

Register Audit Annual Report 2017-2018

Contents

Contents	1
Tables	2
Graphs	3
Abbreviations	4
Executive summary	5
Introduction	5
Overview of the register audit	6
What did the register audit assess?	6
How was the audit assessed?	6
Who was audited?	7
Pass and fail rates.....	8
Lapsed/cancelled membership	9
Removal of registration	10
Deferrals and extensions.....	10
CPD analysis.....	11
Supervision analysis.....	19
Appeals	23
Assessment feedback	24
Conclusion	25
Future steps.....	26
Appendices	27

Tables

Table 1: The number of registered members selected for audit in 2017-18	7
Table 2: The total number of registered members in each age group compared to number of auditees	7
Table 3: The gender of registered members and auditees	8
Table 4: The accredited status of registered members and auditees	8
Table 5: The number of auditees who passed the audit process on the first, second and third attempts	8
Table 6: The gender and accredited status of auditees who passed the audit process on the first, second and third attempts	9
Table 7: The number and percentage of lapsed/cancelled membership	9
Table 8: The accredited status of auditees who lapsed or cancelled their membership	9
Table 9: The number of removals from the BACP Register in relation to gender and the accredited status of auditees	10
Table 10: The number of deferrals for auditees in relation to gender:	10
Table 11: The number of deferrals for auditees: registration status	11
Table 12: CPD themes that auditees followed in 2017-18	12
Table 13: CPD activities that auditees completed in 2017-18	15
Table 14: The number of CPD activities that auditees completed in 2017-18	17
Table 15: The percentage of auditees using each type of supervision delivery ...	22
Table 16: The frequencies of the three examples, the number and the percentage of auditees who undertook each theme	22

Graphs

Graph 1: The number of registered members selected for audit between April 2017 and March 2018	7
Graph 2: The number of CPD activities undertaken by auditees	18
Graph 3: The number of CPD activities undertaken by female and male auditees	18
Graph 4: The percentage of auditees having between 0 - 44+ hours of supervision in 2017-18	20
Graph 5: The accredited status of auditees in relation to the number of supervision hours undertaken	20
Graph 6: The gender of auditees in relation to the number of supervision hours undertaken	21

Abbreviations

BACP	British Association for Counselling & Psychotherapy
The Authority	Professional Standards Authority for Health and Social Care
CPD	Continuing Professional Development
PPC	Public Protection Committee

Executive summary

This is the third BACP Register audit annual report. The report provides a review of the BACP Register audit process and presents information regarding the Register's audit of 602 registered members for the reporting period of April 2017 to March 2018.

The audit selection is a random process to ensure that all registered members have an equal chance of being selected for audit. As such, a small number of registered members have been selected more than once since the first BACP Register audit took place.

Introduction

The British Association for Counselling & Psychotherapy (BACP) is a registered charity and membership organisation of over 47,000 members; it sets standards for psychological therapy practice and provides information and guidance to both members and the public.

In 2013 the BACP Register of Counsellors & Psychotherapists became the first psychological therapists' register to be accredited under a scheme set up by the Department of Health and administered by an independent body, accountable to parliament.

The scheme means that, members of the public can choose a counsellor or psychotherapist belonging to a register approved by the Professional Standards Authority for Health and Social Care, known as 'The Authority'.

The aim of the BACP Register is to protect the public by providing access to counsellors and psychotherapists who are trained, qualified and dedicated to high standards. All practicing BACP members must achieve registered membership within a specified time frame once they join the organisation. If they do not achieve this, they won't be allowed to continue in membership.

In addition, all those on the Register are bound by the Ethical Framework for the Counselling Professions and must agree to the Register's terms & conditions on an annual basis, including those relating to insurance, CPD and supervision (See appendix 1).

The current total number of registered members is 34,643. This is approximately 74% of the total BACP membership.

Overview of the register audit

When a registered member renews their registration, they need to confirm that they continue to meet the standards of the Register by signing the terms and conditions.

Following sample size research, the BACP Register set the percentage of registered members to be audited at 2.6 each month. This figure allows the Register team to gain a good picture of engagement with the terms and conditions as well as giving confidence that Register standards are being met.

Aside from monitoring compliance with the terms and conditions, information from the audit is used to gather statistical data and trends. This information, (anonymised to respect confidentiality), may also be passed on to different departments in BACP for further development such as CPD events or professional guidance documents. Owing to new information technology systems within the organisation, the way data has been collected and anonymised over the last three years has changed slightly, as well as the process for how auditees are selected each month. This has had an impact on the data collection and has caused some minor variations in the way that findings have been reported.

What did the register audit assess?

Registered members selected for audit are asked for the past year's records relating to the following Register requirements:

- CPD
- Supervision
- Contact details for supervisor/supervisors
- Indemnity insurance.

Auditees during 2017-2018 had approximately six weeks' notice to provide the required evidence for the audit. If auditees did not submit information by the submission deadline, they received a letter from the Assistant Registrar informing them that their name had been suspended from the BACP Register. Auditees were then given 16 days to respond before their name was removed permanently from the Register.

How was the audit assessed?

The audits were assessed by a member of the Register team against the standards required by the Register's terms and conditions. Further information about the standards can be found in the [CPD Guide and Supervision guide](#) available on the BACP website.

Who was audited?

Anyone who had been on the BACP Register for more than a year was eligible for audit and, if selected, was asked to submit information.

