

## **JOIN UKCP ONLINE – Step by Step Guide / Non-Clinical Member**

- 1. Join online**
- 2. How to create an account**
- 3. Changing the grade via your account**
- 4. Changing the grade to: Non-Clinical Member**
- 5. Start your application**

## 1. Join online

- Press **Join online** link

The screenshot shows the UKCP website's login and registration interface. At the top left is the UKCP logo (UK Council for Psychotherapy). The top navigation bar includes links for 'Make a complaint', 'Contact us', 'Events', 'News', 'Member Area', and social media icons for Facebook and Twitter. A search bar is located on the right. Below the navigation bar is a menu with 'About UKCP', 'About psychotherapy', 'Join', 'Registers and standards', and 'Find a therapist'. The main content area is split into two columns: 'Returning Visitor' with a 'Sign in' button and a 'Forgotten your password?' link, and 'Register an account with UKCP' with a 'Register' button.

- **You need to apply online via your UKCP account.**

**Sign in as a Returning Visitor** using your **email address as a Username** and a password which you have created. If you have forgotten your password, your password can be reset. Press “[Forgotten your password?](#)” link and create a new password via a link sent to you by email.

### Returning Visitor

**Sign in as a returning visitor:** If you are a current member of UKCP wishing to upgrade/change their membership grade

**Sign in as a returning visitor:** If you created your UKCP account already in the past

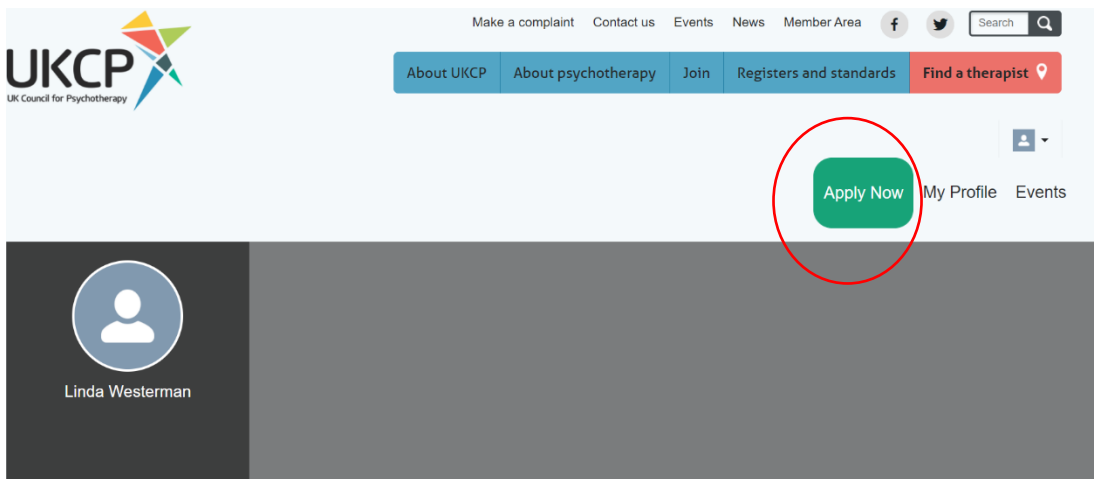
If you don't know what your username is or you are experiencing any other difficulties accessing your account in the member area please contact [membership@ukcp.org.uk](mailto:membership@ukcp.org.uk).

