, then a programme may be suggested to make up any deficit.

Exceptions and adjustments will be considered on a case by case basis taking into account length of time out of registration, reason for voluntary break, level of experience, number of year's previous membership, and other relevant circumstances. If a Voluntary Break has been due to any circumstance which may have reduced or inhibited your ability to practice at the time, (for example through illness) then you may wish to support your application with a statement from your supervisor confirming that you are fit to return to practice. If you do not submit this with your application, the college or OM may request this from your supervisor if deemed necessary and may wish to discuss with you other measures to support your safe return to practice and membership.

Processing your submission

The College or OM will check your application against College and UKCP requirements. This will include appropriate checks regarding any outstanding disciplinary matters. If requirements are met then your registration will go ahead and you will be notified. If they are not met, then a request for

further details may be issued.

Any conditions associated to the restoration of your registration will be monitored. Where applications are declined, clear reasons for the decision will be given and you will be advised whether and how you may reapply.

COOHP CPD Requirements for Practicing Registrants

COOHP's CPD requirement is that members normally conduct a minimum of 250 hours of CPD over any five year period and a minimum of 20 hours in any one year.

All members should undertake an appropriate range of CPD activities.

Each member needs to demonstrate a balance of activities which are applicable to their level of practice.

Below is a list of activities that may be included. It is up to the individual therapist to determine the right mix for themselves as long as they can justify it.

Acceptable CPD activities include and are not limited to:

- clinical supervision
- peer support groups
- professional qualifications or formal courses of study e.g. Masters degrees, PhD
- attendance at events such as
 - conferences
 - workshops
 - webinars,
- private study such as
 - reading relevant books
 - research
 - writing of
 - articles
 - case studies
 - books
 - watching relevant DVDs, online resources
- participation in profession-related work such as
 - committee participation
 - attendance at professional gatherings

If you are unsure if a form of CPD that you have undertaken will be accepted check this with your OM, or with COOHP if you are a Direct Member.

Normally a proportion of CPD will address the awareness of developments in contemporary thinking and best practice, particularly with regard to diversity and equality, and give evidence of reflective/reflexive practice.

Normally registrants would be able to demonstrate a proportion of their activities via objective processes (e.g. certificates of attendance) and be able to justify the reason why they cannot if that is the case. The aim is to provide the maximum flexibility while recognising that as a regulator UKCP needs to see evidence to back up members' claims.

Professional Obligations and Use of Supervision

COOHP's Supervision Policy specifies

- a. Practitioners must be able to recognise and act appropriately when the situation requires a heightened duty of care towards vulnerable and / or unstable clients.
- b. It is recommended that even very experienced practitioners seek the guidance and support of professional supervision (non-peer) from time to time.
- c. It is mandatory that recently qualified practitioners (less than three years in practice as a registrant) and ALL trainees working with clients are in professional supervision.
- d. In the case of the recently qualified practitioner normally they should have regular professional supervision alongside any peer supervision arrangements that may be in place.
- e. For the first three years post registration a supervisory relationship must be in place with a supervisor who meets the current requirements of the College for being a supervisor. It is the joint responsibility of the supervisor and supervisee to determine the appropriate frequency and duration of supervision sessions and the justification of these factors will form part of the registrant's renewal of membership with their Organisational Member (if they belong to one) or with the College (if they are a Direct Registrant).
- f. Traditionally face to face supervision is considered to be preferable. Online Supervision is increasingly common and for those who choose online Supervision they may be asked about their rationale for this arrangement. If possible, an initial meeting face to face for Supervision is ideal, before these meetings are taken online. Any other contact would need to be justified as above.
- g. In the first three years participation in peer support groups is to be encouraged, as a CPD process, but does not replace supervision as above.
- h. Following the first three years of registration the registrant may opt for peervision. In this case the responsibility for frequency and duration is held jointly by all members of the peer group and all would be expected to take part in the justification as above.
- i. For all practitioners it is recognised that working with severely disturbed, traumatised or abused clients will require higher rates of supervision.
- j. Supervisors may advise additional supervision where deemed necessary.
- k. Failure on the part of the supervisee to heed such advice must be addressed in supervision and should be noted by the supervisor.

College of Outcome Oriented and Hypno-Psychotherapies

APPLICATION FORM

For Restoration to the Register after a Voluntary Break from Registration

Please submit to Membership Secretary of COOHP

SECTION 1: Contact and Membership Details

1. First Name

Second Name

2. Email Address

3. Postal Address

Post Code

4. UKCP Membership Number

5. Date of First Full UKCP Accreditation

6. Stage of Practitioner Experience

Please specify according to the categories below:

Stage A: Practitioner between initial accreditation and first re-accreditation (i.e. < 5 years post qualification experience)

Stage B: Practitioner between first re-accreditation and second re- accreditation (i.e. > 5 years but < 10 years post qualification experience)

Stage C: Practitioner completed at least two re-accreditations (i.e. > 10 years post qualification experience).

7. Date of Most Recent Re-Accreditation

SECTION 2: Details of Break from Register

- 1. Date of Commencement of Break from Register**
- 2. Date of Recommencing Practice**
- 3. Brief Detail of Reasons for Break**

- 4. Have you been a member of any other College or OM of UKCP during this break from practice?**

If so, please give details.

- 5. If you would like to inform COOHP of any other details relating to your Break from the Register in support of your application, or if you would like to discuss further with a representative from your OM or from the COOHP any other aspect of your application, please use the space below.**

SECTION 3: Continuing Professional Development

1. How many hours of CPD have you completed during your break from the Register? (Please see Guidance above regarding definitions and amounts of CPD required by members of COOHP)

2. Please list below your CPD activity and indicate the evidence of this activity that you are including in this application. Use additional page or CPD log if necessary.

If you have completed less than the required hours during this break please include in your application a plan of how you intend to make up this deficit. This plan must be signed by your Supervisor/Peer visor to verify it as an appropriate plan that will be monitored in Supervision/Peervision.

SECTION 4: Supervision

Please let us know what your Supervision/Peervision Arrangements are as you return to practice.

1. Hours per month of Supervision
2. Hours per month of Peervision
3. Name of Supervisor, Peer visor or a member of your Peervision Group
4. Qualifications and Registering Body of Supervisor/Peer visor
5. Contact Email for Supervisor/Peer visor – We will contact this person by email to verify their Supervisory or Peer Visor relationship so please ensure you have gained permission from them to share this information for this purpose.

Please sign and date the declaration below and return this Application Form with the necessary attachments to your OM or to the Membership Secretary of COOHP if you were a Direct Member on taking a break from practice.

The above information is accurate to the best of my knowledge. I give permission for my Supervisor or Peer visor to be contacted if necessary to confirm or clarify any part of my application.

I confirm that my break in membership was not due to enforced suspension and that I have no complaints against me and no complaints in process against me.

Signed

Date

Name

Policy Reviewed and Approved by COOHP June 2020