Table 1:The number of registered members selected for audit in 2017-18

	2017 - 18
Number of registered members selected for audit	602

Graph 1: The number of registered members selected for audit between April 2017 and March 2018

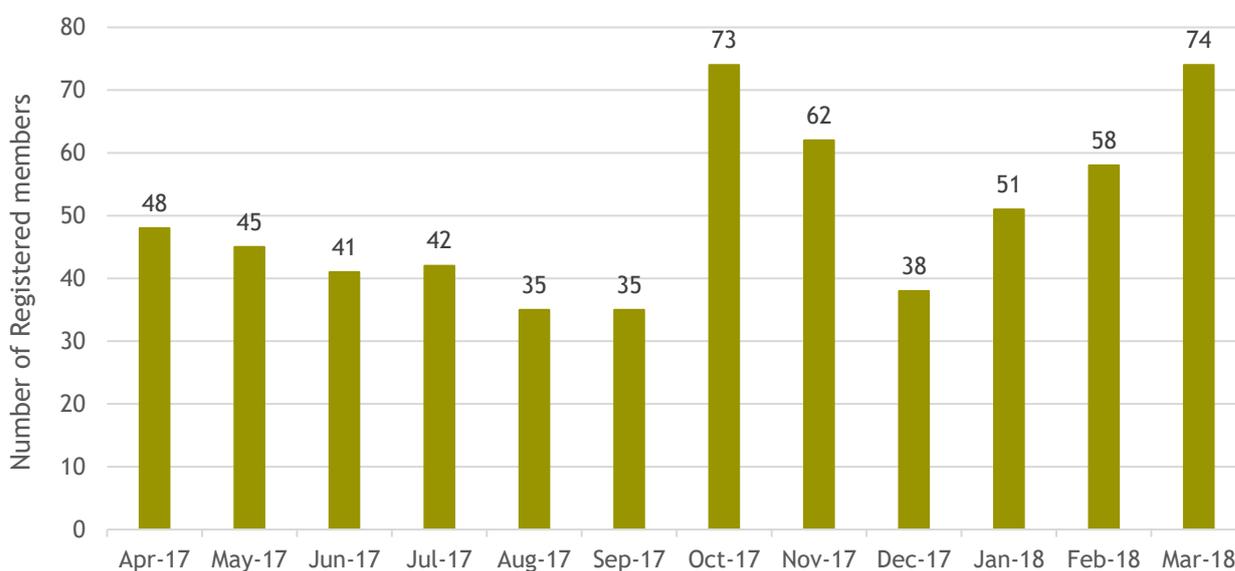


Table 2: The total number of registered members in each age group compared to number of auditees

Age Range	21 - 30	31 - 40	41 - 50	51 - 60	61+	Unknown	Total
Total Number of Registered members (% within the group)	575 (2%)	3840 (11%)	8512 (25%)	12,646 (36%)	7751 (22%)	1319 (4%)	34,643
Number of Auditees (% within group)	8 (1%)	60 (10%)	158 (26%)	206 (34%)	149 (25%)	21 (3%)	602

Table 3: The gender of registered members and auditees

Gender	Number of registered members	Number of auditees
Female	29,144 (87%)	523 (87%)
Male	5499 (13%)	79 (13%)
Unknown	0 (0%)	0 (0%)

Table 3 displays the audit selection in April 2017-March 2018 mirrored the same percentages of the overall gender of registered members at the BACP, whereby 87% selected were female and 13% were male.

Table 4: The accredited status of registered members and auditees

Status	Number of registered members	Number of auditees
Accredited	11,559 (33%)	201 (33%)
Non - Accredited	23,084 (67%)	401 (67%)

The audit selection in April 2017- March 2018 also reflected the same accreditation status of registered members across the wider membership, whereby 33% of auditees were accredited and 67% were non-accredited

Pass and fail rates

Auditees had three attempts to pass the audit process before removal from the Register.

Table 5: The number of auditees who passed the audit process on the first, second and third attempts

	Passed 1 st attempt	Passed 2 nd attempt	Passed 3 rd attempt
2017 - 18	460 (89.7%)	45 (84.9%)	8 (100%)

*Please note only 513 registered members were audited whilst the remaining either lapsed, cancelled (52), deferred (27), retired (5) or were removed (5) from the register for not complying with the audit process.

Table 6: The gender and accredited status of auditees who passed the audit process on the first, second and third attempts

Passed:	Number of female auditees (% within group)	Number of Male auditees (% within group)	Number of accredited auditees (% within group)	Number of non-accredited auditees (% within group)
1 st attempt	401 (87.2%)	59 (12.8%)	163 (35.4%)	297 (64.6%)
2 nd attempt	41 (91.1%)	4 (8.8%)	15(33%)	30 (67%)
3 rd attempt	8 (100%)	0 (0%)	4 (50%)	4 (50%)

Lapsed/cancelled membership

After being selected for audit 52 registered members either did not renew or cancelled their membership and were subsequently removed from the register.

Table 7: The number and percentage of lapsed/cancelled membership

	Lapsed/cancelled membership	Female	Male
2017 - 18	52 (8.8%)	41 (7.8%)	11 (13.9%)

Table 8: The accredited status of auditees who lapsed or cancelled their membership

	Number of accredited auditees (% within accredited group)	Number of non-accredited auditees (% within non-accredited group)
2017 - 18	14 (7.0%)	38 (9.5%)

Removal of registration

Only five auditees (1%) were the subject of a decision to remove their name from the BACP Register. Those decisions were made because they had either not been in practice for over three years, not met the standards for CPD requirements or not adhered with the requirement to submit information for audit.

