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

| UKCOURCE for Psychotherapy | | Make | a a complaint Contact us About psychotherapy | Events Join | News Member Area f Registers and standards | Find a therapist 9 |
|----------------------------|-------------------------|---|--|----------------|--|--------------------|
| | Returning Visit | or Register an account with UKCP below. If you haven't already created an account, please register here. | | | | |
| | Sign in | | | | Register | |
| | Forgotten your password | ? | | | | |

• 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 you're username is or you are experiencing any other difficulties accessing your account in the member area please contact membership@ukcp.org.uk.

2. How to create an account

| UKCP Portal | Registration Form |
|--|---|
| Create an account to apply for UKCP membership or access cer | tain areas of our website. If you have already created an account, please log in, |
| Passwords must be at least 8 characters lo | ng and must contain a combination of letters and numbers . |
| | |
| First Name | Linda |
| Last Name | Westerman |
| Email | l.westerman@gmail.com |
| Password | |
| Confirm Password | |
| | Submit |

- 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

| UKCP membership is a recognised quality standard – we welcome new members and have categories of membershi includuals whatever stage of your censer you are at. By joining, you'll strengthen the voice of the psychotherapy profession and be able to contribute your views to consultations on the laws that after you | (p to support |
|--|-----------------|
| UKCP membership is a recognized quality standard – we welcome new members and have categories of membershi includuals whatever stage of your career you are at By joining, you'll strengthen the voice of the psychotherapy profession and be able to contribute your views to consultations on the leaves that offer you | Ip to support |
| Individuals whetever stage of your career you are at. By joining, you'll strengthen the voice of the psychotherapy profession and be able to contribute your views to consultations on the beause that affect you | |
| By joining, you'll attemption the voice of the psychotherapy profession and be able to contribute your views to consultations on the losing that effect you | |
| on the locuse that affect you | a and debates |
| | |
| As a UKCP member, you'll become part of an 8,000-strong community of therapy professionals and have the opportunit | ity to tap into |
| online networks and appelal interest groups. | |
| Please select the membership press you wish to apply for: | |
| | |
| * Non-Clinical | |
| | |
| Before you start: | |
| We recommend you complete the online application using a deaktop or laptop computer for the best experience. It should | teke between |
| 10-15 minutes to complete the application and should be completed in one sitting, if you navigate eway from or close the | pege you will |
| eed to start the approach in again. | |
| When you submit your application for membership you will receive a confirmation small. When your application is rec | lity av bavia: |
| contact the UKCP organizational member named in your application and request approval. We will then contact you to | o errenge for |
| peyment of your membership fees and process your application. You can refer to the current fees here. | |
| The entire application process may take 10-15 working days. | |
| Please contact membership@ukcp.org.uk for any further gueries. | |
| Requirements: | |
| You must have been a UKOP full clinical member for at least five years. | |
| · Your professional work is adepuately covered by appropriate professional indemnity insurance which should be | |
| In place when you apply for membership. | |
| You have an active membership with a UKOP organisational member. | |
| | |
| | |
| | |
| Next | |

- 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

| Full Name | | | | |
|--|---|---|---|---|
| Linda | Wester | rman | | |
| Membership Numbe | r | | | |
| 20111992099 | | | | |
| Applicant De | laration | | | |
| registering. I am aware of the | UKCP's minimum ethics | al regulremente document | ikup organisational member or uplege throug nt upon which these documents are based. | n which I am |
| I understand that by being a Ethics and Code of Practice being tested through the UK codes and complaints proce | member of UKOP I agr documents define. I re- DP's framework for com sea if requested to do s | ree that I will work within cognise that I am also ap rolainta. I understand my io. | n the boundaries of the strikel framework that greating to challenges to my conduct as a psy responsibility to provide suitable information | the Code of chotherapia about ethics |
| em sware of the Continuing or the UKCP College to wi documentation. I understan setalls and evidence of this it | Professional Developm Ich I belong, I confirm I my responsibility to m selected for UKDP's aux | ent and re-accreditation n n that I have met these naintain appropriate reco of process. | regultementa specified by either my organizati e terma and conditions of membership and ords of all of my professional activities. I agre | nal member I all relevant is to provide |
| accept that the UKOP certifi | sate is UKCP's property / | and that it should be retur | med to UKDP If requested. | |
| I understand that in pursuit (the information that I have p the UKOP website). | f the provision of a reg ovided in accordance w | ulatory framework for the ith their policies and proce | e profession of psychotherapy, UKOP will hold sedures (further details of UKOP's Deta Policy is | and process evallable on |
| * I confirm that I hav psychotherapeutic con | e discontinued my nselling services t | clinical practice and to individuals or gro | d that I do not provide psychothera oups. | py or |
| * I agree to notify my Clinical Member. | UKCP organisation | nal member (if appl | blicable) that I am no longer practici | ng as a |
| * I agree to notify UK decide to offer psycho member. | IP in writing and t therapy or psycho | to apply for re-accre therapeutic counsel | editation as a Clinical Member shou elling services at any future time as | ld I a UKCP |

