

## Procedures, Rules and Requirements for Restoration to the Register

### 1. Introduction

- 1.1. This document provides details of the UKCP's minimum criteria and requirements governing the restoration to registration following any period during which an individual's registration was no longer 'current' or 'live'.
- 1.2. Voluntary periods out of registration are defined as any period during which registration was discontinued or allowed to lapse at the discretion of the registrant concerned.
- 1.3. Enforced periods out of registration are defined as any period out of registration resulting from suspension or removal of registration following Audit, Complaints and Conduct Process (CCP) or other disciplinary process.

### 2. Restoration to Registration Categories

- 2.1. There are two primary categories. The CPD requirements for each category are similar but the emphasis may be different – variations to the CPD requirements are addressed in [Section 4](#). Different **Restoration to Registration categories** requires different routes of re-entry – procedures for re-entry are dealt with in [Section 3](#).
  - 2.1.1. **Category A – Elective Lapse of Registration**
  - 2.1.2. **Category B – Enforced Suspension or Removal**
- 2.2. **Category A**
  - 2.2.1. For Elective Lapses of Registration (ELR) the following exceptions to additional (i.e. beyond those ordinarily required for renewal or re-accreditation of registration) CPD requirements may be granted by the relevant organisation member, or college) as follows:
    - 2.2.1.1. An exemption (12 months) for parents after adoption, birth or long-term fostering of a child
    - 2.2.1.2. An exemption (6 months) for bereavement of a partner, child or other family member living in the household
    - 2.2.1.3. An exemption for a temporary situation (of up to 12 months) for caring full time in respect of a partner, child or other family member due to illness or injury
    - 2.2.1.4. An exemption for a temporary situation (of up to 12 months) for the practitioner needing to take time off due to illness or injury
  - 2.2.2. Where any of the situations described in 2.2.1 above arises immediately or soon after initial (first) registration then the organisational member or college shall be guided by an appropriate sliding scale. The level of actual post qualification experience will be taken into account in this consideration.
  - 2.2.3. The scale will specify the amount of structured/verifiable CPD or alternative/ equivalent re-training that the person is expected to have completed before restoration.

2.2.4. Where a practitioner has chosen to take a break from practice for reasons other than that those listed in **A.** above, specific agreed requirements shall be enacted in accordance with Section 3 of this document.

### 2.3. **Category B**

2.3.1. **Suspension:** Where a Fitness to Practice Panel has directed that a registrant be suspended for a given period from registration it is within the panel's 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 registration.

2.3.2. The Registrar does not set these conditions but has the responsibility for ensuring that they have been met and also for ensuring that any other CPD requirements that are relevant to the practitioner can also be satisfactorily demonstrated.

2.3.3. **Removal, Fitness to Practise:** The process for restoration to the register is set out at appendix D of the Complaints and Conduct Process.

2.3.4. **Removal Standards/Requirements:** where an individual 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 registration can be made.

## 3. Procedures

3.1. **Elective (Category A):-** Any individual seeking restoration to the register following any period of absence shall be subject to the requirements and procedures specified by both the UKCP, and the Organisation through which they are seeking to renew the validation of their registration. They may also be required to provide evidence in relation to college requirements.

3.2. Where restoration to the register is sought through the organisational member (OM) through which the registrant was most recently registered, the process shall be as follows:

3.3. Submission of Restoration to Registration form to OM by former registrant

3.4. OM scrutinises Restoration to Registration submission against OM, College/UKCP requirements for CPD etc. 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.

3.5. OM provides a Restoration to Registration validation to support submission and forwards both to the UKCP membership team.

3.6. UKCP membership team scrutinises Restoration to Registration submission and OM statement in relation to appropriate requirements and standards.

- 3.7. If these are met registration is renewed. If they are not met a request for further details may be issues or the matter referred to the Registrar.
- 3.8. Where applications are declined clear reasons for the decision will be given. Registrants may appeal to the Registrar.
- 3.9. Any conditions associated to the restoration and the period during which these shall apply, whether set by the OM, college or CCP shall be recorded in the UKCP registration database as appropriate.
- 3.10. Where restoration is sought through a new OM or the OM through which the former registrant was previously registered, but which was not the most recent registering OM prior to the period out of registration the process shall be the same as in 2.2 but with the following additional requirements:
- 3.11. Declarations from each OM through which the former registrant has been UKCP registered in the past must be provided to support the application.
- 3.12. The applicant must provide written agreement to additional investigation being undertaken by UKCP in relation to their registration through, membership of, or affiliation with, other professional bodies
- 3.13. **Enforced (Category B):-** for individuals seeking restoration to registration following a period of suspension or removal from the register, the following process shall apply:
- 3.14. The former registrant must inform the membership team of their intention to submit a Restoration to Registration application in writing. This must include details of the date and nature of the decision that resulted in suspension or removal; full disclosure of all requirements relating to future restoration to the register as detailed in the decision; confirmation of the member organisation (OM) through which restoration to registration is to be sought.
- 3.15. The membership team will seek confirmation from the relevant OM that they are aware of the intention to apply for restoration. The OM will be asked to confirm whether they support the application. The Registrar will also be notified.
- 3.16. Where the OM concerned is prepared to support the application the former registrant shall follow the procedure under 2.2 or 2.3. If following the process under 2.3 the agreement of the OM through which the former registrant was last registered must be gained along with that of the proposed re-registering OM.
- 3.17. In following the procedures under 2.2 or 2.3 of this document for restorations following enforced de-registration additional attention must be paid to establishing that all requirements and conditions stipulated in the decision that defined the period of suspension or removal have been met/satisfied.

- 3.18. UKCP or the re-registering OM shall be entitled to undertake such additional investigations or enquiries as required to establish that all relevant requirements have been met and that the applicant is fit to practice.