Table 9: The number of removals from the BACP Register in relation to gender and the accredited status of auditees

	Female (% within Female group)	Male (% within Male group)	Number of accredited auditees (% within accredited group)	Number of non-accredited auditees (% within non-accredited group)
2017 - 18	3 (0.6%)	2 (2.5%)	0 (0%)	5 (1.3%)

Deferrals and extensions

The team recognised that due to unavoidable/extenuating circumstances some members needed to defer their audit or extend their deadline. We granted a deferral or extension after discussing circumstances with members by email or telephone.

Registered members were given an extension of two weeks as standard to submit the required documents. However, in some cases deferrals of 12 months were given for registered members with extenuating circumstances including; family bereavement, long standing acute personal/emotional circumstances, maternity/paternity leave or long standing serious illness.

All deferrals were recorded to allow the audit assessment team to follow up on these 12 months later.

For the audit period of April 2017- March 2018, 32 auditees (5%) were granted a deferral and 20 auditees (3%) were given an extension.

Table 10: The number of deferrals for auditees in relation to gender:

	Female (% selected for audit)	Male (% selected for audit)
2017 - 18	29 (5.5%)	3 (3.8%)

Table 11: The number of deferrals for auditees: registration status

	Number of accredited auditees (% within accredited group)	Number of non-accredited auditees (% within non-accredited group)
2017 - 18	3 (1.5%)	29 (7.2%)

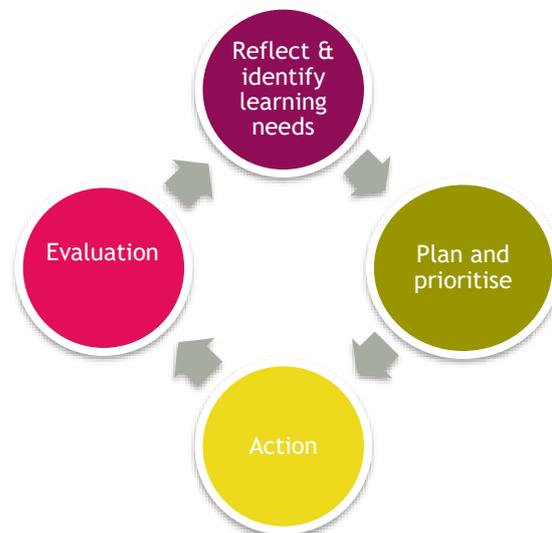
CPD analysis

As part of the audit process, registered members were required to give details of CPD planning and CPD activities.

The Register defines CPD as:

“Any learning experience that can be used for the systematic maintenance, improvement and broadening of competence, knowledge and skills to ensure that the practitioner has the capacity to practice safely, effectively and legally within their evolving scope of practice. It may include both personal and professional development.”

The Register sees CPD as a cyclical process as shown below:



The cycle focuses on what registered members have gained from CPD and is outcomes based. Registered members are normally expected to undertake at least 30 hours of CPD per year.

If selected for audit, members are required to send a copy of their past year’s CPD record using the template provided by the register team. This can be viewed

via the link: <https://www.bacp.co.uk/membership/registered-membership/guide-to-cpd/>

CPD records were assessed against the BACP standards for CPD:

1. Registered members must keep an up-to-date and accurate record of CPD activities using the template provided by the BACP register.
2. Registered members must record a range of CPD activities relevant to current or future practice.
3. Registered members must clearly show how they have reflected, planned, actioned and evaluated their development needs and indicate how this will have an impact on their practice.
4. Registered members must submit their record upon request.

Members are required to use the reflection and planning part of the CPD template to show what they want to achieve in the year. This includes what they need to learn; how the learning is relevant to their practice; what they might do to achieve this learning; what will the success criteria be and target dates for review and completion.

To analyse this information for the annual report, CPD plans were grouped and given numerical codes. The codes for CPD have been created based on the list of examples in the 'CPD Guide to Audit' and were also based on common themes amongst the members' CPD records.

Table 12:CPD themes that auditees followed in 2017-18

Theme	Frequency of theme mentioned in CPD	Percentage of theme mentioned in CPD
Learning new theoretical view point / New technique	882	31.4%
Self-care / Self awareness	282	10.9%
Keeping up to date with the profession	215	7.4%
Working with difference - Learning difficulties /	206	7.1%

Disabilities / Ethnicity / Sexuality / Dyslexia		
Working with children / Young people / Schools / Families	171	6.4%
Working with trauma	141	5.1%
Government Policy / Legislation / Data Protection / Safe Guarding	116	4.0%
Bereavement / Death / Terminal illness	102	3.6%
Mindfulness	93	3.2%
Working with abuse/ DV / Child abuse / Sexual abuse	84	3.0%
Supervision Training / Coaching	79	2.8%
Working with couples / Divorce	62	2.2%
Working with addiction / Substance misuse	55	2.0%
Working with eating disorders	52	1.8%
Working within organisations / Colleagues	49	1.7%
Working in private practice / Retirement	48	1.7%
Working with anxiety or stress	47	1.6%
Suicide awareness / Self-harm	42	1.5%

Networking / Promoting service / Committee work / Joining organisations	37	1.3%
Working with depression	32	1.1%
Working with CBT	28	1.0%
Peer supervision / Support	19	0.7%
Neuroscience	15	0.5%
Dealing with ethical issues	7	0.3%
Transactional Analysis	6	0.2%
Online work	4	0.1%
Unplanned Activity	3	0.1%
Working with personality disorder	1	0.1%
Total number of themes	2878	

The frequency of themes above indicates that learning a new theoretical view point / technique was the predominant theme undertaken. This was found to be consistent with both accredited and non-accredited registered members.

