



COSCA (Counselling & Psychotherapy in Scotland)

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COSCA MEMBERSHIP RENEWAL TERMS & CONDITIONS and INFORMATION

This is a generic document. The document you will receive prior to renewing Individual membership will be tailored to your category of membership.

This Terms & Conditions document tells you the terms and conditions on which you can renew your membership of COSCA (Counselling & Psychotherapy in Scotland) and provides other information relevant to COSCA membership. Please read these Terms & Conditions carefully and make sure that you understand them before renewing your membership. Please note that by submitting your membership fee, you are automatically agreeing to the declaration below. **You are not required to submit the Declaration to COSCA.**

Failure to disclose relevant information could result in your suspension or removal from the COSCA Register of Counsellors and Psychotherapists/from membership. Please advise COSCA if you are unable to make the following declaration:

DECLARATION:

I agree to:

- comply with the information contained in the Terms & Conditions document
- abide by COSCA's Memorandum of Association, Articles of Association and Standing Orders - these may be obtained from the COSCA office.
- abide by the COSCA Statement of Ethics and Code of Practice – www.cosca.org.uk
- comply with COSCA's requirements for Complaints Procedures – www.cosca.org.uk – COSCA Standards for Complaints Procedures
- Inform COSCA of any criminal, civil, complaint or disciplinary proceedings brought against me relevant to my involvement with counselling/psychotherapy
- Inform COSCA if I am unable to practise effectively with clients due to personal problems, for example, illness, stress, etc. and abide by the COSCA Policy on Declaring Medical Conditions – www.cosca.org.uk - **Policy on the Declaration of Medical Conditions by Applicants and Members**

I confirm that I:

- ✓ have the relevant current practice base hours
- ✓ have the relevant client-work supervision ratio

- ✓ am committed to the relevant number of CPD hours per annum. If unable to meet the required level of CPD for membership renewal, please submit to COSCA an explanation for this. Please see www.cosca.org.uk – **Continuing Professional Development Protocol**
- ✓ have read COSCA's guidance and policies
- ✓ have current relevant indemnity insurance cover for my practice
- ✓ have submitted my Annual Renewal application for Counsellor and/or Trainer Accreditation (if relevant)
- ✓ am not currently the subject of any of the above complaint or disciplinary proceedings ✓ have submitted the relevant fee.

INFORMATION

➤ **COSCA Register of Counsellors and Psychotherapists**

- ✓ If you are a Registrant of COSCA, your name will be listed as a Registrant on the COSCA Register of Counsellors and Psychotherapists. The COSCA Register is accredited by the Professional Standards Authority.
- ✓ The name, membership number and category of membership will be posted on the COSCA Register under the Registrant's profile. Additional optional information as requested in the Profile of COSCA Registrant form will be posted at COSCA's discretion. Please see COSCA's Mandatory Listing of COSCA Registrants and Opting Out Policies on www.cosca.org.uk.
- ✓ Individual members who are listed as Registrants on the COSCA Register of Counsellors and Psychotherapists are required to clearly show that they are on a register that is accredited by the PSA. They are required to do this by making use of the PSA Accredited Registers logo on their printed and online materials.
- ✓ The Guidelines to Registrants on Accredited Registers Programme are available on www.cosca.org.uk.
- ✓ Registrants of COSCA are asked to check that the information given for the Register of Counsellors and Psychotherapists is up to date and correct. You, employers and members of the public can check your current registration status. www.cosca.org.uk. Any changes required to a Registrant's profile should be made on the form Profile of COSCA Registrant – www.cosca.org.uk.

➤ **Audit of Registrants on the COSCA Register**

COSCA will carry out annual audits to check that registrants have met all the annual renewal requirements. If selected, you will be required to submit further evidence of your compliance with COSCA's standards for membership including, if relevant, complaint investigation, practice, CPD, supervision and insurance. You will also be required to submit evidence of passing on information about COSCA's Complaints Procedure to clients. Please see www.cosca.org.uk – **Audit of Registrants on the COSCA Register of Counsellors and Psychotherapists.**

➤ **Areas of Interest:**

In the Registrant's profile section of the Register, there is a listing: 'areas of interest'. Entries under 'areas of interest' reflect Registrants' training and experience. Registrants are required to

review the entries under 'areas of interest' on their profile and notify COSCA of any amendments required.

- **Membership of COSCA** - Members who have their own online presence are expected to clearly show that they are members of COSCA. The COSCA logo can be used for this purpose. COSCA Logo – Acceptable Use Policy – www.cosca.org.uk . The COSCA logo can be requested from the COSCA office.

