

Registration and Accreditation Criteria and Application

(UKAHPP Register of Humanistic Psychotherapists and Psychotherapeutic Counsellors)

The UKAHPP welcomes registration applications from practitioners working with adults in the United Kingdom and who can evidence that they meet the published training criteria.

The UKAHPP has four categories of registration:

- Entry Level Registered Member (ELRM)
- Ordinary Registered Member (ORM)
- Accredited Registered Member (ARM)
- Higher Accredited Registered Member: Psychotherapist (HARP) and Psychotherapeutic Counsellor (HARPC)

Summary of Training Criteria

	<u>ELRM</u>	<u>ORM</u>	<u>ARM</u>	<u>HARPC</u>	<u>HARP</u>
Academic Level	4	5	+5	6	7
Tutor Contact Hours	400	450	450	450	900
Practice Hours	100	100	450	450	450
Personal Therapy	30	30	60	105	160

The following training criteria apply to applicants seeking UKAHPP Registration and Accreditation. They also apply to practitioners wishing to the transfer registration and accreditation from other psychotherapist and psychotherapeutic counsellor registers accredited by the Professional Standards Authority (PSA).

There is a separate route available on the UKAHPP website for applicants wishing to apply for *UKAHPP Higher Accredited Registered Membership*, which is also the route for those seeking *UK Council for Psychotherapy (UKCP) Registration*.

Successful applicants will receive one of two possible awards:

Entry Level Registered Membership

Ordinary Registered Membership

Accredited Registered Membership

A. Ordinary Registered Membership

Ordinary Registered Membership will be awarded to applicants who have successfully completed a recognised practice based Humanistic training **OR** equivalent portfolio practice based training. Applicants are required to provide evidence that training meets the following criteria:

- Is at **level 5** or above of the *Quality Assurance Agency: Framework for Higher Education Qualifications of UK Degree Awarding Bodies* (Diploma of Higher Education; Foundation Degree; Higher National Diploma). As other frameworks exist and may vary, applicants must demonstrate how their training equates to level 5 of the QAA
- Has a minimum of **450** tutor contact hours
- **100 hours** of supervised practice within a recognised placement, not private practice
- **1 hour** of supervision to each **6 hours** of client contact
- **30 hours** of personal therapy
- Supervisor's Report(s) (not tutor or peer related)

The *curriculum content* will include:

- The theory and practice of a Humanistic approach from referral to discharge
- An introduction to Psychoanalytic and Cognitive Behavioural approaches
- A theory of human nature, psychological distress and change
- Safeguarding awareness
- Diversity and Equality
- Professional considerations

B. Accredited Registered Membership

Accredited Registered Membership will be awarded to applicants who meet the training criteria for *Ordinary Registered Membership* as above and have completed:

- An additional **350 hours** of post training supervised Humanistic practice within a minimum of two years (A total of 450 hours including 100 hours during training)
- An additional **30 hours** of Personal Therapy (A total of 60 hours including 30 hours during training)

- The above being supported by a **Supervisor's Report**. If an applicant has more than one supervisor additional reports are required – the primary report must be submitted in respect of consultative supervisor not peer supervision (individual, group etc).

Members holding *Ordinary Registered Membership* may upgrade to *Accredited Registered Membership* if they can evidence attainment of the additional criteria – **350 hours** of post training supervised Humanistic practice within a minimum of two years and **30 hours** of post training personal Therapy. These requirements are in addition to normal CPD requirements applicable to all Registrants.

Ordinary Registered Members may apply for this upgrade by completing the *Accredited Registered Membership (Attainment of Additional Criteria) Application Form* available on the UKAHPP website.

C. Entry Level Registered Membership

Entry Level registered Membership is awarded to applicants with minimum practice based training at **level 4** of the QAA framework and who intend to undertake further training in order to attain *Ordinary Registered Membership* or *Accredited Registered Membership*. It is open to those who have held a practice based training qualification for more than three years, during which period they have continued in practice accumulating a total of **100 hours** supervised practice during training plus 350 hours post training. Private practice hours cannot be included.

This is a transitional category of registration, whereby holders are required to attain *Ordinary Registered Membership* or *Accredited Registered Membership* within 2 years of joining the Register; if not their UKAHPP Registration will lapse and their membership will revert to Associate Membership.

Members holding Entry Level Registration Membership are not endorsed to work in 'private practice' and their name will not be included on the UKAHPP 'find a therapist' website facility.