Registered members are required to use the action and evaluation part of the CPD template to show what they did to achieve their goals outlined in the reflection and planning section. This included; when was the learning activity completed; what did the member do; what did they learn; how will this be applied to practice; what will be the benefits and is any further action required within the next CPD cycle in relation to this learning area.

Similarly to the CPD planning and reflections, CPD activities were grouped and given numerical codes. The codes for CPD have been created based on the list of examples in the 'CPD Guide to Audit' and were also based on common themes from members.

Table 13: CPD activities that auditees recorded in 2017-18

Activity	Frequency of activity mentioned in CPD	Percentage of activity mentioned in CPD
Reading	651	22.0%
Lectures / seminars / courses / diploma / degree / master's / training course attendance	630	21.3%
Workshop / masterclass attendance	377	12.7%
Self-care activities	257	8.7%
Updating knowledge through TV / Radio / Web	182	6.2%
Conference attendance	176	6.1%
E-Learning CPD modules / Online activities	175	6.0%
Peer supervision / Support / Discussion group	109	3.7%
Not yet completed	86	2.9%
Meetings / Fairs	72	2.4%
Giving conference / Workshop presentations	45	1.5%
Participation in other interest group	41	1.4%
Organising specialist group / Facilitating	35	1.2%

Writing articles / Papers / Online publications	33	1.1%
In service/ In house training	23	0.8%
Retreats / Weekend workshop (live in)	21	0.7%
Placement job	17	0.6%
Supervision research	15	0.5%
Researching	4	0.1%
Mentoring / Co-facilitation	4	0.1%
Work shadowing	3	0.1%
NA	2	0.07%
Committee work	1	0.03%
Total number of activities undertaken	2959	

The frequency of activities above indicates that reading, attending lectures and workshops were the principal activities undertaken. This was found to be consistent with both accredited and non-accredited registered members.

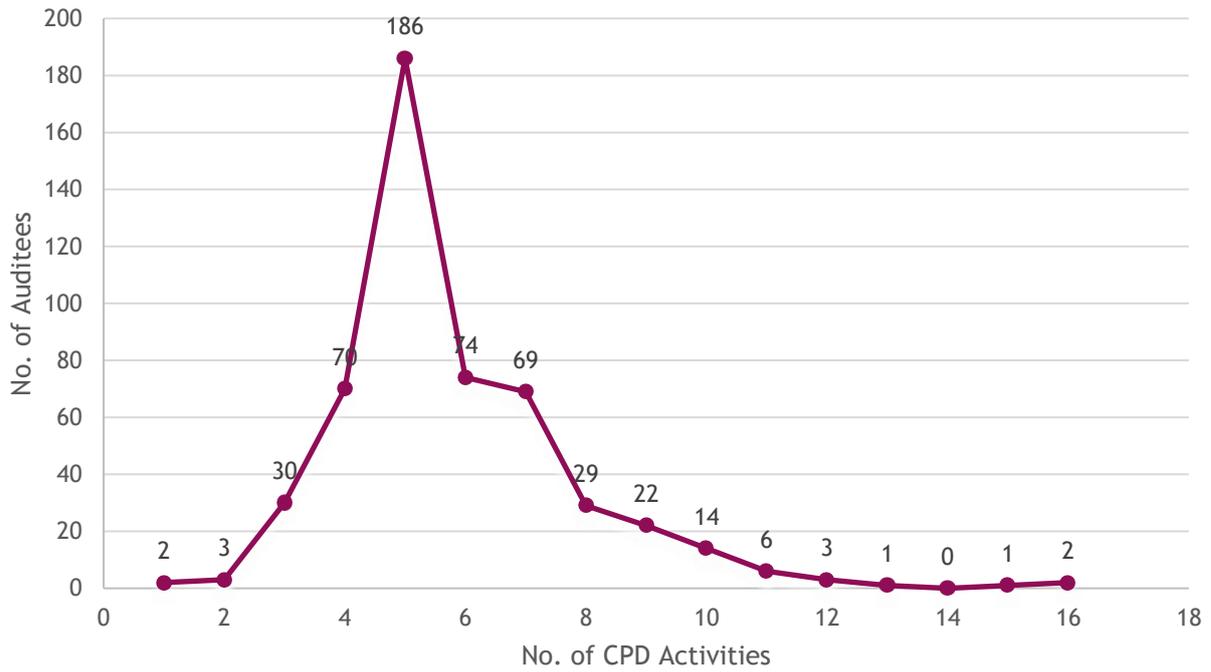
Members didn't have to submit all CPD activities, as the standards state that registered members only need to provide evidence of "a range of CPD activities relevant to current or future practice".

