

Registered Training Establishments Membership Policy

1. Renewing Registered Training Establishments Membership

All RTE renewals are due on 1st October each year. Renewal forms will be sent out by the UKATA Administration office. All completed forms and additional paperwork are to be sent to the UKATA Administration office. On receipt the UKATA Administration office will detach the confidential student/trainee membership information and forward to remainder of the renewal to the Chair of TASC. The Chair of TASC will review the completed RTE renewal to ascertain it is complete. If complete the UKATA Administration office will be informed and the RTE invoiced according to how many trainees they have in their training programme. Fees are payable for all students/trainees listed even if, after the forms have been submitted to UKATA, a student/trainee leaves the RTE's programme. If the RTE renewal is not complete the RTE will be notified and requested to send in the missing information. Once received and complete the UKATA Administration office will invoice the RTE.

1.1 Renewal not completed by 15th December

If the RTE does not renew their membership by 15th December a £25 late payment surcharge will be automatically added to the RTE Renewal fee.

1.2 Renewal not completed by 15th January

If the RTE has not renewed their membership by 15th January a reminder message will be sent out outlining the consequence of failing to renew which are:

1. Remove the RTEs name from the Registered Training Establishment Listing;
2. Remove the RTEs name from the UKATA Mailing lists for emails and the Transactional Analyst Magazine
3. Referral to the TASC for review of RTE status.
4. All events will be deleted from the UKATA website.

1.3 Renewal not completed by 31st January

If the RTE has not responded to the opportunity to renew their membership by 31st January UKATA will view the RTE membership as having lapsed and will:

1. Remove the RTEs name from the Registered Training Establishment Listing;
2. Remove the RTEs name from the UKATA Mailing lists for emails and the Transactional Analyst Magazine
3. Referral to the TASC for review of RTE status.
4. All events will be deleted from the UKATA website.

2 Appeals and Procedure

If any member or RTE wishes to appeal against any decision made regarding membership they are to:

1. Write to UKATA outlining the reasons for your appeal within 28 days of the membership renewal being rejected or condition imposed on membership renewal. The letter should be addressed to UKATA Council Chair and TASC Chair.
2. The appeal should contain any supporting evidence to support the appeal.
3. UKATA will acknowledge the appeal in writing within 7 days of receipt.
4. UKATA will investigate the appeal and respond within 28 days. The UKATA Chair in conjunction with the Chair of TASC will appoint a case manager and an investigator who will be two people not involved in the original membership rejection/conditional renewal. This response may request further information or present a final decision.
5. If the individual member or RTE are not satisfied, on ethical or professional practice grounds, with the outcome of the appeal process they may make a complaint to the UKATA Ethics and Professional Practice Committee. In the event of an organizational complaint this matter can be referred to UKATAs arbitration process.
6. If the individual member or RTE are not satisfied, on ethical or professional practice grounds with the outcome of the appeal they may appeal to EATA.

Appeals may be made for the following reasons:

1. If an individual member or RTE has been unsuccessful renewing/re-instating or rejoining their membership of UKATA.
2. If an individual member or RTE has been granted a conditional membership and given requirements to fulfil within a time frame.
3. If procedural errors have been identified.

4. If ethical or professional practice issues have been identified.

Appeals may be rejected for the following reasons:

1. The individual member or RTE, without good cause, failed to renew their membership of UKATA on time.
2. The individual member or RTE failed to inform UKATA of any extenuating circumstances when they applied to renew/reinstate/rejoin their UKATA membership