

THE INSTITUTE OF PSYCHOSEXUAL MEDICINE (IPM) TRAINING GUIDELINES

Welcome to IPM training. This document provides important information that will help navigate the IPM training pathway. Please revisit throughout your training as it is updated regularly and the latest version can found on the IPM website.

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ABOUT THE IPM

The Institute of Psychosexual Medicine is a not-for-profit, registered charitable organisation and is governed by a board of Trustees, members of the IPM who have been elected onto the IPM Council, some as postholders. Council is made up of MIPM and DIPM members from all professional backgrounds. The current board of Trustees can be found at [IPM Council | IPM](#). More details of the IPM can be found at [About us | IPM](#).

ACCESS TO THE IPM WEBSITE AND SUBSCRIBERS' AREA

Regular Seminar trainees have access to the Subscribers' login area of the IPM website. This should work with your existing password. If not, in the first instance, click on the 'reset' link on the log in page. If the issue persists, contact admin@ipm.org.uk.

Access to the Subscribers' area of the website is dependent on whether you are in regular training (working towards the IPM Diploma) or, for Diplomates, if your subscription is paid and up to date. Access will be cancelled if these requirements are not met. See 'Your IPM Subscription' for more information.

Important - **personal and professional details must be kept up to date**. Only one email address is identified by the system and this should be your most accessible email address. Seminars and online events may be held outside of work hours and IPM emails are often blocked by Trust/third party firewalls. This could cause problems with Zoom links or other training communication. Firewall and spam issues may be avoided by adding the IPM email addresses to your address book.

Do take the time to have a good look around the Subscribers' area. You will find back copies of the IPM Journal, the e-journal and other resource information.

RECORDING OF TRAINING HOURS AND CERTIFICATES OF ATTENDANCE

Attendance hours for both Regular Seminar Groups and Event Seminar Groups are recorded directly from the registers and will appear on CPD certificates for that term. CPD certificates can be downloaded from the 'Training and CPD' area of your personal portal after final register submission by the Leader. Please contact ipmtraining@ipm.org.uk if you have a query or require confirmation of training hours.

TRAINING INVOICE RECEIPTS

Seminar Groups set dates for the next term in advance and if you commit to these dates with your Leader, you will be added to the Group's next register and invoiced accordingly. Regular Seminar training fees are invoiced in advance and should be paid within 14 days. The full term's fees must be paid regardless of hours attended. Please pay invoices promptly. The IPM's Terms and Conditions state that trainees are not able to continue training if the previous term's fees are unpaid.

FEE INVOICE RECEIPTS

Fee Invoice receipts will be available to download directly from your portal (personally paid invoices only. Trust and third party invoice payments will not appear here). Contact accounts@ipm.org.uk for more information on invoice receipts.

TRUST PAYMENTS

The IPM's preferred payment method is for trainees to pay personally and then claim back internally. However, the IPM will accept payments from Trusts for Regular Seminar Groups only. (Trust payments for Introductory Courses are not accepted, unless they are bespoke or team courses.) Ideally Invoices to Trusts will be raised for a minimum of three terms at a time. This is because of the extensive administration time involved in setting up payment facilities with Trusts. Invoicing for less than three months may be accepted on an individual basis and should be discussed with IPM accounts – accounts@ipm.org.uk. Trainees whose Trusts or third party organisations are funding IPM training are solely responsible for prompt payment to be made and must chase internally if issues arise. The IPM may refuse Trust funding if there are extreme delays and complications.

IPM POLICIES AND TERMS AND CONDITIONS

All IPM Policy documents can be found at [Policies | IPM](#). The following documents in particular contain important information relevant to your IPM training-

- IPM Subscription Policy
- IPM Fee Policy
- IPM Online Training – Guidance for Trainees – [IPM Zoom Guidelines](#)
- Examination Guidelines - [Diploma_guidelines.pdf \(ipm.org.uk\)](#)

WORKING TOWARDS THE IPM DIPLOMA EXAMINATION -

The following information is a summary of the main requirements. Trainees should always refer to the official Diploma Examination Guidelines document - [IPM DIPLOMA EXAMINATION GUIDELINES](#).

Attendees wishing to continue training and work towards the IPM Diploma, must join a Regular Seminar Group within three years of completing the Introductory Course.

To sit the IPM Diploma Examination candidates should have attended a minimum of 48 hours training over a minimum of six terms, approximately two years. Trainees should discuss suitability to sit the exam with their Seminar Leaders before application.

The Examination dates and logbook submission deadlines can be found on the Examinations page within the Subscribers area, ie not the public facing page.

From the July 2025 Diploma Examination, a minimum of 20 hours of the minimum 48 hours must be attained from face to face (f2f) meetings.

These 20 f2f hours will normally be accrued from attendance at a regular seminar group. F2f hours can also be counted from Seminar Groups taking place at a f2f IPM conference or other meeting. For example, the IPM Annual Scientific Meeting in March is usually a two day face to face conference and there is typically the opportunity to accrue approx. 5 hours of f2f hours if all Seminar Groups are attended over the duration of the conference.

At least one IPM conference/event/meeting must be attended prior to sitting the Diploma Exam (see Examination Guidelines for more details). The IPM typically holds two key meetings per year – the Annual Scientific Meeting in the Spring which we aim to hold face to face, and our Autumn Clinical Meeting in November which will be held online.