Table 14: The number of CPD activities that auditees recorded in 2017-18

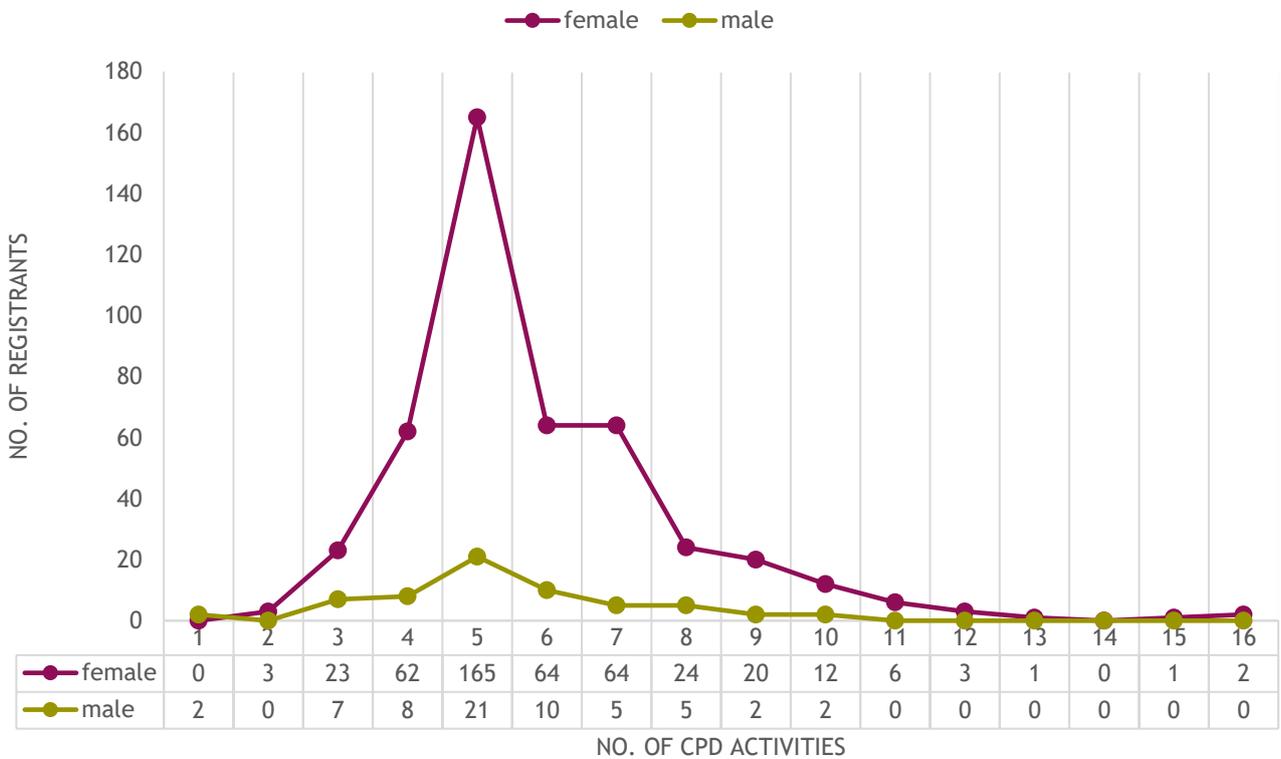
No. of CPD Activities Undertaken	% of Accredited Registered members (Total: 186)	% of Non - Accredited Registered members (Total: 326)	% of Female registered members (Total: 450)	% of Male registered members (Total: 62)	Total (512)
1	50%	50%	0%	100%	2
2	66.7%	33.3%	100%	0%	3
3	33.3%	66.7%	76.7%	23.3%	30
4	38.6%	61.4%	88.6%	11.4%	70
5	36.6%	63.4%	88.7%	11.3%	186
6	40.5%	59.5%	86.5%	13.5%	74
7	40.6%	59.4%	92.8%	7.2%	69
8	24.1%	75.9%	82.8%	17.2%	29
9	27.3%	72.7%	91.0%	9.0	22
10	35.7%	64.3%	85.7%	14.3%	14
11	33.3%	66.7%	100%	0%	6
12	0%	100%	100%	0%	3
13	0%	100%	100%	0%	1
14	0%	0%	0%	0%	0
15	0%	100%	100%	0%	1
16	0%	100%	100%	0%	2

* Not all 602 registered members completed CPD activities as some members were excluded due to deferrals, cancellation, lapsed membership or if no audit submission was made.

Graph 2: The number of CPD activities recorded by auditees



Graph 3: The number of CPD activities recorded by female and male auditees



Supervision analysis

The Register team defines supervision as:

“A specialised form of mentoring provided for practitioners responsible for undertaking challenging work with people. Supervision is provided to ensure standards, enhance quality, advance learning, stimulate creativity, and support the sustainability and resilience of the work being undertaken.”

The BACP standards for supervision are that registered members must understand the role and value of supervision and ensure they have appropriate supervision in place. Registered members must keep an up-to-date record of their supervision sessions which should include:

1. Date and duration of the supervision session.
2. Format of the session (e.g. peer, one to one, group) and the mode of delivery (e.g. face to face, Skype, telephone).
3. Work context to which the supervision relates.

Accredited registered members must maintain a minimum of one and a half hours of supervision each month. For non-accredited registered members, a set number of hours is not specified.

If selected for audit, registered members must also be able to demonstrate the impact of supervision by giving three examples of how supervision has helped and supported them in their practice. The Register has templates which registered members can use to record their supervision. This can be viewed via the link: www.bacpreregister.org.uk/Supervision-Cpd

