

## **IPSS POLICY AND PROCEDURE FOR APPLICATION FOR MEMBERSHIP OF IPSS BY CURRENT ACCREDITED MEMBERS OF CPJA.**

### **IPSS Policy.**

Council confirmed in June 2017 that a member of IPSS must also be a member of UKCP, accredited as a psychoanalytic psychotherapist with its college, CPJA. IPSS only accepts applications for membership from psychoanalytic psychotherapists that are currently accredited by CPJA for the UKCP register of Psychotherapists. They may be direct members of CPJA or members of other CPJA Member Organisations. All other applications for membership must follow the route of Accreditation. (Accreditation is a separate process overseen by the Accreditation committee with guidance provided on the IPSS website.)

### **IPSS Procedure.**

**Stage 1.** The application consists of

- A Letter of Application to the Chair of IPSS.
- A completed Application Form, which covers membership requirements and incorporates a request for two recent professional referees, one who must be a supervisor, aware of the applicants clinical work.
- A full CV.

These three documents should be sent together in email form to Paola Turner, IPSS Administrator. [info@ipss-psychotherapy.co.uk](mailto:info@ipss-psychotherapy.co.uk)

- An application fee of £100 should be paid by bank transfer. (Details are on the application form) and a confirmation of payment included in the email.

**Stage 2.** The documents once received will be allocated to two Council members who will decide on whether to go forward with an interview of the applicant. Where it is decided not to progress the application to interview stage the applicant will be informed of the decision and the fee returned. Where an Interview has been agreed upon the two Council members will arrange to meet with the applicant to discuss their application.

The assessment will be based upon the applicant's

- Commitment to the professional ethos of IPSS.
- Likelihood to participate in and contribute to IPSS as an active organisation.
- Meeting the professional standards and engagement with CPD required by CPJA set out in the IPSS policy for Re-accreditation of its members.

**Stage 3.** A decision by the two Council members responsible whether to accept the applicant, will be binding upon the Council. The following actions will then be taken.

- The applicant will be informed of the decision.
  - Where the application is turned down a letter explaining the decision will be sent to the applicant from the interview panel.
  - Where the decision is to accept the applicant for membership the Administrator will be informed and along with a letter to the applicant welcoming them to the organisation which includes a request for payment of the membership fee. This can be split into segments of 4 months for the remainder of that membership year.
  - On receipt of the membership fee, confirmation will be given to the new member that they have been included in the IPSS membership and that their registration with UKCP/ CPJA will be transferred to IPSS as their Member Organisation. The new member will be invited to the next Members' Forum.
- UKCP/ CPJA will be informed by the Administrator.
- The decision will be tabled for information at the next Council Meeting.