**PROFESSIONAL STANDARDS EVALUATION COMMITTEE**

DECISION

|  |  |
| --- | --- |
| **Committee Members**  (Name, Position in NCIP) | **Represented by**  (Team / Department) |
| 1. | Registrar |
| 2. | Safeguarding |
| 3. | Ethics Committee |
| 4. | Professional Standards Committee |
| 5. | Operation Team |

has conducted evaluation process in relationship to application:

|  |  |
| --- | --- |
| **Applicant’s Full Name** | **Application for Membership No.** |
|  | No.: |
| **Applicant has submitted a Statement on why they applied for the membership in NCIP?** | […] YES. […] NO. |

and has concluded the following:

|  |
| --- |
| **Application for membership can be** |
| […] ACCEPTED […] DECLINED |

**ASSIGNED LEVEL [ ]**

**With the following conditions set:**

The Committee took in consideration:

1. Interview, conducted on (date) at (time) .
2. Statement on membership submitted by the Applicant.
3. Reasoning for calling a Professional Standards Evaluation Committee meeting.
4. Other factors

Note: All 1.-4. and further relevant supporting evidence are attached to the case.

**LEGEND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of offence (misconduct) declared/uncovered/assigned.** | | | | |
| **DETAILS** | **LEVEL 1** | **LEVEL 2-3** | **LEVEL 3-4** | **LEVEL 5** |
| **Minimum requirements for case to be considered** | * Statement for membership * Interview with the Committee * Supporting letter from the Supervisor(s). * References | | | X |
| **Best Possible outcome for the case** | Accepted | Accepted | Accepted | **Declined** |
| **If the application for membership is accepted, the following**  **conditions will apply:** | | | | X |
| - **Conditional membership for a period** | Up to 6 months | Up to 9 months | Up to 12 months | X |
| - **Additional clinical supervision to standard 1.5h/month** | +1h/per month | +1.5h/per month | +2h/per month | X |
| - **Letter/Email from the Supervisor directly to NCIP confirming a fitness to practice, good character, and feedback.** | Monthly | Monthly | Fortnightly | X |
| - **Prior to start a Conditional membership, the applicant must submit the Registrar the following:** | * Accept conditions set by NCIP. * Nominate the Supervisor(s) and provide their details to NCIP. * The nominated supervisor must sign and confirm acceptance the conditions | | | X |
| - **Removal of set conditions and Standard membership can be granted if all requirements are satisfied, and the Committee is fully satisfied with outcomes of the conditional membership. \* The Applicant is required to inform the Registrar in advance.** | In up to 6 months | In up to 9 months | In up to 12 months | X |

\*Removal of condition(s):

*It is the Applicant’s responsibility to inform the Registrar (via email or letter) no later than 4 weeks prior to the end of their Conditional Membership to express their intention and willingness to gain full membership with the NCIP.*

**PROCESS**

**Step 1.** Application request is received by the Registrar, who conducts a review and identifies any previous disciplinary actions held against the applicant or other concerns relevant to membership. If any are identified, a Professional Standards Evaluation (PSE) case is opened (within 10 working days).

**Step 2.** The Applicant is notified by the Registrar (within 5 working days) about the PSE process and course of actions to be taken. The Registrar will request the following from the applicant to initiate the PSE process (required to be submitted within 10 working days):

* Statement for membership – the applicant is to explain why they wish to become a full member of the National Council of Integrative Psychotherapists.
* Interview with the Committee – the Applicant will be interviewed by the committee consisting of The Registrar and representatives from Safeguarding, Ethics, Professional Standards Committee, and Operations.
* Supporting letter from the Supervisor(s). The Applicant must submit a letter from their supervisor supporting his intention to become a member of the NCIP.
* References – As additional supporting evidence, the applicant is invited to supply any additional relevant references about their character and professional conduct from appropriate referees (employer, colleague, etc.)

\*If the above mentioned is not satisfied, the case cannot proceed.

**Step 3.** The Registrar receives all information requested in Step 2. And confirms they have everything in full and formally opens the case. The Registrar informs the Applicant by email/letter that the case is officially opened.

**Step 4.** The Registrar creates a PSE Committee.

**Step 5.** Committee receives all requested information from the Registrar. The PSE Committee considers and evaluates all information and informs the Applicant of the date of Interview with the PSE Committee. The Applicant is required to confirm their attendance within 3 working days.

**Step 6.** Committee conducts the interview. This gives the opportunity for the Applicant and the Committee members to ask or clarify information and ask/answer any additional questions.

**Step 7.** Within 5 working days from the date of interview, the Committee issues a formal decision and shares it with the applicant. Committee additionally takes in consideration:

* whether offence was disclosed by the Applicant, or it was uncovered during membership application process (including investigation process of past or current memberships in other registers)
* Experience of the applicant
* Level of offence and timescale of events
* Current Circumstances and activity, memberships and volunteering and other socially important works and activities
* Other factors and possible evidence

**Step 8.** The Applicant is required to confirm within 3 working days, their agreement with decision and set conditions. If the Applicant agrees, the process for Conditional membership begins from the date of confirmation of agreement.

Full membership can be provided after the conditional membership has expired and set conditions are fully satisfied.

If the Applicant does not agree with the decision or set conditions,

they have right to appeal the decision of the Committee within an additional 3 working days using the NCIP [**Appeal Process.**](https://www.the-ncip.org/appeal)

If the applicant does not accept decision or set conditions and does not appeal, the case is closed. Membership declined and the Case is archived. The same is for the case if the Applicant does not respond with a confirmation.

**Step 9.** The Committee’s decision is then shared with the Registrar to be processed.