



Universities Psychotherapy and Counselling Association

Chair: Professor Del Loewenthal

Vice Chair: Dr Julia Cayne

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) DECLARATION

Name			Membership No.
Address			
Telephone		Mobile:	
Email			

The fundamental intention underpinning all CPD activity is protection of the public through maintenance and improvement of professional standards. Accreditation of university and university-linked courses includes the provision of continuing professional development for graduates.

UPCA registered practitioners are required to keep a portfolio of their CPD activities (with certificates of attendance where possible) demonstrating that clinical professional development has been maintained and that clinical practice is up-to-date. As part of the annual membership renewal process a CPD declaration needs to be completed and signed (*electronic signature acceptable*) confirming:

- Client Contact Hours each week (a recommended minimum of 4 client contact hours per week for the first five years of practice)
 - Number and frequency of Supervision Hours (consistently for the first five years)
 - Personal Therapy (continued personal therapy is recommended in the first years of clinical practice)
 - 50 Hours CPD Activity (50 hours is a minimum guideline not including practice hours e.g. client contact hours/supervision hours/personal therapy hours). Items that could be included as part of the CPD activity are:
 - Core training meetings, workshops and seminars
 - Meetings, workshops and seminars providing development across other models
 - Experiences outside the consulting room that have resulted in new ways of thinking about and engaging in clinical work
 - Complementary professional activities, research, writing, reading and spiritual practice.
- i) CPD Evidence (e.g. certificates; minutes etc.) - copies are not required as part of the annual renewal process however please retain originals in your CPD portfolio as you may be requested to submit this documentation during a random audit process or during your quinquennial re-accreditation assessment by the UPCA registration committee.
 - ii) UPCA membership starts 1st September until 31st August (CPD declarations should include activities for the previous 12 months).
 - iii) UPCA are required to carry out a yearly audit of CPD and currently this is set at 4% of clinical members. Selection for audit is carried on a random basis. If you have been selected for audit there will be an additional set of papers included in your renewal documentation.

NB. As of 1st September 2014 the Universities Training College (UTC) required its members (UPCA is a member) to undertake 50 hours of CPD activities per year (in line with current UKCP requirements of a minimum 250 hours over 5 years).

Continued Professional Development is an annual requirement; it is important to complete a detailed annual CPD declaration for each renewal period as these documents will be required as part of your five year re-accreditation portfolio.

Professional growth and development *hours from this section are not to be included in the total hours*

Number / frequency of Client Hours <i>(e.g. per week)</i>	Supervision hours / frequency <i>(e.g. per week / fortnight)</i>	Personal therapy hours <i>(e.g. per week / fortnight)</i>
Clinical Supervisor Details Name & Registration e.g. UKCP/BPS		
All clinical work is covered by my employer's or my own insurance: Yes / No <i>(delete as appropriate)</i> Members are not covered by UPCA insurance; anyone practicing must have their own insurance and provide certificate upon request.		

CPD / Additional Training *hours from this section and the following sections are to be included in the total hours*

Course Title / Recognition <i>(e.g. training courses; workshops or seminars etc.)</i>	Institution	Date	CPD Hours

Professional Organisation / Focus <i>(e.g. workplace meetings; conferences etc.)</i>	Date	CPD Hours

Publications <i>(e.g. reading books; journals; personal journal writing; published papers etc.)</i>	Date	CPD Hours

Other professional growth activities / Topic (e.g. meditation; mindfulness...)	Date	CPD Hours

In Service Training / Focus (e.g. workplace, educational or community)	Date	CPD Hours

Total CPD Hours (minimum 50 hours 1 st Sept - 31 st Aug)	
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General comments regarding progress toward professional goals and other issues not included above:

- UPCA Clinical membership requirements:**
- a) Maintain sufficient clinical practice hours (*recommended guideline - 4 client hours per week*)
 - a) Maintain appropriate clinical supervision to ensure safe practice
 - b) Practice in accordance with the UPCA ethical codes of conduct
 - c) Advise UPCA of any breaks in practice
 - d) Advise UPCA of any complaints made against you
 - e) Maintain adequate professional liability insurance
 - f) Engage in a minimum of 50 hours CPD to ensure safe practice

Signed: _____ **Date:** _____