



The National Register of Psychotherapy and Counselling

(Hereinafter referred to as 'The Register')

This document was taken from the initial edition of the Articles and Memoranda, Code of Ethics and the Disciplinary Procedure of The Register.

*It has been recently updated in August 2021 and this document now **supersedes any previous version** but may contain documentation which was part of the original.*

0333 7721333 (local rate)

admin@nrpc.co.uk

The Admirals Offices
Suite B9
The Historic Dockyard
Chatham
Kent
ME4 4TZ
United Kingdom

This document contains details of requirements for:

Professional Membership Details
Continuing Professional Development Requirements (CPD)
Supervision Requirements
Complaints Procedure
Ethical Guidelines

Professional Membership Requirements

At the NRPC we have four membership levels. ANRPC, LNRPC, MNRPC, MNRPC(acc)

The Register deems that most applicants who approach us for registration will have met a Level 4 Diploma training (or equivalent level) which is referred to in some cases as the 'Core Training'.

This means being sufficiently trained to diploma level (and therefore have a standard of training appropriate to be able to competently work with private clients)

Current NOS standards are set to 120/450 hours training. This requires that at least 120 hours out of 450 hours must have been in class, or live face to face teaching. The remaining hours must be made up of coursework, and other course specific related study such as home study, including homework, exam writing, research, reading, watching video content. All of the activities need to be *specific* to the course you undertook.

In the case of some applicants, such as Counsellors, there will be a requirement to have undertaken Supervised Clinical Practice sessions also. Please see the relevant notes below for exact requirements for each category.

Other applicants who do not fit the above criteria are permitted to apply, but their training will need to be assessed before a formal decision made as to if their application can be accepted.

The decision made by the Chair or Director of the NRPC will be full and final.

We will require the following information in both cases:

- A clear photograph or scan of your main core training diploma and any other main certifications or relevant CPD diplomas/certifications.
- The name of your training school, including the location and any website details.
- The hours attended both in-class, and out of class learning, and whether they were live or in-person online learning.
- The name of your tutor **and** supervisor and their contact details.
- A copy of your current business insurance details.

In some cases we will also request a professional reference which can be supplied by either a current member of the NRPC who holds the title MNRPC, MNRPC(acc), Fellow, or another professional who is known to the APHP, the NRPC or the Chair or the Director.

Please note: most applicants will come into The Register via the LNRPC membership grade. The highest grade you may apply for as a new applicant will be MNRPC. Progression to the MNRPC(acc) grade is possible with certain criteria met, please see the relevant subheading MNRPC(acc) in the document below.

Affiliate (ANRPC)

The Register defines an **Affiliate** member as one who has:

1. Not held APHP or NRPC membership previously
2. Was not trained via an APHP/NRPC Accredited Training Programme but can show evidence of having completed two years of clinical practice.
3. Has completed a satisfactory training course that may not have been classroom-based but was live guided learning (real-time) and included interaction and assessment with a professional tutor.

In order for the applicant for ANRPC to be considered, the NRPC will need:

A submitted documentation on application that includes full details of all training undertaken with attachments showing core training & proof of current running insurance.

The applicant needs to also state the following:

Whether their core training was:

- Classroom based
- Distance learning
- Personal tutorial
- The total number of hours attended
- Details of the teachers, to include name and contact details
- Details of the Supervisor used, to include name and contact details
- Full current insurance documentation or an insurance policy number

Applicants might also be able to apply to be sponsored by a current APHP/NRPC Registered Member, Accredited Member or Fellow. Sponsorship is *not* acceptable from Licentiate Members.

If the application is accepted, the grade of membership will be decided by The Chair and/or Director of the APHP/NRPC. In most cases, the applicant will come into The Register as ANRPC and if the member stays with the NRPC for 2 years, remains in good standing, can produce evidence of a formal supervision agreement and that they have achieved 15 hours of supervision a year, then they may apply for an upgrade to LNRPC and so on.

The NRPC does not accept *all* applications from therapists not trained by an APHP/NRPC accredited training school, all decisions made in this regard will be final.

Licentiate (LNRPC)

The National Register of Psychotherapy and Counselling defines *two* routes to becoming a **Licentiate** member.

Route A: Those applicants who have already been accepted and verified for membership to the APHP at grade level LAPHP or above, or those who have completed an APHP accredited course.