#### 4. Current Best Practice on CPD for Restorations

- 4.1. Current best practice across sectors suggests that it will be necessary to undertake CPD in order for practitioners to maintain fitness to practice (and thus entitlement to registration) but also personal marketability (employed and self-employed alike) and to keep up-to-date with changes in the professional field whilst on any type of career break.
- 4.2. Where a break from registration extends for a period of up to 18 months then in order to be re-registered you would normally be required to show evidence of a programme of structured/verifiable CPD or alternative / equivalent Re-Training undertaken over a period of six months to one year; where the break period is no more than 12 months, the six month requirement *would normally apply*. The OM would be expected to set out in writing their reasons for any exception to normal requirements.
- 4.3. Should membership of UKCP lapse for a period of more than 18 months then in order to be re-registered you *would normally be required* to show evidence of a programme of structured/ verifiable CPD or alternative/equivalent Re-Training undertaken over a period of twelve to eighteen months. The Member Organisation would be expected to set out in writing their reasons for any exception to normal requirements.

**UKCP expect 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 experience of the practitioner prior to the break from registration.**

#### 4.4. Stages of Practitioner Experience:

- 4.4.1. **Stage A.** Practitioner between initial accreditation and first re-accreditation (i.e. < 5 years post qualification experience)
  - 4.4.2. **Stage B.** Practitioner between first re-accreditation and second re-accreditation (i.e. > 5 years but < 10 years post qualification experience)
  - 4.4.3. **Stage C.** Practitioner completed at least two re-accreditations (i.e. > 10 years post qualification experience).
- 4.5. UKCP does not seek to specify minimum levels of practice or to thereby distinguish between full time and part time practice in determining CPD requirements for restoration to practice. However, consideration will be given to any such requirements established by the college through which the practitioner is seeking restoration to the register. It shall be at the discretion of UKCP to determine the weight given to evidence of experience and over all duration of the post initial registration/ qualification period.

#### 5. Suggested Sources of CPD whilst on a Career Break

On a career break, without the support and opportunities for CPD provided by an employer / workplace or being in regular touch with other professionals, some of the opportunities available to practitioners are:

- 5.1. **Structured reading** - Researching particular themes or topics of interest to the practitioner, possibly by reading past relevant articles in professional journals or

reading relevant books. (A log of reading could be kept by practitioners and submitted with any application for re-accreditation.)

- 5.2. **The Internet** - Consider the wealth of information available on the Internet: this can be an invaluable source of CPD. (A log of reading / research on the net could be kept by practitioners and submitted with any application for re-accreditation.)
- 5.3. **Attendance at short courses at a College or University** - These could be modules of a course relevant to psychotherapy or psychotherapeutic counselling, or they could be of a more generic nature such as IT, presentation skills or management for practitioners with other professional / managerial responsibilities. Many colleges are happy to welcome participants onto either individual modules or full courses. (Certificates of attendance could be provided by practitioners and submitted with any application for re-accreditation.)
- 5.4. **Distance or Open Learning** - In today's environment this is a very popular form of learning. A wide range of subjects is available. Practitioners could contact / explore colleges, institutes or universities via the internet.
- 5.5. **Learn Direct** - The Government's Lifelong Learning initiative provides wide-ranging learning material in local areas, and also learning centres and access to computers.
- 5.6. **Television / Film / Documentaries / Theatre**- There are an increasing number of television, film, documentaries and theatre programmes focusing on relevant themes. (A descriptive log of this could be kept by practitioners and submitted with any application for re-accreditation.)
- 5.7. **Travel** - You may be taking a career break to undertake international travel. If this is the case consider the learning experience you could gain through travel and the comparative study you could make of other countries' approaches to our work. (Practitioners could use some of their time away to research and write / publish about work being done in other countries. Copies to be submitted with application for re-accreditation)
- 5.8. **Supervision**- Reflective Practice Case Study Supervision could be undertaken as a part preparation for restoration after a period of more than 12 months / dependant on reason for break / amount of post qualification practitioner experience.
  - 5.8.1. That is, the practitioner could prepare one or two short case studies from work immediately preceding the break to take to formal supervision for a specified minimum number of supervisions before recommencement of practice. This would provide support to the individual and allow the supervisor to help them gauge whether they have adequately prepared for the restoration.
  - 5.8.2. Where supervision has been stipulated by a hearing panel to address certain concerns or to evidence certain developments / area of work this provision could be adapted by said panel at the discretion of the panel Chair.
  - 5.8.3. A form / area on a form to be co-signed by supervisor and supervisee confirming attendance at such sessions and could form part of any re-accreditation application process.
  - 5.8.4. **Therapy** - On-going personal individual / group therapy could be part of any CPD portfolio during a break. (A personal experience log or papers that present reflective thought / review in relation to events, periods of time or experiences could be kept by practitioners and submitted with any application for re-accreditation.)

We suggest this might be a relevant and creative addition to the professions CPD portfolio of options.

## **6. Other Areas for Consideration**

- 6.1. UKCP Considers the use of peer review and / or practice reflection groups to be an appropriate option for Modality Sections / Colleges to consider as part of their requirements for CPD.
- 6.2. Along with 6.1 UKCP reserves the right to employ vivas, panel reviews or interviews (or to require that another appointed body employ these means of assessment on behalf of UKCP) in pursuit of effective assessment of an individuals CPD portfolio or as part of an integrated assessment of their fitness to restoration to registration after a period of being de-registered (for any reason).
- 6.3. Criteria for Restoration to Registration following suspension are set by the CCP. The Registrar is responsible for ensuring that in assessing applications to restoration to registration any requirements specified in tribunal Decisions have been met. In the event that assessment suggests or confirms that such requirements have not been met the Registrar will refer the matter back to the CCP.