

BACP Register

Exemption Policy

Purpose of this document

This document sets out the policy and procedure BACP operates in respect of members who are registered / looking to register when they request to be exempted from requirements related to BACP registration. This may be due to a number of reasons, and we aim to take this into account to make fair decisions to support members to become registered and / or maintain their registration.

BACP must be notified as soon as possible when a registrant may be unable to meet their responsibilities. BACP may exempt a registrant from having to display their location information or engage in certain activities to maintain their registration.

Application for exemption

Requests for exemption should be made in writing to BACP for the attention of the Registrar's office - theregister@bacp.co.uk

The application will include:

- The requirements which are being requested to be exempt
- The reasons why the requirement cannot be met
- Any additional evidence to support a decision

Once the application has been received, it will be checked for completeness. If any further information is needed the member will be contacted to request this. BACP will then refer the application to the Deputy Registrar for a decision. In exceptional circumstances the application may be referred to a panel.

Application outcomes

We may, if satisfied there are exceptional circumstances, agree to exempt the requirements that have been requested. The registrant will continue to remain on the Register and this exemption approval will be accounted for if the member is selected for audit in the relevant period.

If we are not satisfied there are exceptional circumstances that justify the granting of the request for exemption, the request will be refused, and the registrant's responsibilities will remain. Subsequently, if the registrant is selected for audit and is unable to submit information which evidences them fully meeting the requirements for registration, the matter may be referred to Professional Conduct.

Granted exemptions will only be applicable for the specific requirement and time stated.

If a registrant needs to extend the period of exemption, a further application must be submitted to BACP, providing reasons for any requested extension. This should be sent within one month of the expiry of the previously agreed period.

If a registrant requests to be exempt from more than one aspect of the registration process each request will be considered separately and, if granted, the applicable time periods for the exemption may differ.

Appeals

A registrant may appeal against the Deputy Registrar's refusal to grant an exemption. Any appeals must be made according to the grounds outlined in the Appeal policy.

Example scenarios

The below give examples of when an exemption may be applicable. However, each application for exemption is considered separately based on the information provided by the member.

Registrant A is on long-term sick leave and likely to be absent from work for at least 1 year. Registrant A is unable to maintain the following responsibilities as a registrant for this year that they are absent from work:

- Undertaking CPD
- Engaging in professional development planning

Registrant A submits an application to request exemption for the two responsibilities listed above for 1 year and provides supporting evidence.

The application is reviewed, and they are granted an exemption for the specific request due to evidence of extenuating circumstances.

Registrant A remains on the register and is only exempted from the planning and undertaking of CPD for the year. At the end of the year the requirements of registration are reinstated. However, if they remain unwell, they can apply for a further exemption.

Prospective registrant B submits an application to request an exemption in relation to their location being displayed on BACP's published Register. This is due to personal safety concerns following domestic violence.

The exemption request is approved due to the extenuating circumstances. The registrant will continue to oblige all other responsibilities as a BACP registrant but only their name, registration number and membership status will be displayed on the Register. The exemption is granted for an indefinite period.

Confidentiality

All personal information submitted in relation to the exemption request and appeal process will be handled in accordance with the BACP Data Protection Policy and UK Data Protection laws.

Information will be shared only with those involved in the decision-making process and any external experts consulted during the review, and all information will be stored in line with the data retention policy.