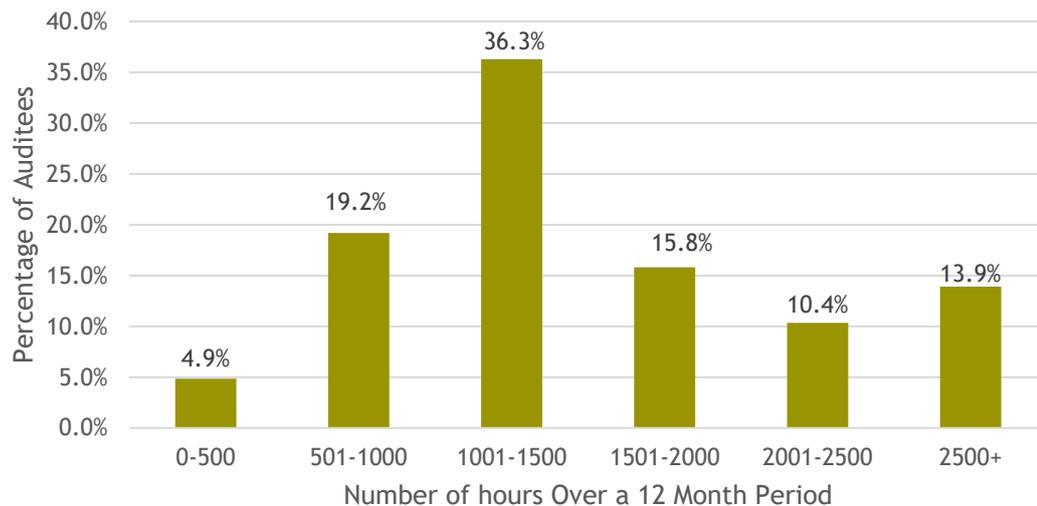
For analysis purposes, examples were coded based on conveyed themes, with reference to the [*Competence Framework for the Supervision of Psychological Therapies*](#). The codes were based on the following:

1. Educational/learning benefits - covers training, reading, workshops, other learning techniques etc.
2. Enhancing ethical practice - discussing ethical issues, concerns or dealing with breaks in confidentiality.
3. Fostering working with difference - dealing with issues such as ethnicity, sexuality, disability etc.
4. Helping to adapt to working within organisational difference - managing working relationships and management, managing work load if self employed
5. Maintaining a supervisory alliance - covers having a mutual bond, an agreement to supervisory tasks, having a structure to sessions, presenting clinical work, using a range of methods to give feedback, taking care of self, increasing self-awareness, giving reassurance and increasing levels of self-reflection.

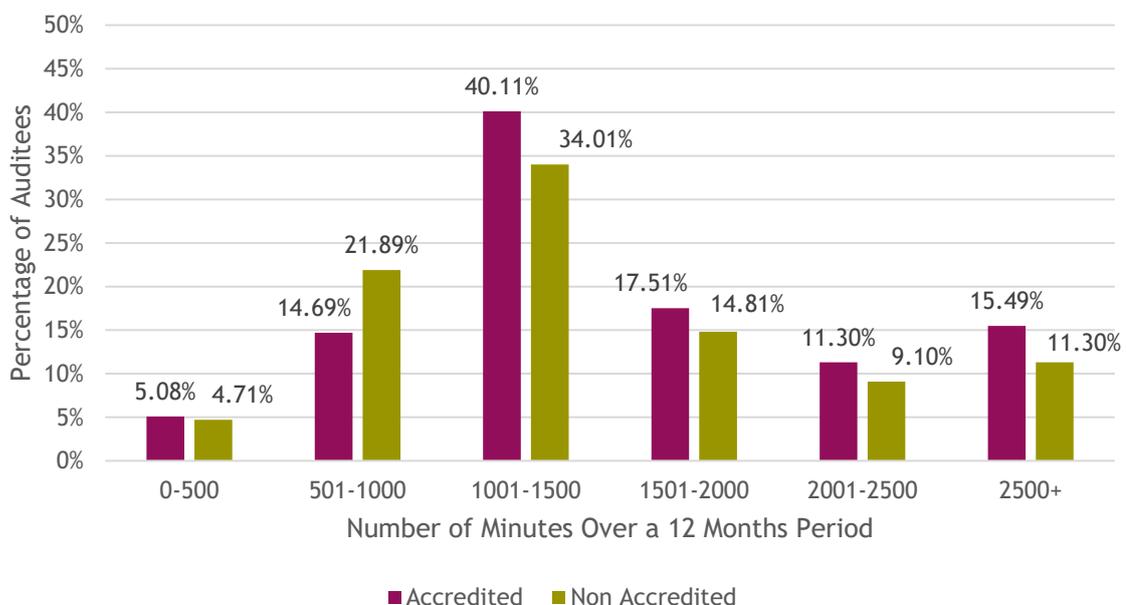
6. Ability to gauge Registrant's level of competence as a supervisee - based on factual knowledge, clinical skills, ability to inform links between theory and practice to implement interventions. Dealing with complex cases, transference and countertransference, boundaries, new experiences, gaining further understanding following a session.

7. Ability for Registrant's supervisor to signpost to other specialists if Registrant's own knowledge is limited.

Graph 4: The percentage of auditees having between 0 - 44+ hours of supervision in 2017-18

