



## **WHAT IS REVALIDATION & MEMBERSHIP RENEWAL**

Revalidation is the process of renewing your membership with PTUK/PTI yearly. Memberships expire on February 1<sup>st</sup> of each year unless you have Approved Supervisor as your main grade.

Membership renewal is a process where we ask you to complete an online form/declaration and submit to the Membership Office which enables us to ensure you have everything in place to be practicing in accordance with the guidelines set out by the PSA – Professional Standards Authority <https://www.professionalstandards.org.uk/home>

We email all members due to renew their membership in advance - normally in November or early December each year, reminding them of the upcoming revalidation and letting them know how it works and what information they might need in order to complete it. This gives our members time to prepare and ask the Membership Office any questions they may have.

On or around the first week of December the Membership Office will begin to send out links via email to all members due to renew on February 1<sup>st</sup> the next year asking them to open the revalidation and complete and submit the form/declaration to the Membership Office. Please refer to the email sent prior informing you about revalidation and what to do.

Membership renewal is always invoiced at your current main grade.

The declaration may pass or fail for various reasons – if your declaration does fail you will receive a pop-up message after you submit the declaration to the office telling you why and what to do. You then need to carry out what you need to do, to update your failed declaration.

When you have what you need in place or ready you can go back into your declaration, update it, and submit it again to the office for checking. Should it fail again you will receive a pop-up message explaining why. For continuing difficulties, please contact the Membership Office for assistance.

If your declaration passes you will also be informed of the pass by a pop-up message when you submit your completed declaration.

Every member must be using Fortuna. Membership cannot be renewed without Fortuna. Fortuna is our record management system, issued to members when Block 2 of their APAC certificate course starts. For membership renewal the Clinical Team will draw an anonymous analytical report from Fortuna to check Clinical Governance compliance.

Please email: [Fortunaenquiries@playtherapy.org](mailto:Fortunaenquiries@playtherapy.org) for any questions or difficulties.

Once your declaration passes – you will receive a membership renewal invoice via your email after a period of 24/36 hours. Always check your spam if you cannot see an email you are expecting from us.

This email will contain your invoice and details of your membership grade and fee with easy click options for payment. You should pay this invoice before February 1<sup>st</sup>.

When your payment reaches your file in the Membership Office the team will update your file and either send you an updated printed membership card or send a link for an E card via app.

If you are unsure why you should renew your membership, please check Membership Benefits on the PTUK/PTI/PTIRL website and in Members Resources.

**Please note membership is always at your current main grade. If you have completed the certificate course, received your award and are on the diploma course- you are a Certified Practitioner in Therapeutic Play skills, not a trainee.**

**If you are currently on a certificate course and the diploma together at the same time you will still be a trainee as you have not yet received your award for your certificate course.**

**All members must renew their membership if they wish to continue to practice and remain on the PTUK/PSA register.**

The purpose of the membership team is to look after your memberships, listen to feedback and do our best for you all! Please don't hesitate to contact a member of the team if you have any questions, concerns, or difficulties regarding your membership. [contact@ptukorg.com](mailto:contact@ptukorg.com)