



Application for pre-retirement add on to Full-Clinical registrants of UKCP

Pre-retirement Add-on Information 2020–2021

As part of strengthening the overall membership package UKCP offers its registrants, it was identified that more could be done to support those members who are winding down their clinical practice prior to retirement.

The Pre-Retirement Add-on allows members to wind down their practice over 2 years with a reduction in membership fees and undertaking UKCP audit. For those members who have re-accredited in the past 3 years, they will not be subject to re-accreditation while a part of the Add-on.

The Pre-retirement Add-on requires that Full Clinical Registrants:

- Continue to meet the standard requirements of being a full clinical member (aside from re-accreditation and audit), including adhering to the UKCP Code of Ethics and Professional Conduct, undertaking minimum CPD hours, undertaking minimum supervision, seeing clients, and holding professional indemnity insurance.
- Continue to be subject to the Complaints and Conduct Process (CCP).
- Will retain their status on the Supervision Directory, if applicable.

Pre-retirement Add-on Declaration

In addition to my Full Clinical Membership Declaration, I acknowledge that during the Pre-retirement Add-on, I:

- will be exempt from the UKCP Registrant Sample Audit and the re-accreditation process.
- will pay a reduced fee (25% decrease in fees for the two-year period from the standard 'current' annual fee).
- will have up to two years to wind down my clinical practice and transfer over to the retired membership grade.
- will not be transferring to the non-clinical membership grade.
- will be transferred to the retired membership grade automatically when I renew after two years with the Add-on.
- may decide at any time during the two years to transfer to the retired grade with no penalty.
- can only leave the Pre-retirement Add-on once (ie stop the process of moving towards the Retired Member Grade and return to full clinical practice).
- will back pay the fee difference for the standard Full Clinical Membership grade and a re-instatement fee (£50) if I leave the Pre-retirement Add-on and return to full clinical practice.
- will notify UKCP if I am intending to take a sabbatical during the 2 year add-on.

Application Process

Anyone wishing to opt in for this Add-on must complete the following questions.

Member name _____*

Membership number _____*

1. Please explain how you will wind down your practice during the Pre-retirement Add-on over the next 2 years.

Application Process

Anyone wishing to opt in for this Add-on must complete the following questions.

2. When was your last re-accreditation date?

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*If this date is more than 3 years ago, your OM (or college for Direct Members) must confirm that you are continuing to meet minimum requirements, such as CPD, supervision and professional indemnity insurance. Please note this is to confirm you are meeting requirements for the Register and to minimise risk if you decide not to retire after having had this Add-on for the full 2 years.

NB: Please note that if we find that you have not re-accredited in more than 3 years, and we have not received confirmation from your OM/college that you are meeting minimum requirements, this will delay your process.

Organisational Member / College Confirmation

If the date of your last re-accreditation was more than 3 years ago, your OM/college must confirm that you are continuing to meet the minimum requirements, such as CPD, supervision and professional indemnity insurance. Please note this is to confirm you are meeting requirements for the Register and to minimise risk if you decide not to retire after having had this Add-on for the full 2 years.

Your OM/college must email confirmation to membership@ukcp.org.uk referencing the Pre-Retirement Add-on and confirming that you, the Registrant, have completed the review form (or OM/college equivalent) for the past 12 months and that you are continuing to meet UKCP minimum requirements.

Data Protection

UKCP is committed to protecting your personal information. The information you provide will be used by UKCP to create or update records held by us, or to improve membership support, processes and benefits. Your information will be processed in accordance with UKCP's Data Protection Policy.

We will keep your data confidential and we will only use your submitted information within UKCP. No identifiable information will be published about you. If you have any questions or comments, please refer to the UKCP's Data Protection policy.