

The background is a solid teal color with several large, rounded, overlapping shapes in a lighter shade of teal. In the top right corner, there is a white rounded rectangle containing the BACP logo and name. In the bottom right corner, there is a teal rounded square with a white line extending from its bottom right corner.

bacp

British Association for
Counselling & Psychotherapy

An invitation to affiliate membership
Application Pack

Affiliate membership is a new category of membership for those who have an interest in counselling and psychotherapy and only want affiliation with BACP. Members of this category do not have any formal counselling or psychotherapy training and are not practising as a counsellor/psychotherapist.

Members of this category are exempt from voting rights and may not join any of the divisions as members.

Annual Subscription fee £94

Benefits of Affiliate membership

Journals

Affiliate members of the Association receive the two main journals as part of their membership subscription. These are the *therapy today* magazine and the *Counselling and Psychotherapy Research* journal (CPR). *Therapy today* keeps members updated on news and views across the profession both inside and outside BACP. There are 10 editions of the magazine, containing approximately 28 invaluable advertising pages of recruitment, courses and continuing professional development opportunities. The quarterly CPR links international research to practice, environment and experience, working to bridge the 'research-practice gap'.

Events

National and regional events are held throughout the year, offering a valuable package of presentations, seminars, academic papers and workshops. Regional and national training seminars and workshops are led by skilled and experienced trainers and are held on a range of professionally related topics. Affiliate members receive preferential rates on BACP events. Details of upcoming events are in BACP journals and at www.bacp.co.uk

Publications

BACP publishes its own journals and newsletter directories, reports and booklets. These publications are available to BACP Affiliate members at preferential rates. All publications can be purchased from BACP securely online. As part of its campaigning remit, BACP also publishes material in print and electronically which educates the public on the benefits of counselling and psychotherapy and also promotes ethical practice for the purposes of public protection and lobbying. A number of these publications are available to the public free of charge in order to encourage the widest dissemination of our key messages, and these are also available to all members.

Divisions

BACP supports expert groups who give more focused information and knowledge sharing in areas of mutual professional or personal interest. Affiliates may take out journal subscriptions only to these groups. Each of our divisions are profiled in the enclosed leaflet.

If you would like to take advantage of the full benefits of membership it will be necessary for you to complete a different application form and apply for Associate or Member MBACP membership (dependent on qualifications). This is entitled 'An invitation to membership' and is available online at www.bacp.co.uk or from Membership Services on 0870 443 5252.

Associate or Member MBACP membership will allow you access to the BACP members section on our website, membership of specialist divisions, access to jobsonline, a discounted entry into the Associations *Counselling and Psychotherapy Resources Directory* and many more.

Application guidance

The following information is designed to make the application process as straightforward as possible. Please read the guidance notes before completing the form, referring to the relevant sections for assistance.

Important information

Please allow up to 28 working days for the processing of your affiliate membership application. An administration charge of £15 will be deducted from any refund if an application is withdrawn and no error occurred on the part of BACP. In the event of any balances over the £15 administration charge not claimed by the applicant within one year, BACP will write off the unclaimed amount as donations. If, however, the applicant subsequently decides to reapply, BACP will reinstate the original payment and this can be used against the new subscription.

To ensure that BACP maintains its high standard of membership, all membership applications are subject to our checking procedure. This will ensure that BACP is in a position to meet possible regulatory standards for the profession and that a high standard is maintained within the counselling and psychotherapy profession.

Subscription dates

Your affiliate membership subscription will run for 12 months from the date that your membership is finalised. A renewal notice will be issued in advance of your subscription expiry date.

Section 1

Your personal details

Please complete all of this section, putting N/A if any part does not apply to you. For 'Other title' you must enclose evidence of your entitlement to use the title i.e. Dr, Rev, Sir.

Section 2

Address details

Please provide your contact details in full.

