

**Office Use**

Finance	Membership Details

## **Application for COSCA Membership:**

### **Counsellor Member (Organisations)**

#### **Notes for Applicants:**

- This membership category entitles you to practise as a counsellor/psychotherapist in organisations that are members of COSCA. It does not entitle you to practise independently as a counsellor.
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- Applicants for membership must be residing and practising in Scotland for at least 3 months prior to submitting an application.
- On awarding of this category of membership, 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 which will be sent to you if membership is awarded.
- COSCA Registrants are required to use the Professional Standards Authority Accredited Registers Logo which will be sent to you if membership is awarded.
- 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:

Postcode:

Home Telephone No:

Work Telephone No:

Email:

## 2. CURRENT COSCA MEMBERSHIP NUMBER *(if applicable)*

COSCA membership number:

## 3. 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](http://www.cosca.org.uk) Notice on [www.cosca.org.uk](http://www.cosca.org.uk)

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

## 4. COSCA JOURNAL

COSCA will publish your name in the listing of new COSCA Registrants in the COSCA Journal – *Counselling in Scotland*.

## 5. PROFESSIONAL PRACTICE

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

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 Have you had membership of any professional counselling/psychotherapy body withdrawn?

**YES**

**NO**

*If "YES", please give details.*

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

**YES**

**NO**

*If "YES", please give details.*

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

**YES**

**NO**

*If "YES", please give details.*

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

**YES**

**NO**

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

**YES**

**NO**

## 6. DETAILS OF INTEGRATED CORE TRAINING

**You are required to:**

- have successfully completed a programme of integrated core training in counselling or psychotherapy that includes a minimum of 150 tutor contact hours delivered by an Organisational Member of COSCA for the training of its counsellors
- have had a supervised practice placement of at least 60 hours as an integral part of the training
- be currently practising as a counsellor with an Organisational Member of COSCA,
- have your training and current involvement in counselling practice endorsed by that organisation (see Endorsement of Training and Current Practice form)

This Counsellor Membership (Organisations) category entitles you to practise as a counsellor within organisations that are members of COSCA. It does not entitle you to practise independently as a counsellor.

Name and address of COSCA Member Organisation that delivered your training	Start date of training	Date of Successful Completion of training	Number of tutor contact training hours	Course Title

## 7. EVIDENCE OF SUCCESSFUL COMPLETION OF TRAINING

Please provide a copy of the evidence of your successful completion of your training in counselling/psychotherapy.

Please note that COSCA will not return evidence supplied.

*Please tick*

**Evidence enclosed**

## 8. ENDORSEMENT OF TRAINING AND CURRENT PRACTICE

Your training needs to be endorsed by the organisation within which you practise as a counsellor. This organisation is required to be a COSCA member organisation.

The **Endorsement of Training and Current Practice** form that is included in this application form needs to be completed by the above COSCA member organisation.

## 9. DETAILS OF SUPERVISED COUNSELLING PRACTICE DURING TRAINING

You require to have completed at least 60 hours of supervised counselling practice with clients while in training.

I confirm that I undertook a minimum of 60 hours of supervised counselling practice with actual clients whilst training.

COSCA recommends that the ratio should be 1:6 whilst in training.

The ratio of counselling supervision to counselling practice whilst in training was:

1: \_\_\_\_\_

## 10. CONFIRMATION OF CURRENT COUNSELLING PRACTICE SUPERVISION

(Please refer to the COSCA Statement of Ethics and Code of Practice, Section 8 for more information relating to supervisors)

### 10.1 DETAILS OF CURRENT SUPERVISOR:

Surname:

Forename(s):

Title:

Address:

Post Code:

Telephone No:

Email Address:

I confirm that I have counselling supervision with the above named Supervisor.

I confirm that I have at least 1:12 or at least 1.5 hours in any calendar month for over 18 hours per month.

### How long have you been working with this current Supervisor?

### 10.2 MEMBERSHIP OF PROFESSIONAL BODY OF SUPERVISOR.

Name of Professional Body your **Supervisor** is a member of:

Membership Category/Number

## 11. CURRENT PRACTICE AS A COUNSELLOR IN A COSCA MEMBER ORGANISATION

Please give details of your counselling/psychotherapy practice over the last 3 months within a COSCA member organisation. You are required to have a current practice base of at least 5-8 hours per month.

Name and Address of COSCA Organisational Member	Average Number of Hours Practising (per month)	Total number of hours over 3 months
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	Month	Hours	

## 12. PROFESSIONAL, STATUTORY AND REGULATORY BODIES

Current membership of any Professional, Statutory or Regulatory bodies

<i>Date of Joining</i>	<i>Name of Professional, Statutory or Regulatory body</i>	<i>Membership Category</i>

### 13. INSURANCE

Please provide the name and contact details of your insurance provider/broker or that of your organisation that covers your practice. You are required to have a minimum of £1 million public liability cover. Please provide insurance details for all organisations within which you practice

<i>please tick:</i>	<b>Own Insurance</b>	<b>Organisation's Insurance</b>
Name of Insurance Provider/Broker:		
Address:		
Telephone No:		
Type of Insurance Cover:		
Amount of Cover:		

### 14. CAREER BREAK

COSCA Membership career breaks are open to Associate, Counsellor Member, Counsellor Member (Organisations) and Practitioner Members. This is a break of up to 1 year from the practice of counselling and/or psychotherapy for members who wish to:

- keep their connection with counselling and psychotherapy during their break from practice
- maintain their counselling network while on a break
- benefit from the special discounted membership fee for a Career Break
- re-instate their current membership with COSCA at the end of their break

Career Break members are not required to have counselling supervision, continuing professional development and insurance cover.