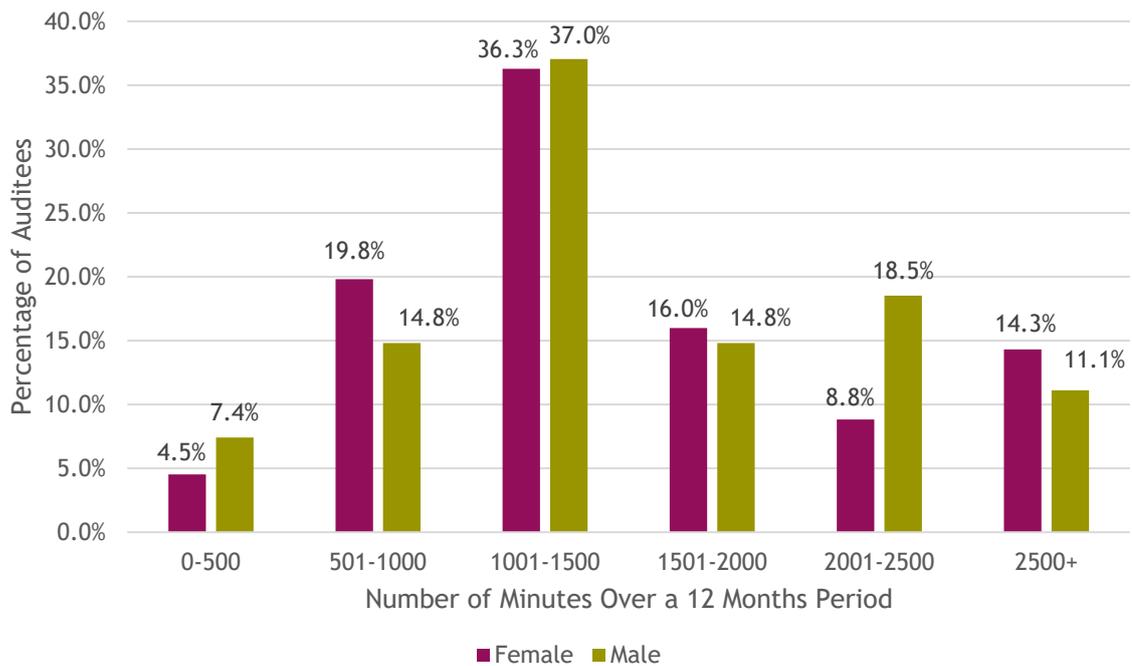


Graph 5: The accredited status of auditees in relation to the number of supervision hours undertaken



The minimum amount of supervision to be undertaken by accredited registered members who had also been in practice for 12 months was 18 hours per year, which equates to 90 minutes per month. Accredited members did not need to have a minimum of 90 minutes a month in supervision when not in practice. Graph 5 demonstrates a positive finding since a high proportion of non-accredited members also undertook the same minimum requirements of supervision as for accredited members.

Graph 6: The gender of auditees in relation to the number of supervision hours undertaken



Graph 6 demonstrates little gender difference between the number of supervision hours undertaken by auditees.

The supervision record requires auditees to give details of the type of supervision they had in place:

- Individual ALL only (ALL denotes face to face, telephone and Skype)
- Group only (between two and eight group members)
- Peer only
- Individual ALL and group
- Individual ALL and peer
- Individual, group and peer

Table 15: The percentage of auditees using each type of supervision delivery

Supervision delivery	Percentage of auditees
Individual ALL only	61.3%
Group only	1.3%
Peer only	0.6%
Individual ALL and group	21.9%
Individual ALL and peer	9.9%
Individual ALL, group and peer	3.16%
Group and peer	0.42%
Not in practice	8.21%

The 'Individual ALL only' category represents members using telephone supervision or face-to-face supervision. Members were not using Skype as their only form of supervision. Those using Skype were also using other forms of support such as group or peer supervision.

Table 16: The frequencies of the three examples, the number and the percentage of auditees who undertook each theme

Themes	Number of times given as an example	%
Maintaining a supervisory alliance	491	34.6%
Gauging level of competence as supervisee	377	26.6%
Educational / Learning benefit	232	16.4%
Working with organisational difference	151	10.6%
Enhancing ethical practice	100	7.1%
Fostering working with difference	23	1.6%
Ability to signpost supervisee	45	3.2%
Total	1419	

The frequency of the examples above indicates that maintaining a supervisory alliance and gauging level of competence as a supervisee were the prominent themes documented when giving examples of the value of supervision. This was consistent for both accredited and non-accredited registered members.

Appeals

If a member did not meet the Register's standards following their third audit submission they were removed from the BACP Register.

No appeals were made during the time frame being covered in this report. However, a registered member has the right to appeal within one calendar month of the date on the decision letter. There are two grounds on which a member can appeal:

1. That the audit procedure has not been correctly followed
2. That the audit information has not been fairly and properly assessed against the Register's standards.

If a registered member appeals a decision to remove registration in the future, this will be looked at by the Public Protection Committee (PPC)

Assessment feedback

The Register team commented on the extremely high quality of the audits and the commitment to both CPD and supervision demonstrated by registered members throughout. This is reflected in the percentage of members passing first time.

We have included feedback from the register team based on the submissions they assessed. Below are some key points to consider when populating CPD and supervision records and when supplying information for audit.

- Please give as much detail as possible about CPD planning and activities you have completed or are completing. We are looking for information regarding how you have planned your CPD and how you have progressed because of completing each activity.
- Please give details that cover the previous 12 months. This includes showing that you were covered by indemnity insurance (if in practice) during that time.
- Please supply the information in an appropriate format. As a requirement for audit, CPD must be recorded in the CPD template. The supervision record can be supplied in your preferred format, but all required information should be covered within this.
- Avoid including confidential information e.g. - names of patients/clients. Please ensure that all confidential information is anonymised before submitting.
- Please don't leave blank spaces within the CPD record or supervision record. If any information is missing, we will contact you for verification and this may increase the time you wait to receive your decision letter.
- Please don't supply information for the next 12 months. The audit requirements cover the previous 12 months, enabling registered members to show that they have had supervision and indemnity insurance, and have also planned and actioned CPD activities over the last year.

Conclusion

The overall response to the audit was positive and shows BACP registered members continue to meet the register terms and condition. It was clear that there was a continued commitment to engage in CPD activities and regular supervision. This is supported by some of the key findings found in the report below.

