

## **Guidelines for Completion of Application Form for UKCP Registration – Category Three** (for accredited members who have completed a two-year COSRT approved course and a non-COSRT course at a minimum of Masters Level who wish to be considered for UKCP Registration).

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Category Three application is for COSRT Accredited Members who have completed a two-year COSRT Approved course and have also completed non-COSRT Courses at a minimum of Masters Level and who wish to be considered for UKCP Registration. To obtain UKCP registration it is necessary to demonstrate you have met the minimum standards as if you had completed a four-year COSRT approved course at Masters Level. The criteria detail the information you need to provide to satisfy this requirement. It is important to remember UKCP registration is for practice as a psychotherapist; therefore evidence is required for both academic and clinical practice standards.

COSRT reserves the right to request an applicant to attend an interview or present a case study. The case study presented may be the same as required in your application.

The following documents are enclosed:

1. Guidelines for Completion of Application Form for UKCP Registration – Category Three.
2. Criteria for UKCP Registration – Category Three.
3. Application for UKCP Registration – Category Three.

It is important you read all sections carefully and ensure you provide all the information requested.

1. Type application or write legibly and ensure all sections are completed. Illegible or incomplete applications will be returned.
2. Send ORIGINAL and FOUR photocopies of the following:
  - a) Application Form - typed or written legibly
  - b) Curriculum Vitae - typed
3. Send FIVE photocopies of the documents supporting your application, eg evidence of professional qualifications, examinations passed and courses attended.
4. Send FIVE copies of your portfolio. The guidelines for your portfolio are attached (Criterion 4).

5. Send FIVE copies of your case study. The guidelines for your case study are attached (Criterion 8).
6. Send FIVE photocopies of your up-to-date insurance indemnity certificate or equivalent. For NHS employees, send proof to confirm that NHS work is covered - this may be in the form of a letter from your line manager. If working in both the private sector and NHS, provide evidence of cover for both areas of work.
7. Read criteria carefully and ensure you are able to demonstrate you fulfil each criterion when completing your application form. Do not leave anything to be assumed by the Assessors.
- 8. Please collate your documents into FIVE complete application packs before sending. Please do not bind the packs.**
9. Please include the processing fee of £175 sterling. Cheques should be made payable to COSRT.

#### Time Scale for the Completion of the Category Three Process

Your application will be considered by the Assessor Panel and registration will be ratified by the Professional Standards Board, who will recommend whether or not UKCP Registration is granted and who will notify you of the outcome. The Professional Standards Board meets regularly throughout the year. The process takes three months on average. If a person is not granted registration they may not re-apply until 12 months from the date of notification.

Once you have received notification from COSRT that UKCP registration is recommended you may download and complete the UKCP registration forms from the UKCP website ([www.psychotherapy.org.uk](http://www.psychotherapy.org.uk)).

#### Appeal Procedure

If you are not recommended for UKCP registration you may appeal on the ground of incorrect procedure. Notification of your intention to appeal should be sent to the Chair of the Assessors Panel, COSRT, PO Box 13686, London, SW20 9ZH, within three months of receiving your notification.

We look forward to receiving your application in due course. Should you have any queries please contact the Administrator ([info@COSRT.org.uk](mailto:info@COSRT.org.uk)).