



Universities Psychotherapy
& Counselling Association

WELCOME

UPCA MEMBERSHIP

2025-26



WELCOME HAND BOOK

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WELCOME MESSAGE



OKTOBER EVENNETT
CHAIR OF UPCA

Welcome to your UPCA Membership Handbook. We hope you will find this a helpful guide to the many benefits and resources our community can offer you and that you enjoy your membership of UPCA for many years to come.

UPCA was founded in 1993 as the Universities Psychotherapy Association (UPA) with the object of furthering the development of psychotherapy training. Since then the objectives and organisation of the association have evolved to encompass a greater focus on protecting the public in addition to its original aims.

UPCA is run by a governing body known as the Council. The objectives of UPCA are to:

- To protect the public by promoting safe and ethical psychotherapy and counselling practice amongst its members.
- To enhance and develop public confidence in members psychotherapy and counselling practice.
- To promote high standards of psychotherapeutic training and education.
- To provide a forum for the exploration of the common ground of psychotherapy and counselling.
- To develop the academic and research base of psychotherapy and counselling.

Warm wishes,

A handwritten signature in black ink, appearing to read 'Oktober Evennett', written over a faint circular watermark or logo.

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MEMBERSHIP

BENEFITS

- Personalised and individual response to queries
- Attend the AGM to hear about the work of UPCA and hear the views of other members
- Become a student member of the **UPCA Council** and help shape UPCA policy and practice
- Supporting your practice by holding you accountable to an ethical framework
- 5 yearly re-accreditation that ensures you maintain and enhance professional standards, demonstrating commitment to excellence and public trust
- Specially discounted rates on **professional indemnity insurance** with a leading insurance company to help you manage the cost of your practice
- **UPCA Welfare Fund** available, apply for help to cover expenses during training
- **Peer Support Scheme**, a pilot initiative to strengthen our professional community
- **Find a Therapist Listing** when becoming either a accredited or a non-accredited clinical member
- Helpful resources such as the **CPD Record Resource** to help keep track of your CPD.

TYPES OF MEMBERSHIP

STUDENT MEMBERSHIP

Open to all UPCA course approved non-practising students.



TRAINEE MEMBERSHIP

Open to current student members of UPCA who have been approved to begin clinical practice by their training programme.



NON-ACCREDITED CLINICAL MEMBERSHIP

Open to student or trainee members of UPCA who have graduated from an accredited UPCA training programme, who have not yet met the full requirements.



ACCREDITED CLINICAL MEMBERSHIP

Open to graduates from a UPCA accredited training programme who have completed all requirements of the course.



NON CLINICAL ASSOCIATE MEMBERSHIP

Open to any non-practising member of a university with an interest in psychotherapy or counselling or a retired UPCA member.

TYPES OF MEMBERSHIP

STUDENT MEMBERSHIP

This category of membership is open to all current non-practising students of a university-linked, UPCA accredited programme in psychotherapy or psychotherapeutic counselling.

It is a requirement of UPCA programme approval, that students studying on UPCA accredited programmes, maintain UPCA student membership throughout their training by renewing annually and thereby agree to abide by the UKCP Code of Ethics and Professional Practice (2019).

Student members of UPCA may additionally join UKCP as Student members. Members in this category should use the designation; Student-MUPCA.

NON-ACCREDITED CLINICAL MEMBERSHIP

Student or Trainee members of UPCA who have graduated from an accredited UPCA psychotherapeutic counselling or psychotherapy training programme, who have not yet met the full requirements of the programme and training, or fulfilled the necessary criteria for UKCP registration, and who have maintained up to date UPCA membership are required to apply for Non-accredited Clinical membership.

This is available for a maximum period of five years to enable completion of training, and preparation to fulfil necessary criteria for registration as a psychotherapeutic counsellor or a psychotherapist. Members in this category are entitled to use the designation; MUPCA, together with the relevant professional title as granted by the programme from which they have graduated.

As a Non-Accredited Clinical member working towards accreditation or registration, you must continue to maintain UPCA membership by renewing annually.

NON CLINICAL ASSOCIATE MEMBERSHIP

This membership category is open to any member of a university with an interest in psychotherapy or counselling, to any psychotherapist or counsellor with a commitment to the academic development of the subject. To a retired UPCA member who is no longer in clinical practice.

TRAINEE MEMBERSHIP

This membership category is open to current student members of UPCA who have been approved to begin clinical practice by their accredited UPCA psychotherapeutic counselling or 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.

As a Trainee member, you must continue to maintain UPCA membership by renewing annually.

ACCREDITED CLINICAL MEMBERSHIP

This membership category is open to graduates from a UPCA accredited, psychotherapeutic counselling or psychotherapy training programme/course.