Key findings:

- The current number of registered members equates to approximately 74% of the total BACP membership.
- 87% of registered members selected for audit were female and 13% were male, which reflects the gender split of BACP membership.
- Members were randomly selected. This report shows that the total number of selected members in each age group reflected the number of registered members in each age group.
- 89.4% of members selected for audit passed on their first attempt, 84.9% on the second attempt and 100% on the third attempt. The remaining members either lapsed/cancelled their membership (10%), were removed for not complying with the audit process (1%) or were able to defer their selection for audit (5%).
- 41 registered members have been selected more than once since the first Register audit took place in 2013.
- There were five removals (1%) from the BACP Register following failure to meet the standards of the Register audit. Those decisions were made because the members had either retired and not been in practice for over three years, not met the standards for CPD requirements or not adhered with the requirement to submit information for audit.
- Members maintained their CPD by various means including, primarily, learning new techniques/theoretical view points and keeping up to date with the profession. CPD themes were carried out in several ways, principally via lectures/seminars and reading.
- There was little difference between the amount of supervision reported by accredited and non-accredited auditees. Many had far more than the 90 minutes-a-month minimum supervision required by the BACP Accreditation Scheme.

The Register team commented on the general high quality of audit submissions, testament to the dedicated professionalism of BACP registered members.

Future steps

The register terms and conditions (see appendix 1) require registered members to give full and complete authority to the register team to confirm supervisory relationships in accordance with the audit protocol. To enhance the audit process, the register team will be now collating third party feedback as part of the audit process. This will require supervisors to confirm their supervision arrangements with their supervisee over the last 12 months. Based on the high compliance and pass rates from the request for audit, a random selection of 10% of members from the 2% selected for audit will go through this form of assessment. As this is a new addition to the audit process, the team will look to review this percentage in due course. The register team will send the supervisor(s) a form that they can complete and return, and this will then be assessed against the members' records.

Evidence of appropriate, current and ongoing indemnity insurance is also required for audit purposes. Currently, the register team only require the policy name, policy number and dates of cover which can be written in an email. Going forward, the team will now be requesting evidence of either an insurance certificate or a letter from an employer detailed on headed paper.

Appendices

Appendix 1: Register terms and conditions

If you wish to join the BACP Register, or retain your current registration, you will have to meet the [entry requirements for the Register](#) and agree to the following terms & conditions, which are set out below at numbers 1-15 and as may be varied from time to time.

Your initial application form for BACP membership contained a paragraph entitled 'Applicant's Declaration and Signature'. You signed that form. The terms and conditions set out below do not replace the matters referred to under the heading 'Applicant's Declaration and Signature' and are in addition to them.

Terms and conditions:

1. I confirm that the information provided by me in my BACP Membership Application Form and in my annual renewal of membership is accurate, is not subject to any alteration or change and that by signing the agreement and declaration at the end of these Terms and Conditions I confirm and agree that this is the position.
2. I confirm and agree that I am in practice or have practised within the past three years.
3. I confirm and agree that I will abide by BACP's [Ethical Framework for the Counselling Professions](#) and any amendment or variation that may be made to it and any other formal, written statements that BACP may make from time to time with regard to ethical practice and I also confirm and agree that I will abide by the [Professional Conduct Procedure](#).
4. I confirm and agree that I will ensure that my personal details are kept up-to-date, including all my employment information.
5. I confirm and agree that I will ensure that I have adequate, current and ongoing professional indemnity insurance sufficient to my area(s) of practice.
6. I confirm and agree that I will ensure that I undertake and record continuing professional development (CPD) in line with the Register's requirements and will abide by and fully cooperate with the Register's CPD audit procedure, as may be varied from time to time.
7. I confirm and agree that I will ensure that I have appropriate supervision in place and will abide by and fully cooperate with the Register's supervision audit procedure, as may be varied from time to time. If I am an accredited member I further confirm that my supervision or consultancy arrangements are or were appropriate to my caseload and constituted a minimum of 1 ½ hours per month.

8. I confirm and agree that I will notify my supervisor(s) that the Registrar of the BACP Register of Counsellors and Psychotherapists (hereinafter referred to as the Registrar) may make contact to confirm that I have appropriate supervision in place. I hereby agree, if requested, to provide the Registrar with details of my supervisor(s), who may be contacted and I agree to give authority to that supervisor(s) to disclose such information that the Registrar may require and I further hereby give full and complete authority to the Registrar to contact that supervisor(s) to request such information as may be required in accordance with the supervision audit protocol.
9. I confirm and agree that I will declare any issues relating to character that may affect my practice.
10. I confirm and agree that I understand that professional conduct details will be disclosed to relevant parties where deemed necessary or obligatory.
11. I confirm, acknowledge and agree that if I am removed from the Register my removal from the Register will be published and further that it may be appropriate in circumstances for the Disclosure and Barring Service and Disclosure Scotland and/or other relevant authorities and employers, if applicable, to be notified.
12. I confirm that I understand and agree that withdrawal and/or suspension of registration as a result of professional conduct proceedings or failure to comply with the audit requirements will result in the withdrawal or suspension of my accreditation and the removal of my name from the Register. This may also result in the termination of my membership of BACP.
13. I confirm that I am aware that the Register is accessible to the public and as such I agree that information regarding my name, geographical location, registration status, membership status and professional conduct sanctions is freely available.
14. I confirm that any information that I have given is truthful and that I have provided full, frank and complete disclosure of all matters that may be relevant to the Registrar in determining whether I should be registered or retain registration on the Register.
15. I further confirm and agree that if there are any changes to any of the information I have given I will notify the Registrar immediately at bacp@bacp.co.uk or 01455 883300.