Please note that this career break does not apply to COSCA Accredited Trainers or Counsellors for which there is a discrete career break section in the relevant Annual Renewal Forms.

The Career Break application form can be found on [www.cosca.org.uk](http://www.cosca.org.uk)

To reinstate full COSCA membership following a career break, please use the application form Reinstatement of COSCA membership. This can be found on [www.cosca.org.uk](http://www.cosca.org.uk)

## 15. MEMBERSHIP FEE

Counsellor Member (Organisations): £43.00  
Counsellor Member (Organisations) Reduced Rate): £33.00

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

COSCA prefers you to make membership payments 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 No.:** 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.

### **Please tick the appropriate box(es):**

I am applying for the standard rate of Counsellor Member (Organisations) membership (plus donation if desired)

I am applying for the reduced rate of Counsellor Member (Organisations) fee due to financial hardship or low income

I am paying direct to the bank Date paid:

I am enclosing a cheque made payable to COSCA.

I require an invoice (invoice charge £2.00)

Membership Fee of £ plus donation £

Plus Invoice Charge (£2.00) (if applicable)

*Invoice Address (If different from Section 1)*

**Total amount £**

### **Please note the following:**

- COSCA holds quarterly meetings to approve membership applications. Applicants will be notified of the outcome of their application within 3 weeks of the meeting, unless there are extenuating circumstances.
- Only fully completed applications will be considered by the COSCA Corporate Affairs Group.
- Cheques will be cashed on receipt
- A full refund will be made if the application is not approved.
- Following the award of COSCA membership, no membership fees will be refunded.



## 16. DECLARATION

I declare that:

1. I will abide by the COSCA Statement of Ethics and Code of Practice and the COSCA Memorandum and Articles of Association.
2. 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 may be revoked.
3. I will comply with COSCA's arrangements for handling complaints or concerns. Please refer to [www.cosca.org.uk](http://www.cosca.org.uk)
4. I will inform COSCA of criminal, civil, complaint or disciplinary proceedings brought against me in the future which are relevant to my involvement with counselling/psychotherapy.
5. I am currently practising as a counsellor or psychotherapist within a COSCA Member Organisation.
6. I have a current practice base of at least 5 – 8 hours per month with a supervision ratio of at least 1:12 or at least 1.5 hours in any calendar month for over 18 hours per month.
7. I have read and agree with COSCA'S Privacy Policy.
8. I am committed to undertaking at least 15 hours of continuous professional development per annum that enhances and develops my counselling practice.

(Please note that this is a minimum and that other categories of membership require a greater number of CPD hours. CPD is a means of developing oneself professionally. It is also a means of reflecting on and developing one's practice. CPD can include a wide range of activities and personal experiences, including participation in individual/group therapy or alternatives (creative, restorative pursuits).

Please Print Name:

Signature: 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)**

**MEMBERSHIP APPLICATION FOR  
COSCA COUNSELLOR MEMBER (ORGANISATIONS)  
ENDORSEMENT OF TRAINING AND CURRENT PRACTICE**

**To be completed by the COSCA Member Organisation that currently engages the applicant as a counsellor.**

Name of Applicant for Counsellor Membership (Organisations)	
Address of Applicant for Counsellor Membership (Organisations)	

**Declaration by the COSCA member organisation that currently engages you as a counsellor:**

I confirm that:

- the above applicant undertook training in counselling provided by a COSCA Organisational Member that meets the criteria and standards set out in this application
- the above applicant is currently practising as a counsellor for my organisation
- the above applicant is suitable for Counsellor Membership (Organisations) of COSCA (Counselling & Psychotherapy in Scotland)
- I have the authority from my organisation to submit this endorsement form
- the above applicant has the required insurance cover for practising as a counsellor (See Section 13 Insurance)

**Any additional comments you wish to make?**

COSCA Organisational name and Membership Reference Number:	
Name and designation of Person within COSCA Member Organisation where applicant is practising:	
Signature of Person completing this Endorsement form:	
Date:	

## 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 personal 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) 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 personal 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	
Registrant Name	
Registrant(membership) Category	
Registrant(membership) Number	

**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 specialist area searches.

### OPTIONAL INFORMATION

<i>Address where practise is undertaken</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

<b>Print Name:</b>	
<b>Signed:</b> Please insert your electronic signature.  <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>	
<b>Date:</b>	