

This document is based upon the Constructivist and Existential College (CEC) *Restoration to Register Policy* and sets out the requirements that must be met to restore UKCP Membership status where a member has chosen to take a break from practice.

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SELR1: Introduction

Accredited members intending not to see clients for a period beyond 3 months must inform the Registrar.

Sabbaticals are periods during which a Member remains registered with UKCP but does not participate in client work or clinical supervision.

An elective lapse of registration occurs when a Member chooses to take a break from practice and wishes to allow UKCP registration to lapse for a period of time.

It is the guiding principle that it is necessary to undertake CPD in order for Members to maintain fitness to practice (and thus entitlement to registration), and marketability, and to keep up-to-date with changes and other advances in the profession.

Accredited members requesting a Sabbatical or Elective Lapse of Registration must confirm with their Supervisor in advance, the criteria they must meet (in each 1st April to 31st March period affected) in order to be eligible for Re-Accreditation / Restoration. The relevant criteria are documented within:

- *Part 1 of the Sabbatical and/or Elective Lapse of Registration Application Form SELRAF*

Your SELRAF must then be submitted to the Accreditation Registrar for Part 1 approval

This document should be read alongside NLPtCA Accreditation Policy and Procedure, in particular:

- Continuing Professional Development: **CPD**
- Re-Accreditation Guidelines: **RAG**

These documents can be found on NLPtCA website or contact NLPtCA Admin.

CEC and NLPtCA reserves the right to employ vivas, panel reviews or interviews in pursuit of effective assessment of an individual's CPD portfolio or as part of an integrated assessment of their fitness to restoration to registration.

SELR2: Sabbaticals

Sabbaticals are periods during which a Member remains registered with UKCP but does not participate in client work or clinical supervision.

Members intending not to see clients for a period beyond three months must inform the Registrar.

Whatever the length of the sabbatical, CPD requirements - as laid out in the current NLPtCA Re-accreditation Guidelines (**RAG**) - must be met.

Sabbaticals follow the NLPtCA Re-Accreditation annual cycle: 1st April to 31st March. Sabbaticals falling across re-accreditation years must be accounted for, pro-rata, in each year.

All accredited members are eligible to take sabbatical/s to a cumulative allowance of 12 months in every 5 year re-accreditation period.

Only members notifying the Registrar of their intention to take a sabbatical and receiving written approval of their plans within *Part 1 of the Sabbatical and/or Elective Lapse of Registration Application Form SELRAF* may apply pro-rata reductions to their re-accreditation criteria.

If your circumstances change and you resume client work sooner than previously advised please notify the Registrar in writing immediately.

If, because of extenuating circumstances a sabbatical is required without advance notice please notify the Registrar in writing immediately. The above criteria will still apply but the agreement and sign off of requirements can be delayed until an appropriate time.

SELR3: Elective Lapse of UKCP Registration

Members are required to communicate all/any periods out of registration to the Registrar in writing.

An elective lapse of registration is a voluntary lapse at the discretion of the member, choosing to take a break from practice and wishing to allow registration to lapse for a period of time

As the UKCP registration fees are payable annually any such election can only take effect from the next registration date and fees are not refundable once paid.

SABBATICALS & ELECTIVE LAPSE OF REGISTRATION (SELR)

Approved September 2019

- You may only activate your formal lapse in UKCP membership from the start of the next membership period and any decision to restore your registration must also be aligned to the membership period. (1st October to 30th September)
- NLPtCA submit their list of accredited members to UKCP each July.
 - Members seeking to lapse their UKCP Registration from 1st October must notify the Registrar of their intention, and no later than the end of June if they wish to avoid invoicing by UKCP.
 - Members seeking to restore their (electively lapsed) UKCP Registration must notify the Registrar of their intention by January to ensure inclusion in the Re-accreditation process and NLPtCA confirmation of eligibility to UKCP.

Part 1 of the Sabbatical and/or Elective Lapse of Registration Application Form SELRAF1 allows members to apply for Sabbatical and/or an Elective Lapse of Registration.

SELR4: CPD requirements

CPD is necessary to maintain fitness to practice and to keep up-to-date with changes in this professional field. Eligible CPD activities are detailed within the NLPtCA Continuing Professional Development (CPD) document, available from the NLPtCA website.

It is the guiding principle that it is necessary to undertake CPD in order for Members to maintain fitness to practice (and thus entitlement to registration), and marketability, and to keep up-to-date with changes and other advances in the profession.

