

Update regarding CPD Annual Return and Register

December 2024

For attention of: Registrants and Members

Thank you for your time in reading this update regarding changes that have been made to the annual CPD return and the UKBHC Register. These changes have been brought into effect to meet the requirements of maintaining accredited register status with the Professional Standards Authority (PSA).

1. The titles of registration categories that were detailed on the UKBHC website in summer 2024 have been updated. Full registration is now the only status to use the language of registration referred to as 'Registered Chaplain.' All other categories of status with UKBHC are now known as 'membership', e.g. Associate Member, Student Member, Affiliate Member etc. You can view this on the [Registration Criteria](#) pages of the website.
2. Clarifications have been made regarding the expected hours of CPD required for each category of registration/membership. This can be found on the [CPD](#) pages of the website.
3. Changes to CPD:

The name of the annual CPD submission has been changed to **CPD Annual Return**. There are new fields on the return created to keep in step with the requirements of the PSA. These include:

- a. A requirement to declare annually all other registrations held and relevant contact information for those registrations so that the UKBHC is able to conduct regulatory checks with these other organisations.
- b. A number of statements to which each registrant/member must agree, including an important statement regarding endorsement.
 - i. This statement recognises two things, 1) there are roles/employment where endorsement is not required and 2) where endorsement is required it is the responsibility of the employer to seek assurance of appropriate endorsement.

Please use the [new 2024 CPD Annual Return](#) for this year's return that is due 28th February 2025.

NB: last year's CPD submission form remains on this same page to enable and encourage those who have not yet returned their 2023 CPD to do so to ensure they are not suspended or removed from the Register.

4. There have been amendments to both the [Safeguarding](#) and [Complaints](#) policies relating to how the UKBHC will handle instances where registrants/members become the subject of disciplinary or complaints proceedings. Please review these documents – specifically the following sections:
 - a. Safeguarding Policy – section 4.3
 - b. Complaints Policy – point 25
5. In line with the requirements of PSA registration ID numbers as well as current registration or membership status is viewable [on the Register](#). If you are not sure about what is next to your entry, please contact our interim Registrar to make further enquiries – registrar@ukbhc.org.uk or the Lead Officer for Professional Registration – registration.lead@ukbhc.org.uk.

Thank you for your continued support of the UKBHC and our joint work in the profession,

Janelle Kingham
Lead Officer for Professional Registration
UKBHC