- **Complaints Procedure**

COSCA recommends that you read the COSCA Complaints Procedure to familiarise yourself with its contents and requirements as a COSCA individual member www.cosca.org.uk. If individual members have their own Complaints Procedure they are required to pass on information about their own procedure to all their clients. Their own procedure needs to be fully compliant with COSCA Complaints Procedure and include reference to it. (Refer to COSCA Standards for Complaints Procedures – www.cosca.org.uk.)

If you do not have your own Complaints Procedure, then you are required to pass information onto your clients about COSCA's Complaints Procedure.

All individual members with an online presence and who have their own Complaints Procedure must make it accessible online and/or via their website. Those members who do not have their own Complaints Procedure and who do have a website or online presence are required to clearly refer to the COSCA Complaints Procedure and indicate clearly that this procedure should be used in the event of a complaint against them.

- **COSCA Privacy Notice** - is available on www.cosca.org.uk. This gives information on data protection and the sharing of information by COSCA.

- **Career Break from Practice**

- ✓ You may apply for a Career Break from Practice for up to one year – you require to submit an Application for Career Break from Practice form.
- ✓ If you wish to renew/continue your Career Break, you require to submit an Application for Career Break from Practice form.
- ✓ If you are returning to practice following a career break, you require to submit an Application to Return to Practice Following a Career Break form. The above forms can be found on www.cosca.org.uk.

- **Renewal of Membership Fee – it is important that you note the following:**

- A membership reminder letter is sent at least 3 weeks prior to your renewal date.
- Your membership will be renewed on receipt of payment of the membership fee.

- Failure to make payment of this fee by the renewal date above will result in membership lapsing. COSCA Accreditation will also lapse.
- No further reminder will be issued.
- The membership fee requires to be paid before the renewal date indicated above in order for your membership to be renewed.

➤ **Expiry of Membership**

The names of those who do not renew their individual membership by the required date will be removed from the COSCA Register and the internal membership database. An email confirming that membership has expired will then be sent to those who did not renew by their membership expiry date along with a short questionnaire and the reinstatement of membership form. Members who did not renew by their membership expiry date and who wish to apply to re-join COSCA can do so by submitting the reinstatement of membership form within six months of their expiry date. Those wishing to apply to re-join COSCA after a period of six months from their membership expiry date has elapsed can do so by submitting a new membership application form.

➤ **Payment of your membership fee: you can pay:**

Direct to the bank, by cheque/postal order/cash – cheques to be made payable to 'COSCA (Counselling & Psychotherapy in Scotland)'

If paying direct to the COSCA bank, the required information is:

Clydesdale Bank PLC

Sort Code: 82 68 05 Account No. 70174110

Account name: COSCA (Counselling & Psychotherapy in Scotland).

A bank payment reference is required to help us to easily identify the payment of your membership fee. You should use the following to show in the COSCA Bank Statement: **Your name; your membership number; and the word 'membership'.**

➤ **Certificate of Membership:**

You may request a certificate of membership by emailing christina@cosca.org.uk or ashleigh@cosca.org.uk. We aim to issue this within four weeks of request.

➤ **Changes to Members' Information held by COSCA:**

- ✓ Changes to your contact details should be notified to COSCA.
- ✓ **Changes to the Register of Counsellors and Psychotherapists:**
Because of data protection, any changes you wish to be made to your profile on the COSCA Register of Counsellors and Psychotherapists require to be either submitted on the Profile

of COSCA Registrant (www.cosca.org.uk) or emailed to the COSCA office clearly indicating that the change(s) require to be made to your profile on the Register.

- **Donations:**
COSCA welcomes donations from its members and benefactors. Please find enclosed a Gift Aid Declaration Form together with further information on donating through Gift Aid. The Gift Aid form is also available on www.cosca.org.uk
- **The COSCA Statement of Ethics and Code of Practice**
All members of COSCA are required to abide by the COSCA Statement of Ethics and Code of Practice – www.cosca.org.uk.
- **The COSCA Memorandum of Association, Articles of Association and Standing Orders** may be requested from the COSCA office.
- **The COSCA Journal – *Counselling in Scotland***
You will receive the next published Journal by post. The COSCA website – www.cosca.org.uk – contains extracts from recent Journals. Older versions of the Journal may be downloaded. You may request back copies of the Journal from the COSCA office. There is a charge of £7.50 including p&p which should be submitted with your request for the Journal.

COSCA (Counselling & Psychotherapy in Scotland) reserves the right to amend these Terms & Conditions at any time.

Brian Magee, COSCA Chief Executive
COSCA (Counselling & Psychotherapy in Scotland)
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