UKATA UKCP Adult Psychotherapist Registration

Candidate Guidance for Completion

The following is a guide on the process and documents required for the UKATA UKCP Adult Psychotherapist.

To complete the process, you need to do two things:

1. Pay the Administration Fee
2. Submit two documents: An Application Form and a Portfolio Logbook. Details of what is required for each is provided below. You should submit both completed documents via an email attachment to office@uka4ta.co.uk. The documents can be submitted in either Word or PDF format.

Once your application fee has been verified, your application will be forwarded to the Training and Accreditation Standards Committee (TASC) for consideration. There are no deadlines for submission.

Paying the Fee

The administration fee for the process will cost £50. Please note this is separate from the membership fee for UKCP, which will come directly from them.

Payment should be made to UKATA
Account No: 10024689
Sort Code:16-00-23

You must use the reference AF UKCP followed by your family name (surname). So, if your name was Jane Smith, you should use the reference for the bank: AF UKCP SMITH

On the application form, you will need to confirm the date the payment was made and the reference you used for the payment.

Document One: Application Form

Please fill out all the fields in the application form. Please note you will need an additional signature from your primary TA supervisor, who will also need to sign section One of the Portfolio Submission Logbook (see below) and provide a letter of endorsement (Section 6 of the Portfolio Logbook).

Document Two: Portfolio Logbook

The portfolio logbook is a very important document as it is here that you present the information necessary for the UKATA administration to register you as a UKCP registered psychotherapist. You can present the information in several ways – it is important that UKATA receives one document only containing the information described below. To facilitate more seamless communication with those at UKATA who need to assess the information, please ensure the details are consistent and clear.

A Microsoft Word template is provided for you. You are free to use this directly or use it to guide you in creating your own logbook.

Logbook Item - Declaration

The UKATA wants to ensure that a suitable TA supervisor (Primary Supervisor) has worked with you to complete the submission. This includes giving that person the responsibility to verify that the data you present is accurate. The Primary Supervisor is responsible for seeing any supporting documentation (e.g., therapist hours, forms, CPD certificates, etc.) and following up with you if any information is missing. Therefore, discussing all aspects of this submission with your primary supervisor is important.

The Primary Supervisor needs to be a TSTA, STA or PTSTA in the Psychotherapy field. Where the qualification is TTA, you must check whether the person still holds provisional status in the supervision aspect (PSTA). If they do, they can act as a Primary Supervisor.

NB: You must have accrued at least 40 hours of supervision with your Primary Supervisor for your application to be considered.

Should you need to change from one Primary Supervisor to another, you will need to have all parties sign a 'Change of Primary Supervisor' form, which can be found on the website.

If you are not using the template provided but are creating your own logbook, please also use the separate 'Declaration' form and insert this at the beginning of your portfolio.

Logbook Item – Curriculum Vitae

You will need to insert an image of an up-to-date CV in your logbook. For every CV sheet, please use a new page in the logbook.

There isn't any format for the CV. If you do not have one, there are many websites (such as the following) which will give you some steer:

https://www.cvplaza.com/cv-examples/good-bad-cv/

Logbook Item - Log

The log is the breakdown of the number of hours you have accrued throughout your training period. The data is best represented in month/year format: mm/yy rather than specific dates. You can provide a breakdown of your hours in several different ways. We suggest using the following as a guide:

Core Training

Core Training Hours must comprise the successful completion of a four-year RTE training and any additional TA training hours to meet the 600-hour requirement. As the network of RTEs is responsible for adhering to the UKCP SET, TASC considers the 600-hour core training requirement to be related to courses taken within the RTE network. Any other courses taken that sit outside of delivery within this network and which candidates wish to use to augment any missing parts of the 600-hour core requirement will need to be taught by someone with a PTSTA (or above) endorsement/qualification.