Graduates will have completed all requirements of the programme/course and training, and fulfilled the necessary criteria for registration as either a psychotherapeutic counsellor or a psychotherapist.

Consequently, these members are entitled to apply to UKCP for entry onto the relevant sections of the UKCP register. Members in this category are entitled to use the designation; MUPCA (Accred) together with the relevant professional title as granted by the programme/course from which they have graduated.

As an Accredited Clinical member, you must continue to maintain UPCA membership by renewing annually. If UPCA membership lapses, UKCP registration will also be lapsed. It is a condition of membership that all clinical members be audited once every five years, to demonstrate they that have met the UKCP requirement for 250 hours of CPD. The audit also serves the purpose of meeting the requirements of the UKCP 5-yearly re-accreditation.

LAPSED MEMBERSHIP

Your UPCA Membership provides support, resources, and professional recognition.

Renewing on time ensures you continue to:

- **Maintain your Registration with UKCP** – Members should be aware that continued UKCP registration is dependent upon maintaining UPCA membership. Therefore, if UPCA membership is lapsed it will also cause their UKCP registration to be lapsed.
- **Uninterrupted Access** – If your membership is lapsed you will no longer have access to professional support or useful resources or benefits such as the Find a Therapist listing.
- **Ongoing Support** – Whether it's help with membership, guidance about professional issues such as Supervision or staying up to date with the latest news and events, your membership helps keep you informed and supported.

The UPCA Membership year runs from the **1st September-31st August** each year. If your membership isn't renewed on time, your membership will lapse. To rejoin you will be required to go through a reinstatement process, which will include additional steps and fees.

Clinical Members whose membership has lapsed must reapply using the full membership application process for new applications.

In addition, you will need to:

- Provide certificates of training.
- Provide certificate of professional indemnity insurance.
- Pay a rejoining fee, which, for lapsed members is £50.00 plus the annual fee of £85 for missed years.
- Provide evidence of CPD for all lapsed years, up to 5 years, where this has not been submitted to another college.
- Provide confirmation of supervision arrangements for the lapsed period.
- Provide a written statement of assurance confirming that the student has not been subject to a criminal investigation, a complaint or any disciplinary procedure.

LAPSED MEMBERSHIP

Former clinical members who have been lapsed for longer than 5 years, may reapply for admittance to membership as follows:

- A targeted plan of 12 months CPD that demonstrates knowledge of current trends in psychotherapy practice, including Difference, Diversity and Racism.
- Supervision from a UKCP Registered Therapist at a ratio of 1:6 hours (supervision to client hours).
- Normally, 4 client hours per week and ideally 150 client hours during the 12 months.
- A Reflective Statement of a minimum of 1000 words, entitled: "What will I bring to the psychotherapy room".
- A copy of your current indemnity insurance.
- A written and signed statement that there have been no investigations or convictions during the period out of membership.
- Re-join and maintain UPCA Non-Accredited Clinical membership for 1 year, prior to being confirmed as approved for Accreditation/UKCP Registration.

The fee for rejoining in this case is **£250.00**

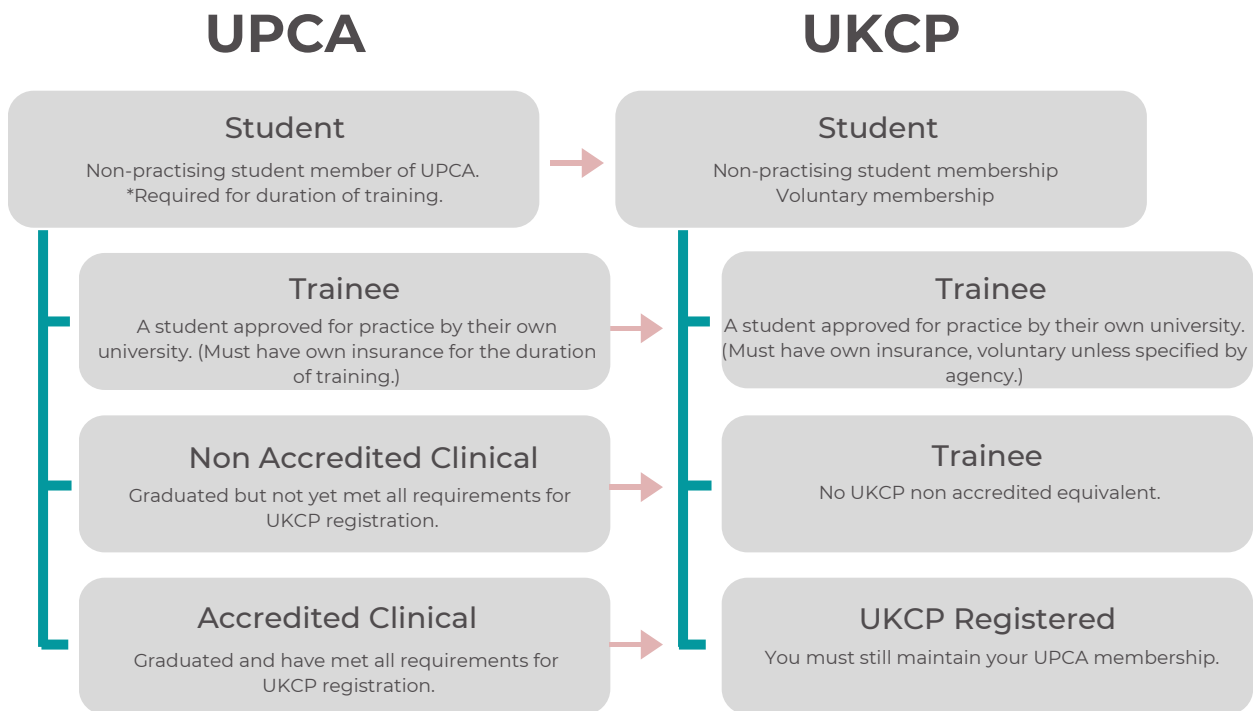
Student members whose membership has lapsed will be required to:

- Pay for all missed years.
- Pay a rejoining fee of an additional £50.00.
- Provide evidence of good standing from their programme leader and/or a written statement of assurance confirming that the student has not been subject to a criminal investigation, a complaint or any disciplinary procedure.

To avoid any disruption, please make sure to renew before your membership expires. If you have any questions or need assistance, we're here to help.

UKCP

MEMBERSHIP INFORMATION



*Students are required to remain in membership of UPCA for the duration of their training. Membership of UKCP is voluntary for students and trainees unless specified by the practice agency. Your UKCP membership is dependent upon your membership of UPCA. If you terminate your UPCA membership it will also invalidate your [UKCP membership](#).

INDEMNITY INSURANCE

It is important to choose the right insurance policy to ensure that both you and your clients have the appropriate protection. In the event of a complaint or legal action, ensuring you have insurance in place helps to receive some form of protection from being personally liable if faced with legal, disciplinary or complaints proceedings brought against you.

UPCA adheres to the UKCP Code of Ethics and Professional Practice (38) which requires registrants to: 'Ensure that your professional work is adequately covered by appropriate indemnity insurance.'

Trainee members must also 'confirm that [they] have appropriate professional indemnity insurance to cover [their] area(s) of practice'.

UPCA want to support their members with managing costs and professional practice so have negotiated a special rate for professional indemnity insurance with [Westminster Insurance](#).



westminster
insurance

Other companies providing insurance for psychotherapists and psychotherapeutic counsellors include [Howdens](#), [Oxygen](#), [Holistic](#), [Hiscox](#) and [PPS](#). *Please note, this list is not exhaustive and inclusion does not imply any endorsement by UPCA.* See full disclaimer [here](#).

For further details visit our [Indemnity Insurance Webpage](#)

PROFESSIONAL WILLS & EXECUTORS

Planning for unexpected circumstances is an important part of responsible professional practice. Practitioners should ensure that appropriate arrangements are in place to manage their professional responsibilities if they are suddenly unable to practise due to illness, incapacity, or death. This planning may take the form of a Professional Will or the appointment of a Professional Executor.

A Professional Will is a document that outlines instructions for managing professional matters if a practitioner can no longer carry out their work. This may include guidance on handling client records, maintaining confidentiality, communicating with clients, and arranging the safe closure or transfer of ongoing work. Alternatively, practitioners may appoint a **Professional Executor**, a trusted and suitably qualified colleague who agrees to take responsibility for these duties if needed.

UPCA requires clinical members to ensure that one of these arrangements is in place. Having a Professional Will or Professional Executor helps protect client welfare, ensures confidential information is handled appropriately, and provides clear guidance to those who may need to manage professional matters unexpectedly. It also helps reduce the burden on family members who may otherwise be left dealing with sensitive professional responsibilities. These arrangements form part of good professional practice within the counselling and psychotherapy professions and demonstrate a commitment to ethical standards, client care, and professional responsibility.

UPCA members can [download a Professional Will template](#) to support them in putting appropriate arrangements in place for their practice.

WEBSITE RESOURCES

UPCA have a new and improved **website** full of resources and information for you to access including;

- [Membership FAQs](#)
- [Policies and guidance](#)
- [How to maintain your UPCA Membership](#)
- [UPCA's relationship to UKCP](#)
- [News section](#) (showcasing the latest information on events, important updates and job or research opportunities).

We also send out our latest updates, news and events by email so please keep a lookout for those.



GET IN TOUCH

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The administrator is available to contact, 09.30-17.00 Monday and Tuesday each week.