## 2. How to create an account

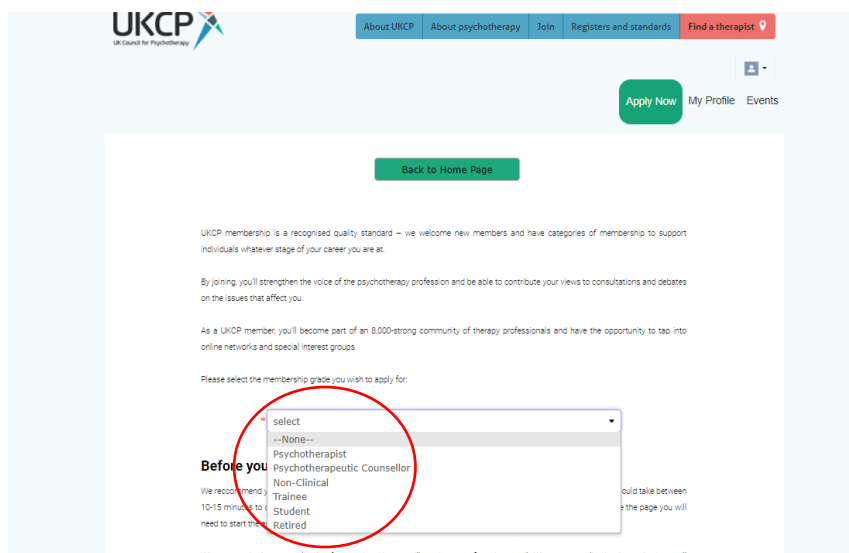
The screenshot shows the 'UKCP Portal Registration Form'. The title is 'UKCP Portal Registration Form'. Below the title is a paragraph: 'Create an account to apply for UKCP membership or access certain areas of our website. If you have already created an account, [please log in](#). Passwords must be at least 8 characters long and must contain a combination of letters and numbers .'. The form fields are: 'First Name' (Linda), 'Last Name' (Westerman), 'Email' (l.westerman@gmail.com), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A green 'Submit' button is at the bottom.

- Enter your First name and Last name.
- Enter your email address. **This email address will be your Login Username.**
- Create and confirm your password. **Remember your password**

### 3. Changing the grade via your account



- After creating your account as a new visitor or accessing your account as a returning visitor, you can **apply online by pressing the green button** on the right-hand side corner “Apply Now”
- **Start your application process** by choosing a correct membership grade in drop-down menu



## 4. Changing the grade to: Non-Clinical Member

- Before you start your application, get acquainted with **the non-clinical membership grade requirements**
- After **verifying your eligibility** press next

The screenshot shows a web page for UKCP membership. At the top, there is a green button labeled "Back to Home Page". Below this, there is introductory text about UKCP membership. A dropdown menu is open, showing "Non-Clinical" as the selected option, which is circled in red. Below the dropdown, there is a section titled "Before you start:" followed by several paragraphs of text. At the bottom of the page, there is a green button labeled "Next", which is also circled in red.

- **Fill all necessary application fields**  
**Fields with an asterisk are mandatory**, without completing them, you cannot submit the application
- **Press next**

## 5. Start your application

### 1st Page of the application

#### Personal Details

\* Full Name

Linda

Westerman

\* Membership Number

20111992099

#### Applicant Declaration

I have read and understand the Code of Ethics and Code of Practice for the UKCP organisational member or College through which I am registering. I am aware of the UKCP's minimum ethical requirements document upon which these documents are based.

I understand that by being a member of UKCP I agree that I will work within the boundaries of the ethical framework that the Code of Ethics and Code of Practice documents define. I recognise that I am also agreeing to challenges to my conduct as a psychotherapist being tested through the UKCP's framework for complaints. I understand my responsibility to provide suitable information about ethical codes and complaints processes if requested to do so.

I am aware of the Continuing Professional Development and re-accreditation requirements specified by either my organisational member or the UKCP College to which I belong. I confirm that I have met these terms and conditions of membership and all relevant documentation. I understand my responsibility to maintain appropriate records of all of my professional activities. I agree to provide details and evidence of this if selected for UKCP's audit process.

I accept that the UKCP certificate is UKCP's property and that it should be returned to UKCP if requested.

I understand that in pursuit of the provision of a regulatory framework for the profession of psychotherapy, UKCP will hold and process the information that I have provided in accordance with their policies and procedures (further details of UKCP's Data Policy is available on the UKCP website).

\* I confirm that I have discontinued my clinical practice and that I do not provide psychotherapy or psychotherapeutic counselling services to individuals or groups.



\* I agree to notify my UKCP organisational member (if applicable) that I am no longer practicing as a Clinical Member.



\* I agree to notify UKCP in writing and to apply for re-accreditation as a Clinical Member should I decide to offer psychotherapy or psychotherapeutic counselling services at any future time as a UKCP member.



Back

Next

## 2nd Page of the application

1. Select the UKCP organisational member through which you are joining from the drop-down list

### Organisational Member

Please choose the name of your UKCP organisational member from the Accrediting Organisational Member list below.