24 of the minimum 48 hours attendance requirement should be accumulated in the year prior to sitting the Examination - see [IPM DIPLOMA EXAMINATION GUIDELINES](#) for more details. This means if you are returning to training after taking a break, that 24 hours must be accrued in the year prior to sitting the exam. Exceptions may be made under certain circumstances and should be discussed with your Seminar Leader and Chair of Examiners.

Any hours completed from the Introductory Course are carried over and count towards the minimum hours requirement.

There are three x 12 hour terms per year and the current cost is: medics £260 (increasing to £280 from January 2025), allied health professionals £200 (increasing to £220 from January 2025) per term. These fees should be paid in full, prior to the start of the term. The full term's fees must be paid regardless of hours attended.

Please note – all outstanding training fees must be paid in full prior to sitting the Diploma Exam. This also includes the invoice for the term in which the Exam takes place, ie for the July Diploma Exam, if you are attending the Summer term, that invoice must be paid regardless of the date of the exam. You will not be able to sit the Diploma Exam if there are any fees outstanding.

The fee to sit the Diploma examination is £400. Examination Guidelines can be found in the members' area of the IPM website.

AFTER THE DIPLOMA EXAMINATION – SEEING PATIENTS

Doctors and Allied Health Professionals who have passed the IPM Diploma examination are deemed to have reached the standard required to see patients for psychosexual therapy; either receiving referrals in a stand alone clinic or in the context of their usual role. The IPM recommends that clinicians with the Diploma qualification seeing patients in specialist clinics should also be working towards Membership standard and therefore having supervision with a trained Seminar Leader. IPM therapy involves genital examination and so it is important that there is an appropriate setting to allow for this. Seminar supervision and training is for 12 hours per term.

AFTER THE DIPLOMA EXAMINATION – DIPLOMATE RECERTIFICATION

Diplomates who do not continue on to Membership, but wish to continue their association with the IPM, use their DIPM status and pay the IPM subscription, must recertify every five years. See Diplomat Recertification Guidelines for more information [Recertification | IPM](#)

AFTER THE DIPLOMA EXAMINATION – THE ANNUAL IPM SUBSCRIPTION

There are no subscription fees charged to trainees working towards the IPM Diploma. After passing the Diploma Examination, the annual subscription fee will be invoiced on 1st November following the exam pass date and then on the 1st November each year thereafter.

Diplomates (DIPM) who have paid the Diplomat subscription:

- are allowed to use the Diploma qualification in the workplace and form part of the appraisal and recertification process
- are invited to become Trustees and sit on Council
- are able to vote on Trustee Proposals
- are invited to dedicated training days
- are invited to recertify every five years
- see psychosexual cases under supervision
- continue training to sit the Membership exam in order to practice independently
- Are invited to attend one Seminar per term free of charge (only applies if not continuing onto Membership)

All subscribers have access to the members' section of the IPM website, receive 2 x per year copies of the IPM e-Journal, and can also view all back copies. Subscribers are also invited to attend selected IPM events at discounted rates.

AFTER THE DIPLOMA EXAMINATION – SUBSCRIPTION FEES

Trainees working towards IPM Diploma:	£0.00
Diplomates:	£120 per year payable by direct debit
Members:	£180 per year payable by direct debit
Friends/retired*:	£85 per year payable by direct debit

*Conditions apply, email accounts@ipm.org.uk for more information for switching to this rate.

WORKING TOWARDS MEMBERSHIP – BECOMING A 'MEMBER' OF THE IPM (MIPM)

After passing Diploma, you may wish to continue further and train towards the Membership Exam (approx another two years). See Membership Examination Guidelines for further details: [IPM MEMBERSHIP EXAMINATION GUIDELINES](#)

- IPM subscribing Members can then be included on the list of specialists on the IPM website
- IPM subscribing Members can run referral clinics on the basis of IPM training and specialist skills.
- Membership subscription increases to £180 (by direct debit) per year.

Please note – all outstanding training AND Diploma subscription fees must be paid in full prior to sitting the Membership Exam. You will not be able to sit the Membership Exam if there are any fees outstanding.

MENTORING

IPM Mentors are available to all trainees on request. This may be at any point during training, including pre/post Diploma and Membership Examinations. Please contact training@ipm.org.uk if you would like to learn more about being partnered with an IPM Mentor or if you are interested in becoming an IPM Mentor.

ADMIN CONTACTS:-

The IPM is a small, not for profit training organisation with a very small team of administrative part time staff. Please be patient and understanding when contacting the office. The team may not be able to respond to emails immediately, but will get back to you as soon as possible. Email is the preferred contact method.

The team:-

- Emma, IPM Accounts on accounts@ipm.org.uk for invoice, funding, subscription and payment queries
- Mandy, Course Co-ordinator on ipmtraining@ipm.org.uk for course attendance, registers, general training enquiries
- Katie, Administrative Secretary on admin@ipm.org.uk for events, examinations, general enquiries

Finally, if you haven't done so already, could you please take just a few minutes to complete our Equality & Diversity Survey at <https://www.surveymonkey.co.uk/r/EandDSurvey2020>

If you have any queries, please do not hesitate to contact your Seminar Leader, IPM Training Committee at training@ipm.org.uk or the IPM office on the above email addresses.