In addition **all** categories of registered membership require applicants to:

- Hold **Indemnity Insurance**
- Agree to undertake at least **250 hours** of **Continuing Professional Development** over a **5 year** period with a minimum of **20 hours** per year.
- Be in practice in the United Kingdom of Great Britain and Northern Ireland with a minimum of **3 client hours** per week.
- Be in receipt of **supervision** appropriate to their training and practice for a minimum of **90 minutes** per month
- Provide a **Supervisor's Report(s)** in support of their application
- Have a **Therapeutic Executor** arrangement
- Complete a **Notification of Practice and Annual Renewal Declaration Form** and provide additional information as requested by UKAHPP.

- Consent to their name and professional standing, including complaints and sanctions if applicable, published on the UKAHPP Register and website.
- Declare any unspent practice **complaints** and **criminal convictions** prejudicial to their fitness to practice.
- Declare that their **health and character** (physical and mental) is of sufficiently good standing to enable them to practice safely and effectively.
- Abide by the UKAHPP [Code of Practice and Ethical Principles](#) and for their practice to be accountable under the UKAHPP [Complaints Procedure](#)

C. How to Apply

A single Registration Application Form applies to the three options outlined above. Applications are to be submitted on the latest version of *Application Form* (see link below) in *12 point black 'Arial' font* and returned with supporting documents as '**PDF**' email attachments, to admin@ahpp.org.uk. Handwritten applications, e-photos and links to e-document are not acceptable and will be returned to the applicant.

APPLICATION FORM for Entry Level, Ordinary, Accredited Registered Membership

APPLICATION-FORM-Accredited-Registered-Membership-Attainment-Additional-Criteria

SUPERVISOR'S REPORT

D. Check List

Please ensure you complete all sections of the application form (most recent version) including:

- Evidence of successful completion of practice based training: qualification including QAA equivalence, certificates etc – as **PDF** attachments
- Personal statement about your Humanistic practice
- Evidence of Professional Indemnity Insurance. A policy copy is required for applicants in private practice – as a **PDF** attachment
- Complaints and conviction details (if applicable)
- Supervisor's Report: Signed by supervisor and supervisee – as a **PDF** attachment
- Certificates of statutory/voluntary professional Accreditation and Registration
- Signed Declaration
- Non-refundable fee of £150 – Payable to '**UKAHPP**'.

E. Unsuccessful Applications

In the event of an unsuccessful application, a written request can be made to the UKAHPP Membership Secretary for the decision to be reviewed by the Membership Committee. Evidence is to be provided as to how identified omissions to the

published criteria have been complied with. The UKAHPP Membership Committee's decision will be final.

Only one application can be submitted within any 12 month period.

F. Data Protection

The UKAHPP will hold information provided by applicants in accordance with Data Protection requirements and will delete information relating to unsuccessful applications from its records 18 months following submission.

G. Additional Information

Applications are open to School or Student Counsellor working with a recognised child/family agency or education authority. Applicants must meet the published criteria and evidence that their employer provides training, management and supervision separate from line management. The UKAHPP does not provide facility for the registration of child counsellors and psychotherapists.

Previous registrants are eligible to re-apply for UKAHPP registration in accordance with current requirements.

The name of all UKAHPP Registrants will be published on the Register without exception. Registrant's have the option of having their name and practice included on the UKAHPP 'find a therapist' web site facility.

The UKAHPP will hold information provided by applicants in accordance with Data Protection requirements and will delete information relating to unsuccessful applications from its records 18 months following submission.

H. Public Protection

To enhance public protection and the promotion of confidence in the register, the UKAHPP will share and seek information about the professional standing of applicants and registrants, from other register holders and professional organisations.

I. Restoration of Registration

If a person's UKAHPP Registration has been terminated under the UKAHPP Complaints Procedure they may submit an application to re-register not less than three years after the date of their termination. The former Registrant is required to submit:

- A statement demonstrating learning about the issues resulting in their termination.

- A report from a Registered Supervisor with UKAHPP Psychotherapist or Psychotherapeutic Counsellor Accreditation in support of their re-registration

The application will be assessed by a special committee prior to normal verification. The committee will include:

- UKAHPP Membership Secretary – or their deputy
- UKAHPP Ethics Committee Chair or their deputy
- UKAHPP Registrar – or their deputy
- Two UKAHPP Registered Members
- Additional Members with special knowledge may be co-opted as necessary

In addition to standard requirements, the committee may apply special conditions on the ex-registrant's practice, if re-accreditation is approved.

Only one application can be submitted within any 12 month period.

UKAHPP Administrator (The Membership Secretary)

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