



**COSCA (Counselling & Psychotherapy in Scotland)**  
16 Melville Terrace | Stirling | FK8 2NE  
t: 01786 475 140 f: 01786 446 207  
e: [christina@cosca.org.uk](mailto:christina@cosca.org.uk) w: [www.cosca.org.uk](http://www.cosca.org.uk)

## ***Application for Return to Practice After a Career Break***

*Payment Details*

*Membership No.*

Please note the following:

- On reinstatement as a Counsellor Member (Organisations), Counsellor Member or Practitioner Member, data entry on the **COSCA Register of Counsellors and Psychotherapists is Mandatory. The Register is Accredited by the Professional Standards Authority** [www.professionalstandards.org.uk/accredited-registers](http://www.professionalstandards.org.uk/accredited-registers) Please refer to the entry listing form attached to this application.
- COSCA Members are required to show that they are members of COSCA on their printed and online material e.g. by using the COSCA logo.
- COSCA Registrants are required to use the Professional Standards Authority Accredited Registers Logo.
- In a bid to streamline the application process, reduce environmental impact and physical storage space, COSCA requests that you submit your application and supporting documents electronically.
- Please email your completed application and supporting documents to [christina@cosca.org.uk](mailto:christina@cosca.org.uk)
- If you are unable to send the application electronically, you can post it to the COSCA office - please see the address above.

## 1. CONTACT DETAILS

Surname:

Forename(s)

Title

Address

Post code

Home telephone no.

Work telephone no.

Email:

### Office Use Only

Finance	
Decision	
Database	
Register	

## 2. MEMBERSHIP CATEGORY PRIOR TO CAREER BREAK

If you wish to apply for a different category of membership, the relevant application form requires to be submitted.

Membership Category	Membership Number
Associate	
Counsellor (Organisations)	
Counsellor	
Practitioner	

## 3. PERIOD OF CAREER BREAK

Start Date of Career Break:

Return Date from Career Break:

## 4. PRIVACY NOTICE

We collect personal information from those who apply to become individual members or subscribers and details relating to organisational membership. We also collect information at the time of renewal of membership, when members voluntarily provide feedback to us, and when they complete surveys for us.

We will use this information:

- ✓ to make a decision about your suitability to join COSCA or be a subscriber
- ✓ to maintain our records
- ✓ to inform, on request, third parties concerning whether or not named individuals are currently members or subscribers of COSCA and the category of membership held
- ✓ to send you information about COSCA's work and services
- ✓ to send you information from other organisations and individuals that we consider to be of interest to you.

COSCA will not share your information for marketing purposes with other organisations and individuals. For more information on how we use your information, please see our [Privacy Notice](#) on [www.cosca.org.uk](http://www.cosca.org.uk)

**Publication of Sanctions** – Please refer to the above Privacy Notice for information.

## 5. PROFESSIONAL PRACTICE

Information given below will not necessarily exclude you from COSCA membership.

- Have you had membership of any professional counselling/psychotherapy body withdrawn?

**YES**

**NO**

If your answer is **YES**, please give details.

- Do you have any criminal convictions (unspent) under the Management of Offenders (Scotland) Act 2019, or proceedings pending against you?

**YES**

**NO**

If your answer is **YES**, please give details.

- Do you have any professional complaint or disciplinary proceeding brought against you, which was successful or is currently pending?

**YES**

**NO**

If your answer is **YES**, please give details.

- Have you ever been listed as barred under the Protecting Vulnerable Groups Scheme/ Disclosure Scotland?

**YES**

**NO**

- Are you currently listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

**YES**

**NO**

## 6. CRITERIA FOR RETURN TO PRACTICE AFTER A CAREER BREAK

During my break from practice, I have fulfilled the following criteria for a Career Break:

- kept my connection with counselling and/or psychotherapy

Yes

No

- maintained my counselling network

Yes

No

- maintained my membership of COSCA

Yes

No

- had at least one counselling supervision session prior to starting again to work with clients

Yes

No

If you have answered 'No' to any of the above, please provide supporting information.

## 7. SUBSCRIPTION

On return to practice after a career break, applicants are required to pay the standard subscription fee for their category of membership, no matter the length of the career break.

Please refer to [www.cosca.org.uk](http://www.cosca.org.uk) – for membership subscription rates.

### DIRECT PAYMENTS TO COSCA (Counselling & Psychotherapy in Scotland)

COSCA prefers you to make membership payment by direct payment to COSCA's bank. Please see below for information in order to process this.