Given the nature of psychotherapy and range of CPD available, no distinction is determined between CPD requirements and full time or part time practice.

- **Sabbaticals** : Whatever the length of the Sabbatical, the CPD requirements must be met: at least 20 hours per year and 250 hours over a five year rolling period.
- **Elective Lapse of Registration:** The experience and number of years since qualification of the member would be considered, and include, but not restricted to, the number of client hours undertaken over the last five years, along with the length of break from practice, when deciding the amount of CPD required
 - A break from practice for no more than 12 months would require the existing 6-month CPD requirement of 10 hours of CPD
 - A break from practice for more than 12 months but no more than 18 months requires a structured and verifiable CPD programme or alternative / equivalent re-training programme of 10 to 20 hours.
 - A break from practice for more than 18 months requires a structured and verifiable CPD programme or alternative / equivalent re-training programme of 20 to 30 hours.

Exemptions: The following exceptions are recognised as meeting minimum CPD requirements during Sabbatical / Elective Lapse. If these situations arise immediately or soon after initial

registration, the Registrar will use an appropriate sliding scale as a guide. The level of actual post qualification experience will be considered in this circumstance.

- 12 month exemption for parents after adoption, birth, or long term fostering of a child
- 6 month exemption for bereavement of a partner, child, or other family member
- Up to 12 month exemption for a temporary situation due to personal illness or injury
- Up to 12 month exemption for a temporary situation to care for a dependent due to illness or injury.

Exemptions are applied against the annual CPD hours and the 250 hours over a rolling 5 year period eg a member taking a 12 month sabbatical with a 12 month exemption does not have to accrue their 20 CPD hours during their sabbatical and must demonstrate 230 hours CPD over the relevant 5 year rolling period.

The amount of structured/verifiable CPD or alternative/equivalent re-training that the member is expected to have completed **before** reaccreditation or restoration of registration is documented within *Part 1 of the Sabbatical and/or Elective Lapse of Registration Application Form SELRAF1*

SELR5: Supervision & Client Hours

Accredited members requesting a Sabbatical or Elective Lapse of Registration confirm / agree with their Supervisor in advance, the supervision and client hours they must accrue (in each affected 1st April to 31st March period) in order to be eligible for Re-Accreditation / Restoration. These criteria are documented and approved within *Part 1 of the Sabbatical and/or Elective Lapse of Registration Application Form SELRAF1*

Only members notifying the Registrar of their intention and receiving written approval of their plans may apply pro-rata reductions to their re-accreditation criteria.

Pro-rata requirements for members are calculated using whole months and applied to the quantitative criteria in place for each relevant re-accreditation period.

- Annual Supervision/ Peervision requirement of 12 hours can be reduced by 1 hour per month of formal Sabbatical or Elective lapse.
- Annual Client Contact Hours requirement of 50 hours can be reduced by 4 hours per month, with a reduction of 50 hours if the Sabbatical /Elective lapse covers the whole re-accreditation period.

SELR6: Return to Practice / Restoration to Registration

NLPtCA membership fees must be paid throughout.

For all years or part years (1st April to 31st March) where you have a break in practice and your UKCP registration is maintained you must submit a *Sabbatical and/or Elective Lapse of Accreditation Application Form Part 2* (SELRAF) and pay the re-accreditation fee.

Your form must be returned to:

NLPtCA Accreditation Registrar
c/o NLPtCA Admin Office
8-9 Acorn Business Centre
Hanley Swan
Worcestershire
WR8 0DN

or a scanned version of the original document can be emailed to:

accreditation@nlptca.com

UKCP registration fees must be paid, unless members elect to lapse their registration and meet required timescales.

NLPtCA members taking an Elective break in their practice and wishing to restore their UKCP Registration must complete a *Sabbatical and/or Elective Lapse of Accreditation Application Form Part 2* (SELRAF2) and make a **Restoration to Registration payment**.

RESTORATION TO REGISTRATION PAYMENT

Payment of £80 is to be made via BACS before your completed *Sabbatical and/or Elective Lapse of Accreditation Application Form Part 2* (SELRAF2) is submitted.

Bank: Barclays
Name: NLPTCA
Sort Code: 20-15-70
Account Number: 33900592
Reference: SELR

The Accreditation Registrar provides a Restoration to Registration validation to support/deny submission and submits these reports to the UKCP Membership Committee.

If there are any queries arising from the reading of these guidelines please contact the Accreditation Registrar via email at accreditation@nlptca.com