
Continuing Professional Development (CPD) Policy

For IATE trained psychotherapists & psychotherapeutic counsellors

1 Introduction

- 1.1 IATE requires that all graduate psychotherapists and former students wishing to maintain ongoing professional membership of The Institute undertake CPD in line with the following guidelines set out according to UKCP, BACP, HIPC and CCYP requirements. Unless otherwise stated these guidelines apply to all graduate psychotherapists & psychotherapeutic counsellors, regardless of whether they have obtained UKCP or BACP.
- 1.2 The overarching purpose of CPD is to protect the public interest by maintaining and improving standards and practice. Registered practitioners need to take full responsibility for the development & aliveness of their own practice to fulfil this purpose. This policy allows for a wide range of activities and procedures to ensure that CPD remains a stimulating and dynamic process.

2 General Requirements

2.1 Minimum Practice

- 2.1.1 Members must have a minimum of 4 client contact hours per week while working towards attaining UKCP membership.
- 2.1.2 Members must have a minimum of 4 client contact hours per week during their first 5 years of UKCP membership or until they have completed their first reaccreditation (see section 6.2), whichever comes first.
- 2.1.3 Following this initial 5-year period, members need a minimum of 2 client hours per week to maintain membership status.

2.2 Supervision Arrangements

- 2.2.1 Members in practice should be in regular supervision with:
 - 2.2.1.1 a Recognised Supervisor or
 - 2.2.1.2 a peer group of UKCP-registered psychotherapists.
- 2.2.2 However, for the first 5 years following initial UKCP membership supervision should be with a Recognised Supervisor.
- 2.2.3 Supervision can be undertaken in either a one to one or group setting.

- 2.2.4 Graduates working towards UKCP membership and graduates in their first year of UKCP registered status are required to have supervision at a ratio of no less than 6:1.
- 2.2.5 Graduates working towards UKCP membership are required to submit a supervisor report as part of their annual CPD (see section 6.1).
- 2.2.6 After this first year of UKCP registration, supervision should be at no less than 12:1.

3 Ongoing CPD Requirements

3.1 Time Requirements

- 3.1.1 Members must undertake a minimum of 250 hours of CPD in any five-year period
- 3.1.2 A minimum of 20 hours of CPD is to be undertaken in any given year

3.2 Programme Requirements

- 3.2.1 Members are to undertake a CPD programme to stimulate, stretch and support them while also allowing them to keep abreast of relevant developments in the field
- 3.2.2 Activities may include, but are not limited to:
 - 3.2.2.1 Research
 - 3.2.2.2 Reading
 - 3.2.2.3 Writing
 - 3.2.2.4 Attendance & presentations at conferences/workshops
 - 3.2.2.5 Peer-group discussion meetings
 - 3.2.2.6 Participating in online colloquium
 - 3.2.2.7 Further training in the original or another discipline
 - 3.2.2.8 Other activities that support graduates' practice as a professional

4 Guidelines for Periods out of Practice or Membership

- 4.1 The UKCP recognises that registrants may have breaks in their practice and therefore has guidelines for re-registration following sabbaticals and return to practice (RTP).

4.2 Sabbaticals

- 4.2.1 IATE considers any period where a therapist does not see clients as a sabbatical. IATE members intending to cease seeing clients or supervisees for a period of more than three months are required to notify IATE. Members must then inform The Institute again before they have recommenced seeing clients. Specific CPD requirements while on sabbatical or upon returning to practice may be required.

4.3 Periods Out of UKCP/IATE Membership

4.3.1 Elective Lapse of Membership

- 4.3.1.1 When registrant who has chosen to take a break from practice.
- 4.3.1.2 The graduate must submit a request for return to membership in writing to IATE. Additional CPD requirements will need to be completed by the registrant before RTP is granted.
- 4.3.1.3 Where a graduate has been on extended leave of one year or more, their nominated supervisor will be required to sign a declaration endorsing the RTP.
- 4.3.1.4 The Registration Board may grant the following exceptions to additional CPD requirements (i.e. beyond those ordinarily required for renewal or re- accreditation of registration):
 - 4.3.1.4.1 an exemption (12 months) for parents after adoption, birth or long-term fostering of a child
 - 4.3.1.4.2 an exemption (6 months) for bereavement of a partner, child or other family member living in the household
 - 4.3.1.4.3 an exemption for a temporary situation (of up to 12 months) for being a full time carer of a partner, child or other family member due to illness or injury
 - 4.3.1.4.4 an exemption for a temporary situation (of up to 12 months) for the practitioner needing to take time off due to illness or injury
- 4.3.1.5 A number of additional conditions apply if any of the above exemptions arises immediately or soon after initial registration.
- 4.3.1.6 *Please refer to the separate UKCP Continuing Professional Development Policy for further details.*

4.3.2 Enforced Suspension or Removal

- 4.3.2.1 Where a registrant who has been required by one or more of their professional bodies to take a break from practice; that is, has been suspended or removed from the register.
- 4.3.2.2 The former member must inform the UKCP Clerk of the Registration Board of their intention to submit a Return to Registration application in writing. This must include details of the date and nature of the decision that resulted in suspension or removal; full disclosure of all requirements relating to future return to the register as detailed in the decision; confirmation of the member organisation (MO) through which return to registration is to be sought.
- 4.3.2.3 *Please refer to the separate UKCP Continuing Professional Development Policy for further details.*

5 Other Professional Considerations

5.1 Professional Wills

- 5.1.1 Practitioners are required to put in place arrangements to take care of the immediate needs of clients, in the event of a sudden and unplanned ending to the therapy relationship. To this end members are required to have in place a professional will, naming a colleague or colleagues who have agreed to take over care of the psychotherapy clients in the event that they are no longer able to provide them with psychotherapy

5.2 Safeguard Training

- 5.2.1 All clinicians must revise and update their safeguarding training every year. Training must be commensurate with your client group. Members are to supply copies of certificates evidencing the latest safeguarding training they have undertaken when renewing their yearly membership (see section 6).

6 Monitoring Process for CPD Requirements

6.1 Yearly

- 6.1.1 From their second year of IATE membership onwards, graduates are required to complete a CPD audit form on a yearly basis. The CPD audit allows members to inform The Institute of their CPD activity for the previous year while also providing an opportunity to raise any issues they feel are important with regards to graduates' needs. For graduates working towards UKCP membership, this form is to be accompanied by an annual supervisor's report and sent in along with their membership renewal.

6.2 Five yearly (UKCP registered members only)

- 6.2.1 From their second year of IATE membership onwards, graduates are required to complete a CPD audit form on a yearly basis. The CPD audit allows members to inform The Institute of their CPD activity for the previous year while also providing an opportunity to raise any issues they feel are important with regards to graduates' needs. For graduates working towards UKCP membership, this form is to be accompanied by an annual supervisor's report and sent in along with their membership renewal.