- ***Core Psychotherapy*** – These are the years/hours constituting your 'core' psychotherapy training at a Registered Training Establishment (RTE). Please note: If you have applied for Accredited Prior Learning (APL) as part of your training, please insert the confirmation letter as an Appendix to the Portfolio Logbook. Those whose core psychotherapy training occurred before the RTE system was in place are also welcome to apply.

  NB: Your core training will need to have taken place over a period of not less than 4 years.

  Additional TA Training - Any additional training hours you have accrued with an appropriately qualified Transactional Analyst. The TA trainer must be a TSTA, a TTA or a PTSTA. Where the qualification is STA, you must check whether they still hold provisional status in the teaching aspect (PTTA). If they do, you can count the hours as TA training.

The hours for additional TA training could vary in mode (e.g., a 2-hour workshop or a longer training course with a particular focus.)

NB: You will need to have completed not fewer than 600 hours of TA Training. This is a combined figure of your core psychotherapy and additional TA training.

- ***Related Psychological Training*** - This is for any other appropriate training, including any CPD you would like to list as part of your submission.
- ***Personal Therapy Hours*** - Please indicate here the dates. There is a column available for 'group' hours, though there is no requirement for you to have done hours in a group. Please either put in 0 or leave the square blank for anything that doesn't apply. Your therapy hours should consist of 160 personal therapy hours weekly throughout training over at least four years, with not less than 40 hours per year.

  NB: UKATA considers your 'training' from when you first start your course up until the point of registration (either via this route or CTA). UKATA will need to see that you will have completed no fewer than 40 hours per year within 4 x distinct 12-month periods. These 12-month periods do not have to begin from the start month of your course.
- ***Practice Hours*** – Please indicate all your practice hours by year. UKATA only needs a quantity amount and does not need any identifying client features or codes you may have used for your own records. Please feel free to represent the hours as you would like.

  If you choose to use the template, it provides you with four possible 'settings' – 'settings' are the names and addresses of places where you have undertaken your practice, and you can include 'Private Practice' if appropriate. Please modify the template accordingly, for example, if you have more than four 'settings'.

  NB: You will need to have completed not fewer than 450 hours of clinical practice.
- ***Supervision Hours*** - Please log all your supervision hours by year. We have divided the table into TA supervision and non-TA supervision. Please indicate the names of all supervisors along with the hours recorded for that particular year.

  If you choose to use the template, please feel free to alter it accordingly and to continue on a new page if necessary.
- ***Ratio of Practice Hours to Supervision*** – Please provide the ratio of practice hours to supervision hours for the years you represent. The ratio includes both TA and non-TA supervision. Please express this as a ratio (e.g., 1 to 5).

  If you use the template provided, please add/delete rows as appropriate.

  NB: the ratio of supervision to practice hours should be no less than 1 to 6 for the first 450 hours.

Logbook Item – Written Exam Feedback

Each RTE will take their own approach to marking the written component. Please insert an image of any certificate of completion and/or feedback in your logbook. For every sheet, please use a new page in the logbook.

Logbook Item – Oral Exam Feedback

Each RTE will take their own approach to assessing the oral component of your submission. Please insert an image of any certificate of completion and/or feedback in your logbook. For every sheet, please use a new page in the logbook.

Logbook Item – Supervisor's Letter of Recommendation

Your Primary Supervisor will be required to write a letter of recommendation endorsing your competency to practice and their assessment of your readiness to be registered as a UKCP psychotherapist. The supervisor who writes this letter also needs to be the supervisor who signs the declaration at the beginning of the document.

Logbook Item – Mental Health Familiarisation Report

Please insert your mental health familiarisation report in this part of the log. In their declaration, the Primary Supervisor will declare this as an accurate representation of how you met the UKCP Mental Health Familiarisation. Further information about the guidelines can be found at:

https://www.psychotherapy.org.uk/media/3dljzmcf/guidelines-for-mental-health-familiarisation-2017.pdf

Contents Page

Finally, if you work with the template in Word, you must update the contents page. To do this, highlight the contents and right-click. Go to 'Update Field' and then choose 'Update Entire Table'. Your table contents with the page numbers should update automatically.