Route B: Those individuals who have completed a recognised associated Counselling or Psychotherapy Diploma to level 4 standard, this is known as the ‘Core Training’

The Core Training must have included:

- 450+ course hours, which can be attended full time, over 1 year duration, or part time over 2 years duration.
At least 120 of the 450 hours must have been in class, or live face to face teaching. The remaining hours must be made up of coursework, and other course specific related study such as; home study including homework, exam writing, research, reading, watching video content.
- 100 + supervised Clinical Placement hours
- 20 + Personal Counselling hours

You will be required to provide proof of all of the above when making an application along with your course name, a clear scan or photograph of your core training diploma, the name of organisation you trained with, tutor/supervisors details and your insurance certification.

If you are accepted at LNRPC and stay with the register for 2 years and can show evidence of supervision and CPD completed following registration, you may then apply to be considered for MNRPC member status. In the absence of such evidence the member will not progress beyond LNRPC membership level.

Registered Member (MNRPC):

The Register defines a Registered Member (MNRPC) as one who has demonstrated to **The Register**, not only those criteria relevant to Licentiate Membership, but also at least two years’ experience of professional practice under supervision, or five years of professional practice without a formal supervision arrangement.

The National Register of Psychotherapy and Counselling defines two routes to becoming a **Registered** member.

Route A: An existing Licentiate Member of two years’ good standing, who provides evidence that they have been under professional supervision (defined as a supervision arrangement with a suitably qualified individual, said individual being able to write a report/reference to The Register outlining the nature and scope of the supervision) and who can demonstrate the **CPD** requirements have been met.

Route B: A new member who provides evidence of; appropriate training; five years of successful professional practice, and who provides evidence that they have been under professional supervision.

They must have completed a recognised Counselling or Psychotherapy diploma to at least a level 4, this is known as the ‘Core Training’

The Core Training must have included:

- 450+ course hours, which can be attended full time, over 1 year duration, or part time over 2 years duration.

At least 120 of the 450 hours must have been in class, or live face to face teaching. The remaining hours must be made up of coursework, and other course specific related study such as; home study including homework, exam writing, research, reading, watching video content.

- 100 + supervised Clinical Placement hours
- 20 + Personal Counselling hours

You will be required to provide proof of all the above when making an application along with your course name, a clear scan or photograph of your core training diploma, the name of organisation you trained with, tutor, current supervisors details and your insurance certification.

Accredited Member MNRPC(acc):

The Register defines an Accredited Member MNRPC(Acc) as one who has held membership with the The Register at MNRPC level for the required period of 3 years.

There is one route to becoming MNRPC(acc)

- **Route:** An existing Registered Member of three years' good standing within MNRPC level, who provides evidence that they have been under professional supervision (defined as a supervision arrangement with a suitably qualified individual, said individual being able to write a report to The Register outlining the nature and scope of the supervision) AND their **CPD** requirements have been met.

In exceptional circumstances you may apply for MNRPC(acc) membership status, however cases of being granted this status are rare and at the discretion of the Chair or Director of the APHP/NRPC.

Please continue on to:

Conditions of membership/Supervision & CPD

Code of Ethics

Complaints/Disciplinary Procedure

Conditions of membership/Supervision and CPD (at any grade)

- The Annual Subscription is due on or before January 31st and stands at £80.00 Sterling at January 2021. Any change will be advised with renewal notices.
- The website of The Register <http://www.nrpc.co.uk> contains a list of members in good standing and is accessible to the public and contains much technical and support information for members.
- All members are required to show evidence of at least 15 hours of continuing professional development per year (not necessarily NRPC seminars) when renewing their membership each year. Such evidence will be subject to a random checking procedure.
- All members must be engaged in regular relevant supervision. Those with less than 5 years' experience must have Differential Supervision from a qualified supervisor. Those with more than 5 years may elect to have peer supervision. The amount of supervision required is dependent upon the number of clients seen per week. Supervision will be subject to random checking.
- **All members will agree to abide by the code of ethics; applying for membership constitutes such agreement.**
- Should any member organise or run a counselling/hypnosis/hypnotherapy/psychotherapy seminar or other similar event, it must not be implied that such event is in any way endorsed by or otherwise supported by The Register unless that is the case.
- The register undertakes to ensure that the contact details of each member should be readily available to the general public, via any means available. To this end, The Register will maintain registration with the major Internet search engines.
- The Register is not a profit-making enterprise; all membership fees will go to the running of The Register, including administration expenses, the payment of lecture fees to speakers at seminars or conferences.
- From time to time, this document may have additions or deletions; in such event, the latest copy will be available to all members via the website

By applying for the NRCP you agree to abide by the conditions of membership.

