

Dear IPSS Member

### **It is time for your 5- yearly Reaccreditation**

#### **Please read and reply to this email/letter**

**Please note** that the UKCP now insists that in order to continue to register with it you have to successfully reaccredit at least every five years. UKCP insists that failure to successfully reaccredit through this process will automatically mean that **your registration with the UKCP will not be renewed**. If your registration with the UKCP is not renewed, the consequence will be that you will cease to be a member of the UKCP.

IPSS, through which you are registered with UKCP, now needs to reaccredit you so you can continue to be registered with UKCP. IPSS is conducting this process which is based on IPSS and UKCP policies. This process is separate from, but sits alongside, the annual CPD checking. **There will be fee charged, currently £50, to cover the administration and appraisal costs of this process.** The reaccreditation process is co-ordinated by Elisabeth Auer our Chair of the Members' Committee.

Please note, that you need to complete the process within the time limits set out or you will incur additional charges to cover the additional costs to IPSS of ensuring that the process continues satisfactorily. The time scale will start from the date of this initiating email/letter.

We have attached (or are giving details of links to) the following :

IPSS Re-accreditation policy

IPSS Re-accreditation Application Form

IPSS CPD policy

IPSS/ policy on Equalities and Diversity that includes the UKCP diversity and equality statement.

All policies and documents referred to in the re-accreditation pack are accessible and can be found on the IPSS web site in the Members' Area. The Log in details for the Members' Area are:

Username: **Member**

Password: **Guild47Nelso**

Please use these documents when working through your 5-yearly reaccreditation.

If you need additional help please email IPSS Administrator, Paola Turner at [info@ipss-psychotherapy.co.uk](mailto:info@ipss-psychotherapy.co.uk)

Time limits for the re-accreditation process are as follows:

1. The fee of £50\* to be submitted within 20 days from the date of this email.
2. Referring to the IPSS reaccreditation policy, all documentation required to be submitted by September 1<sup>st</sup>. 2020. This can either be sent by email or by post to the address below.
3. You will receive feedback within 7 days at the latest, following the deadline for the submission of your documents. This may include queries or requests for further information as well as confirmation of your successful reaccreditation.
4. IPSS aims to complete the 2020 re-accreditation of it's members by September 30<sup>th</sup>.

Details of successfully reaccredited members will be held by IPSS and also sent to UKCP.

\*Cheques to be made payable to IPSS (?) and sent to :

Paola Turner

IPSS Administrator

77 Shalimar Gardens

London W3 9JG