\* Accrediting UKCP Organisational Member

Association for Dance Movement Psychotherapy UK ▾

Other UKCP Organisational Member

Other professional organisations

Training organisations

Back

Next

### 3rd Page of the application

- You need to have the indemnity insurance in place before you apply for your Non-Clinical membership with UKCP

#### Applicant Declarations

I have read and understand the Code of Ethics and Code of Practice for the UKCP organisational member through which I am registering. I am aware of the UKCP's minimum ethics requirements document upon which these documents are based.

I understand that by registering with the UKCP I am agreeing that I will work within the boundaries of the ethical framework that these documents define. I recognise that I am also agreeing to the angles to my practice and conduct as a psychotherapist being tested through the UKCP's framework for complaints. I understand my responsibility to provide suitable information about ethics codes and complaints procedures if requested to do so.

I am aware of the Continuing Professional Development and re-accreditation requirements specified by the organisational member through which I am registering and the UKCP College to which that organisational member belongs. I confirm that I have met these standards and submitted all relevant documentation. I understand my responsibility to maintain appropriate records of all of my professional activities. I agree to provide details and evidence of this if asked for UKCP's audit process.

I accept that the UKCP Certificate is UKCP's property and that it must be returned to UKCP if requested.

I understand that in pursuit of the provision of a regulatory framework for the profession of psychotherapy, UKCP will hold and process the information that I have provided in accordance with their policies and procedures (further details of UKCP's Data Policy is available upon request).

\* **Complaints:** Have there been any complaints made against you?

Yes  No

\* **Criminal offences & cautions:** Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974?

Yes  No

\* **Disciplined by a professional body:** Have you been disciplined by any professional body or membership organisation responsible for regulating or licensing a health or social care profession?

Yes  No

\* **Suspensions & Restrictions :** Have you been suspended or placed under a practice restriction by an employer or similar organisation because of concerns relating to your practice of psychotherapy, competence or health?

Yes  No

**If you have answered yes to any of these questions, please send details in a separate envelope, marked CONFIDENTIAL to: The Complaints Team, UK Council for Psychotherapy (UKCP), 2nd Floor, America House, 2 America Square, London EC3N 2LU.**

\* Please confirm that you are aware of, and comply with, the appropriate regulation/laws related to the practice of psychotherapy/psychotherapeutic counselling in the country where you are practising.

Yes  No

\* Indemnity insurance is mandatory when you apply for membership. Please explain how your professional work is adequately covered by appropriate indemnity insurance.

Babins Insurance, 152234/6740

Back

Next

## 4th Page of the application

- **Submit your application**
- **Once your application has been successfully submitted, you will receive an email notification confirming the next steps of the application process**

### Data Protection

Information submitted may be stored and processed electronically for the purposes of delivering services, marketing, supplying information and to enable statistical analysis. Data may be passed to other parts of the organisation, partner organisations, companies or contractors operating on our behalf to enable this to take place. This may include transferring or holding your data outside the European Economic Area (EEA). However, we will ensure your data is always stored and handled securely.

I understand that my email address will be used for sending UKCP information.

I understand that in pursuit of the provision of a regulatory framework for the profession of psychotherapy, UKCP will hold and process the information that I have provided in accordance with their policies and procedures (further details of UKCP's Data Policy is available on the UKCP website).

### Mailing Preferences

- \* Event Advertising  Yes  No
- \* The Psychotherapist  Yes  No
- \* E-Bulletin  Yes  No
- \* Digital version of The Psychotherapist  Yes  No
- Post except Psychotherapist & essential  Yes  No
- Email excluding essential membership  Yes  No

### Payment preference

For information on UKCP membership fees, click here.

If you are joining part way through the year please refer to our fee chart. Note that if you join in July, August or September, you will be required to pay a fee for 15, 14 or 13 months respectively to save you having to renew almost immediately after you join.

Please select your payment preference below. When your application is processed we will contact you for payment.

- \*  Annual Direct Debit Subscription
- Single Card Payment

\* I declare that all the information provided on this form is correct and accurate and I understand that failure to disclose relevant information could result in my membership being withdrawn.

\* Date

Back

Submit