Code of Ethics

All practising members of The Register undertake to:

1. Maintain strict confidentiality within the therapeutic relationship consistent with the good care of the client and the laws of the land and ensure that any client notes and records be kept secure and confidential. *Confidentiality must be observed at all times* unless:

- (a) it is demonstrably in the best interest of the client/patient to disclose relevant information to the client's medical consultant or physician
- (b) the client/patient has given their written permission to disclose information to their medical Doctor, Consultant or Physician.
- (c) where the law requires disclosure.
- (d) when sharing information with fellow professionals. In this case, client anonymity must be guaranteed.
- (e) in the event of a complaint being made against them, subject to the complainant providing written consent for their notes and records to be made available, members may be required to provide this information to The Register on demand.

Practitioners must note that the question of confidentiality also applies to client records, computerised records (which must conform to the Data Protection Act, or any current GDPR regulations) and any audio or video recording. Any information or case histories used for training or commercial purposes must have the written consent of the individual involved.

2. Never promise a cure for any condition or problem, nor give advice or otherwise pass comment on any medical, psychiatric, or psychological problem or condition unless they have training and qualifications in these fields.

3. To provide a service to clients only in those areas in which they have trained and demonstrated competence, and for which they carry full professional indemnity insurance that is acceptable to The Register.

4. Be aware of their own limitations and experience and whenever appropriate, be prepared to refer a client on to another more suitable practitioner (whether or not that practitioner be a member of The Register) who might reasonably be expected to offer suitable treatment.

5. Ensure as far as possible that wherever an aspect of the client's condition is either

known or suspected to be beyond their area of expertise, the client be advised to seek medical or other appropriate advice.

6. Always obtain written permission from the client (or client's parents/guardians if appropriate) before recording client sessions by *any* method other than written notes.

7. Take all reasonable steps to ensure the safety of both the client and any person who may be accompanying the client.

8. Refrain from using their position of trust to exploit the client emotionally, sexually, financially or in other way whatsoever. Should either a sexual or financial relationship (other than the payment of session fees or purchase of books, tapes, or other relevant products) develop between either therapist and client or members of their respective immediate families, the therapist must immediately cease to accept fees, terminate treatment consistent with clause 9 below and transfer the client to another suitable therapist at the earliest opportunity.

9. Refrain from commencing any sort of relationship with any client, past or present, other than a therapeutic one. Clients must remain solely as clients. Members are *strongly advised* against working with friends or family for anything other than simple relaxation work or other 'single-session' therapies.

10. Terminate treatment at the earliest moment consistent with the good care of the client.

11. Not permit considerations of religion, nationality, gender, gender preference, disability, politics, or social standing to adversely influence client treatment. Where there is a potential for this situation to exist, i.e. where a therapist is not at ease with some aspect of the client's 'way of being', then it is part of that therapist's duty of care to refer the client on to another suitable practitioner.

12. As far as possible, not to refuse therapy because of financial hardship.

13. Ensure that their work place and all facilities offered to both clients and their companions will be in every respect suitable and appropriate for the service provided.

14. Disclose full details of all relevant training, experience and qualifications to clients upon request.

15. Make no claim that they hold specific qualifications unless such claim can be totally substantiated.

- 16.** Use no claim or title connected with The Register other than that they are Members of The Register. Appropriate designated letters, i.e. ANRPC (Affiliate), LNRPC (Licentiate) MNRPC (Member), MNRPC(acc.) and Register logos may be displayed.
- 17.** Explain fully to clients in advance of any treatment, fees, terms of payment, session length, and any charges levied for non-attendance or cancelled appointments.
- 18.** Present all services and products in an unambiguous manner and ensure that the client retains complete control of the decision to purchase such services or products.
- 19.** Neither expect nor encourage gifts from clients.
- 20.** Conduct themselves *at all times* in accordance with their professional status.
- 21.** (a) Inform The Register, upon initial application, of any disciplinary action taken against them by any professional body and further inform The Register, in writing, of any subsequent action taken against them whilst a member of The Register.

(b) Confirm, upon initial application, that they have not been convicted of any offence likely to bring their professional name or the reputation of The Register into disrepute and undertake to inform The Register, in writing, should such an event subsequently occur whilst a member of The Register.
- 22.** Members will be able to update their own details on the Register website; all changes will be automatically relayed to Headquarters.
- 23.** Minors (under 16 years old) must always be accompanied by a parent or guardian throughout any session, including assessment sessions.
- 24.** UK members must ensure that all advertising shall comply with the British Code of Advertising Practice, accord with the Advertising Standards Authority and make available all such literature to The Register on demand. In the case of overseas Members, their advertising shall comply fully with the laws of their land.
- 25.** Make available all relevant information requested as a result of investigation by the appointed Complaints and Disciplinary Officer without hindrance (whether implied or actual) or unreasonable delay and comply fully with all requirements inherent within the Complaints and Disciplinary procedure.
- 26.** To use a trading name (i.e. 'Anytown Complementary Clinic') only if operating their practice from a bona fide commercial premises.

