

**Trainee Members Renewal**

This membership category is open to current student members of UPCA who have been approved to begin clinical practice by their accredited UPCA counselling/psychotherapy training programme. Trainee members have not yet graduated or met the full requirements of their training programme and are working towards fulfilling the criteria for registration.

This category is available to members for the duration of their training programme to enable completion of the supervised practice element of training, and in preparation to fulfil the necessary criteria for registration as a psychotherapeutic counsellor or a psychotherapist. Members in this category are entitled to apply to UKCP for entry onto the UKCP trainee directory. Members in this category are entitled to use the designation;

Trainee-MUPCA

**Please complete and save in either a *Word* or *PDF* format.**

**Return by *email* to** [**administration@upca.org.uk**](mailto:administration@upca.org.uk)

**PART A: Personal Details** (To be completed by all applicants)

| **Title: (Ms, Mx, Mr, Miss, Mrs, Other):** |
| --- |
| **First name(s):**  (This will be used on your certificate) |
| **Surname:**  (This will be used on your certificate) |
| **UPCA Membership Number:**  (This can be found on your previous membership certificate) |

| **Email:** | **Telephone:** |
| --- | --- |
| **Full Address and Postcode:**  (This will not be used on your certificate) | |
| **Name of Training Institute:** | |
| **Programme/Course Title:** | |
| **Programme/Course Enrolment Date:** | |
| **Title Applied for:** Trainee Psychotherapeutic Counsellor / Trainee Psychotherapist  **Are you training to work with adults, children or both** (*Delete as appropriate)* | |

**PART B: Clinical Practice Declarations** (To be completed by all applicants)

| **I have been approved by my training institution to undertake clinical practice**  (Delete as appropriate)  **Yes / No** |
| --- |
| **Date clinical practice commenced:** |
| **Have any complaints been made against you regarding your clinical work:**  **(If yes, please provide details)** |
| **Do you agree to comply with the UKCP Code of Ethics and Professional Practice:**  **Yes / No** |
| **Are you seeing clients in a supervised training practice/placement Yes / No** |
| **Do you have current indemnity insurance: Yes / No**  ***Members are not covered by UPCA insurance. It is a membership requirement for all members in practice to have their own full clinical professional indemnity insurance (Note: Placement agency insurance or non-practising student insurance is not acceptable).***  **Name of Insurer:**  **Date insured From: To:**  ***\*Please attach a copy of your Indemnity Insurance Certificate with your application, we cannot process your application without this.\**** |
| **Additional comments in support of your membership application** (include details of any breaks in training and/or practice): |

**PART C: Clinical Practice Details** (To be completed by all applicants)

| **Client Hours per Week** (average): |
| --- |
| **Clinical Practice Address** *(private/placement)*: |
| **Supervision** **Hours per Month**  (this must meet the minimum required ratio of 1:6): |
| **Personal Therapy** (total hours to date and frequency): |

Trainee psychotherapists are required to have supervision from a therapist who is UKCP Registered. Trainee Psychotherapeutic counsellor’s supervisors should be approved by their university.

| **Supervisor(s) Details:** Provide details of all your supervision arrangements | |
| --- | --- |
| **Supervisor(s) Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Registration Number:**  (UKCP, BACP, BPC, HPC etc) |  |

**Part D: Payment of Fees** (To be completed by all applicants)

| **Membership Fees:** **Please pay the fee when you submit your application.**  **The fee for Trainee Membership is £45 per membership period which runs from 1st September to 31st August each year.**  **Payment should be made by:**  **UK payments by BACs - Bank transfer to UPCA |** Account Number: 40241253 | Sort Code: 20-35-27  **Non-UK Transfers should be made to UPCA in £ GBP to:** IBAN No: GB05 BUKB 2035 2740 2412 53 SWIFTBIC: BUKBGB22.    Many of our international members use [**Wise**](https://wise.com/) as an alternative way to transfer their membership fees however, you will need to check if this is eligible in your country of residence and compare their fees. There are also various other global money transfer websites.  **Missed years/Re-joining fees:** an administration fee of £46.20 will be charged to re-join for a previously cancelled or lapsed membership, plus the fees for any missed years.  For clarification get in touch with [administration@upca.org.uk](mailto:administration@upca.org.uk) | |
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| **Amount Paid:**  **Date payment made:**  **Your payment reference\*:** | **\*Important: Please include your membership number & surname in your payment reference to enable us to trace your payment.** |

**Part E: Terms and Conditions**

| **Trainee Membership of UPCA**  **In applying to renew my UPCA Trainee Membership, I hereby confirm that I:**   * Am approved by my training institution to undertake clinical practice * Will maintain an appropriate level of clinical practice hours * Will maintain regular clinical supervision (minimum ratio of 1:6 hours supervision to client hours) * Will work in accordance with the [**UKCP Code of Ethics and Professional Practice**](https://www.psychotherapy.org.uk/about-ukcp/how-we-are-structured/ukcp-committees/ethics-group/code-of-ethics-updated/) * Will advise UPCA of any breaks in practice/training * Will advise UPCA of any convictions or complaints made against me * Will maintain adequate professional indemnity insurance * Will notify UPCA if my contact details change |
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**Declaration:** (To be completed by all applicants)

I declare that my application form contains only true information. I understand that UPCA may make enquiries as they consider necessary to verify any information given. I understand that if any incorrect, incomplete or plagiarised information is discovered, my application/renewal may be invalid and UPCA has the right to withdraw my application. I understand that my trainee membership of UPCA (and any associated UKCP trainee membership) is dependent upon my remaining membership of UPCA.

| **Member signature/e-signature:** |  |
| --- | --- |
| **Date:** |  |

*PLEASE NOTE: Trainee Members of UPCA who wish to become UKCP Trainee members must make a separate online application to UKCP at;* [***https://www.psychotherapy.org.uk/join-us/***](https://www.psychotherapy.org.uk/join-us/)

*This* ***cannot*** *be done on your behalf by UPCA or your training university. Once UKCP receives your completed application form and payment information, they will verify your current membership of UPCA. This will usually take around 7-10 working days.*

*UKCP membership and fees are additional to, and separate from UPCA membership fees, UKCP will also send you a reminder every August for membership year 1st October to 30th September.*

**UPCA membership runs from 1st September to 31st August each year. You will receive a renewal reminder by email from UPCA every year in July.**

**Data Protection**

The information you provide in this form is required to process your membership. You will have the right to access the information you have provided as well as the other rights afforded to you under data protection laws. You may request for the information to be destroyed. This will result in your withdrawal from the process. If you do not provide all the information required on this form your renewal may not be processed.

Information submitted may be stored and processed electronically for the purposes of delivering services, marketing and supplying information. Data may be passed to other parts of the organisation and partner organisations operating on our behalf to enable this to take place. We will ensure your data is always stored and handled securely.

To find out more about the way we look after personal data please see the UPCA privacy notice on the UPCA website at: [www.upca.org.uk](http://www.upca.org.uk)