**Name of Bank:** Virgin Money, Murray Place, Stirling FK8 2BX  
**Sort Code:** 82 68 05  
**Account Number:** 70174110  
**Account Name:** COSCA (Counselling & Psychotherapy in Scotland)

Please give your name when paying via your bank. If this does not happen, it could be that your payment is not recorded against your personal payment for membership.

I enclose the standard rate for membership

I apply for a reduced rate of membership

I am paying direct via the bank

Date paid:

I enclose a cheque made payable to COSCA.

Please invoice me (£2.00 service charge)

Membership Subscription	£
Invoice charge (if applicable)	£2.00
Donation:	£
<b>Total Amount:</b>	<b>£</b>

## 8. DECLARATION

I declare that:

1. I will abide by COSCA's Statement of Ethics and Code of Practice and COSCA Memorandum and Articles of Association.
2. I have returned to practice, have client-work supervision and indemnity insurance cover as per my current membership category.
3. The information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information my application may be disqualified or, if I have already been granted membership, that membership will be revoked.
4. I will comply with COSCA's arrangements for handling complaints and concerns. Please see [www.cosca.org.uk](http://www.cosca.org.uk)
5. I will inform COSCA of all criminal, civil, complaint or disciplinary proceedings brought against me in the future, which are relevant to my involvement with counselling/psychotherapy.
6. I have read and agree with COSCA's Privacy Policy.

Signed: Please insert your electronic signature.

If this is not possible, please type your email address and we will match it to the email address the form has been sent from to confirm your identity.

Date:



**COSCA (Counselling & Psychotherapy in Scotland)**  
 16 Melville Terrace | Stirling | FK8 2NE  
 t: 01786 475 140 f: 01786 446 207  
 e: [christina@cosca.org.uk](mailto:christina@cosca.org.uk) w: [www.cosca.org.uk](http://www.cosca.org.uk)

# COSCA REGISTER OF COUNSELLORS AND PSYCHOTHERAPISTS

## PROFILE OF COSCA REGISTRANT

**Please note:**

Under Data Protection legislation COSCA requires your consent for entry of your personal data on the COSCA Register of Counsellors and Psychotherapists. This form is:

- ✓ part of the membership application and requires **to be signed and dated** and returned with the application for membership
- ✓ to be used for the updating of your profile on the Register
- This Register is Accredited by the Professional Standards Authority - [www.professionalstandards.org.uk/accredited-registers](http://www.professionalstandards.org.uk/accredited-registers)
- Entry of data on the Register is mandatory for all eligible members who meet the Register's requirements for entry
- The Register can be accessed on [www.cosca.org.uk](http://www.cosca.org.uk) – 'Find a Therapist' and information about the contents of entry on the Register are contained in the 'About the Register & Registrants' section of the Register. It is important that all applicants for membership make themselves aware of these contents before applying.
- Please also see COSCA's Mandatory Registration and Opting Out Policies on [www.cosca.org.uk](http://www.cosca.org.uk)

To be eligible for entry of your data on the Register, members need to hold one of the following registrant categories:

COUNSELLOR MEMBER (ORGANISATIONS)

COUNSELLOR MEMBER

PRACTITIONER MEMBER

ACCREDITED COUNSELLOR/PSYCHOTHERAPIST MEMBER OF COSCA

**The following section is mandatory and requires to be completed.**

MANDATORY INFORMATION	
<i>Registrant Name</i>	
<i>Registrant (membership) Category</i>	
<i>Registration (membership) Number (if known)</i>	



**PLEASE NOTE: Although completion of the following section is optional, this form requires to be signed and to be dated and returned in its entirety with the application for membership.**

COSCA strongly encourages you to complete the remainder of the form. This will enable the public to access your counselling and/or psychotherapy service through name, postcode and areas of interest searches.

**OPTIONAL INFORMATION**

<i>Name of Practice (if appropriate)</i>	
<i>Address:</i>	
<i>Street</i>	
<i>Town</i>	
<i>City</i>	
<i>Post Code</i>	
<i>Telephone Number</i>	
<i>Mobile Number</i>	
<i>Email Address</i>	
<i>Website Address</i>	
<i>Support Provided, i.e. Individuals, Couples, Groups, Young People, Counselling to Blind/Deaf Community, BME Community, etc.</i>	
<i>Theoretical Approach</i>	
<i>Accessibility to Premises</i>	
<i>Areas of Interest</i>	
<i>Languages Used</i>	
<i>Fees Charged/Donations Accepted/Concessions</i>	

**MANDATORY INFORMATION**

<p>Signed: Please insert your electronic signature.</p> <p><i>If this is not possible, please type your email address and we will match it to the email address the form has been sent from to confirm your identity.</i></p>	
<i>Print Name:</i>	
<i>Date:</i>	