27. To never publicly criticise or malign another member of the profession, either with or without perceived justification, whether or not they are a member of The Register.

28. To report to The Register, any other Member who appears to be in breaking one or more of the ethical rules laid down in this document. Such complaint can be made with total confidentiality; the complainant's name will not be revealed other than to the members of the Advisory Board. Anonymous complaints will not be considered but all others will be fully investigated.

29. If a member publishes a testimonial from any client, it is **essential** to ensure that (a) proper registration of the member's practice with the data commission is up-to-date; (b) no statement in such testimonial makes any statement that is not allowed under the terms of the British Code of Advertising Practice; and (c) the original dated and signed testimonial must be held securely and must include proper contact details of the individual providing the testimonial.

30. Members will refrain from any behaviour in connection with their professional endeavours that would be likely to bring the Register into disrepute.

31. Members shall not use the title "Doctor" in a manner which may mislead any member of the public to believe that they are medically qualified, if they are not so qualified. Any use of the title must be clearly defined by a qualifying statement, i.e. the form of a doctorate.

32. Members shall restrict the entries in their section of the database to contact details and notice of any specialisms. Advertising copy is strictly prohibited and will be removed. Subsequent breaches may result in termination of membership

Disciplinary Procedure

In the event of a complaint being made against a member of The Register, be it by another member or a member of the public, the following procedure will be implemented:

(a) In the first instance, said member will be contacted by a Member of the Administrative Board of The Register for an informal discussion concerning the complaint.

(b) At the discretion of the Interviewing officer, the member may be required to attend a formal disciplinary hearing.

(c) In the event of (b), and dependent upon the seriousness of the complaint, the member may be placed under immediate suspension.

Any disciplinary hearing shall consist of 3 individuals: a disciplinary officer and 2 members of The Register. The member under investigation may bring one witness or other relevant party to the meeting.

All available evidence will be reviewed; if the complaint is upheld and shows that the member has contravened any part of the code of ethics of The Register, appropriate disciplinary action will be taken. 'Appropriate disciplinary action' in this context depends upon the seriousness of the complaint and whether there have been previous upheld complaints.

For a serious or repeated breach of the code of ethics, the member will be dismissed from The Register, although there will be a 6 week period during which a reasonable appeal may be made to the Chairman of The Register. During this period, the member will remain on suspension.

For a lesser breach, a written warning will be issued and recorded within The Register files.

The complainant will be informed of the outcome of the investigation within 21 days and may appeal against the decision within a period of 6 weeks from receipt of the communication.

In the event of a complaint being made against The Register itself:

An acknowledgment will be made to the complainant within 7 days of receiving their written complaint, after which the complaint will be investigated by the disciplinary officer of the Register, except where the disciplinary officer is the subject of the complaint, when three members of the board will meet to explore the nature of the complaint. If the complaint is upheld, it will be established which Member of the Board shall be deemed responsible for the substance of the complaint and the procedure followed as above.

In the event of a complaint being made against one of the training establishments accredited by The Register:

An acknowledgment will be made to the complainant within 7 days of receiving their written complaint, after which:

- (a) The Principal of the training establishment concerned will be contacted by a Member of the Administrative Board of The Register for an informal discussion concerning the complaint.
- (b) At the discretion of the Interviewing officer, the Principal of the training establishment concerned may be required to attend a formal disciplinary hearing.
- (c) In the event of (b), and dependent upon the seriousness of the complaint, then The Register's Accreditation of the training establishment may be withdrawn.

Any disciplinary hearing shall consist of 3 individuals: a disciplinary officer and 2 members of The Register. The Principal of the training establishment concerned may bring one witness or other relevant party to the meeting.

All available evidence will be reviewed; if the complaint is upheld and shows that the Accredited training establishment has contravened any part of the code of ethics of The Register, appropriate disciplinary action will be taken. 'Appropriate disciplinary action' in this context depends upon the seriousness of the complaint and whether there have been previous upheld complaints. In the first instance a written notice will be recorded within the files of The Register; for a second similar breach, The Register's Accreditation of the training establishment will be withdrawn.

There will be a 6 week period during which a reasonable appeal may be made to the Chairman of The Register. If Accreditation has been withdrawn it shall remain withdrawn pending the result of the appeal.

The complainant will be informed of the outcome of the investigation within 21 days and may appeal against the decision within a period of 6 weeks from receipt of the communication.

All members accept that this is not a static document and that it may be altered from time to time by The Register in accordance with the need to ensure on-going professionalism within the field of psychotherapy and counselling