

**COSCA REGISTRATION OF PARTICIPANTS
FOR USE BY ALL COSCA VALIDATED COURSE PROVIDERS**

This form is a request for the registration and issuing of certificates for participants on COSCA Validated Courses.

Please submit the form at the end of each Module.

- Cost per participant per registration: £3.50 (Per Module/Block/Diploma)
- Cost per Certificate issued by COSCA: £10.00
- Participants who have Unsuccessfully Completed should also be registered. There is no charge for this registration.
- An invoice will be sent upon receipt of this form.
- A charge of £10.00 will be made for duplicate Certificates where a spelling error has been made on this form.
- Please indicate if APL/APEL has been given.
- Successful participants need to have met all the learning outcomes and the attendance requirements of the course.
- If the course has been awarded a SCQF level and credits, it needs to be delivered accordingly.
- As per COSCA Validation Guidelines, COSCA allows 8 weeks from receipt of the form to register/issue certificates. This timescale is normally only in exceptional circumstances.
- If the COSCA Counselling Skills or Supervision courses were delivered online (real-time), digital handbooks should be issued. There is a charge of £12 fee per student per module for the COSCA Counselling Skills course and a £20 fee for the COSCA Counselling Supervision course, which will be charged upon registering all students on this form.
- If these courses were delivered in person, hardcopy handbooks should be issued and ordered from the COSCA office in advance using the Training Material Order Reservation Form: Hard Copy.

Name and Address of Validated Training Provider:	
Email address of contact person:	
Name of contact person:	

Course Type	Title of Course to be Registered	Delivered in person?	Delivered Fully Online (Real-Time)/Blended?
COSCA Counselling Skills Certificate			
Other Counselling Skills Certificate			
COSCA Counselling Supervision			
COSCA Counselling Supervision Skills			
Other Counselling Supervision Course			
COSCA Further Steps in Counselling Skills			
COSCA Group Counselling Skills			
Diploma			
Specialist			

Date of Commencement of Module/Course (Please indicate date for each Module if relevant)	Date of Completion of Module/Course (Please indicate date for each Module if relevant)	If the Course is Modular, please enter the Module to be Registered i.e. Module 1, 2, 3 or 4	Certificate to be Issued	
			Yes	No

Surname of Participant	First Name of Participant	Date of Birth	Current Address	Successful completed Please ✓ APL/APEL given (please indicate)	Unsuccessful Please ✓	Met Attendance requirement Please ✓	<u>For in person courses only.</u> Hard copy handbook issued? Please ✓	<u>For online courses only.</u> Digital handbook issued? (see fees above) Please ✓	Participant workplace i.e. social work, health, education

DECLARATION: I declare that all the above successful students have been assessed and have met all the Learning Outcomes and attendance requirements as outlined in this COSCA Validated Course.

Signature	Please print name	Designation within Organisation
Date		