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 lis | st below |
| | |
| * Accrediting UKCP Organisational Member | |
| Association for Dance Movement Psychotherapy UK 🔹 | |
| | |
| Other UKCP Organisational Member | |
| | |
| | |
| | |
| Other professional organisations | |
| | |
| | |
| Training organisations | |
| | |
| | |
| | |
| Back Next | |
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| | |

3rd Page of the application

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

| A | Destaultere |
|--------------------------------------|---|
| Applicant | Declarations |
| have read and under | cane the Dose of Ethics are Dose of Practice for the UKOP organizational member through which I am |
| ngiltering, I am avan | of the UKOP a minimum ethics repulsivents assument upon which these socuments are based. |
| understand that by n | globaring with the UKCP I am agreeing that I will work within the boundaries of the ethics, framework that |
| these boournerss self | Insception that i am also agreeing to the enges to my practice and consult as a psychotheragiet being |
| serves through the Lito | 29 a framework for complaints. I uncertains my responsibility to provide suitable information about ethical |
| codes and complaints | Chocketter , which estes to be so |
| art avere of the Cort | inving Professional Sevelopment and re-accessitation requirements specifies by the organizational member |
| shough which I am n | gistering and the UKOP College to which that organizational member belongs. I confirm that I have met |
| Trese standards and s | ubmitteo al ne event occumentation. I un perstano my negonability to maintain aggregrate neoros of all of |
| my professional activit | iez, il agree ta grovite detaile and evitence of the Pice ected for UKOPic audit process. |
| accept that the Likes | Certificate is UKOPs property and that is should be returned to UKOP if inquestes. |
| understand that in p | uraut of the providion of a regulatory framework for the profession of psychotherapy, URDP will hold and |
| process the information | on that I have provided in accordance with their policies and procedures (further setals of UKOP's Data |
| to 'ey 'e ala' as e ugo' | replact. |
| * Complaints: H | lave there been any complaints made against you? |
| | |
| Yes 🗸 No | |
| * Criminal offer of Offenders Act | Inces & cautions: Do you have a conviction which is not spent under the Rehabilitation 10742 |
| | |
| 110 THOSE V 1900 | |
| Disciplined by | a professional body: Have you been disciplined by any professional body or |
| membership orga | misation 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 s competence or h | imitar organisation because of concerns relating to your practice of psychotherapy, ealth? |
| Yes J No | |
| | |
| If you have and | wered yes to any of these questions, please send details in a separate |
| envelope, mark (UKCP), 2nd Fl | ed CONFIDENTIAL to: The Complaints Team, UK Council for Psychotherapy sor, America House, 2 America Square, London EC3N 2LU. |
| · Diasta confirm | thit was been being of and comply with the inspectivity can defined by exhibit to the |
| practice of psych | otherapy/psychotherapeutic counselling in the country where you are practising. |
| Yes 🗸 No | 1 |
| | and in marking the second for market bin Marco and in barrows |
| professional work | rance is mandatory when you apply for membership. Hease explain how your t is adequately covered by appropriate indemnity insurance. |
| Balens Insuran | .e., 152234/6740 |
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| | |

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

| I understand that my email address will be used for sending UKDP information. Understand that in pursuit of the provision of a regulatory framework for the profession of payohotheragy, UKCP will hold and process the information that in ave provised in accordance with their poloise and procedures (further satalis of UKCP's bata Poloy's aveilable on the UKOP website). Mailing Preferences Event Advertising Ves No The Psychotherapist E-Bulletin Ves No Digital version of The Psychotherapist Ves No Digital version of The Psychotherapist Event Psychotherapist & essential Ves No Post except Psychotherapist & essential Yes No Post except Psychotherapist & essential Yes No Payment preference For information on UKOP membership face, ellok hare. If you are joining part way through the year please rafer to our fise chart. Note that if you join in July, August or September, you will be required to pay a fee for 15, 14 or 15 menthe respectively to save you having to renew elmost jummediately after you join. Presse salect your psyment preference below: When your appleation is processed we will contact you for psyment. Single Card Payment | Lucessand that my small adoress will be used for sending UKCP information. Luncerstand that in gursuit of the provised 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 Doley is available on the UKCP's Details of UKCP's Data Doley is available on the UKCP's Details of UKCP's Details of UKCP's Details Doley is available on the UKCP's Details of UKCP's Details Doley is available on the UKCP's Details of UKCP's Details Doley is available on the UKCP's Details of UKCP's Details Doley is available on the UKCP's Details Doley is available on the UKCP's Details of UKCP's Details Doley is available on the UKCP's Details Doley is available on UKCP's Details Doley is available to use you naving to remeve available to Doley is available on the use of the other. Note that if you join in July, August or Bagtermeer, you will be required to pay after for 15, 14 or 15 months reageetively to acte you rewere available of remever available of the result of the UKCP's Doley is available on the processed we will contact you for psymetric Doley is available to disclose relevant information could result in my mem | Information a or contractor European Eco | submitted may be stored and and to enable statistical analysis ra operating on our behalf to a onomic Area (EEA). However, we | a processed electro a. Data may be pass anable this to take will ensure your dat | snicely for the purposes of selvering services, marketing, suppying and to other parts of the organisation, partner organisations, comparies place. This may include transferring or holding your data outside the tails always stored and handled securely. |
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