BACP affiliate application form

You should only be completing this application form if you do not have any formal counselling or psychotherapy training, you are not practising as a counsellor/psychotherapist, but just have an interest in counselling and psychotherapy and wish for affiliation with BACP.

Please note that where supporting documentation are requested only copies are required. All documents, once verified and scanned, will be confidentially shredded

Please complete in block capitals.

Your personal details

Title: Mr Mrs Miss Ms. Other title*

** see guidance notes*

Surname

First name/s

Date of birth

Gender

Any other names you are currently known by

Any former/maiden names

1

Address details

As verification of your address please enclose a copy of a utility bill showing your name and current address, dated within the last three months.

Postcode House number/name

Street name

Address line 1

Address line 2

Town

County

Country

Telephone

Fax

Website

Email

2

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**Section 5
Disclosure**

Expulsion from another professional body, having been the subject of a disciplinary review by another professional body, or having been convicted of a criminal offence is not necessarily a bar to membership of BACP. However, failure to disclose any such information, or false declarations, may result in a refusal or termination of membership.

Applications containing such declarations and/or disclosures concerning relevant health matters will be submitted to a panel for consideration under the normal procedures outlined in Article 4.2 and 4.3 of the Memorandum and Articles of the Association.

Disclosure

It is important that you complete this section in full. Please note that disclosure of any information does not automatically exclude you from BACP membership. However, failure to disclose such information may result in a refusal or termination of membership.

Have you ever been convicted of any criminal or civil offence? **Yes / No**
If yes, please declare on an attached statement and supply a copy of your conviction certificate.

Have you ever been refused/expelled from membership of any other professional body/register on the grounds of professional misconduct? **Yes / No**
If yes, please declare on an attached statement and supply a copy of your conviction certificate/record of sanction.

Have you ever been the subject of any disciplinary action or any criminal, civil, investigatory or disciplinary proceedings or enquiries? **Yes / No**
Please declare on an attached statement.

Are you currently or likely to be the subject of any professionally related disciplinary action or any criminal, civil, investigatory or disciplinary proceedings or enquiries? **Yes / No**
Please declare on an attached statement.

**Section 6
Applicant's declaration and signature**

Applicants must have read and understood BACP's *Ethical Framework for Good Practice in Counselling and Psychotherapy*. It is the responsibility of members of BACP to ensure their full understanding of the professional conduct procedure and associated protocols.

If your work involves research into counselling and psychotherapy, you are responsible for familiarising yourself with the *Ethical guidelines for researching counselling and psychotherapy*. These are available to download from the BACP website at www.bacp.co.uk. If you cannot access the document from the website a copy is available on request from Membership Services on 0870 443 5252.

The declaration must be signed and dated by ALL applicants. If you are unable to sign the form yourself due to a disability, please contact membership services.

Applicant's declaration and signature

1. I have read, understood and agree to uphold and abide by the Association's *Ethical framework for good practice in counselling and psychotherapy* as effective from April 2002 and amended from time to time. I also agree to abide by the *Ethical guidelines for researching counselling and psychotherapy* as amended from time to time, if my work involves conducting research in the field of counselling and psychotherapy. I understand that I will be subject to the Professional Conduct Procedures and the associated protocols of BACP should any complaint arise against me during my period of membership. I agree to observe the *Memorandum and articles of the association* and regulations for the time being in force.

2. I confirm that I do not have a criminal record that might prejudice the public's trust in me, the profession or BACP if accurately informed about all the circumstances of the case, OR I attach details of convictions to be taken into account in considering this application for membership.

3. I confirm that I have not been dismissed from employment for any reason, or refused/expelled from membership of a professional body/register on the grounds of professional misconduct in a related field, OR I attach details of matters or sanctions relating to professional misconduct to be taken into account in considering this application for membership.

4. All relevant pending criminal, civil, investigatory or disciplinary proceedings or enquiries are declared on an attached statement.

5. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorise the officers of BACP to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement, falsification of accompanying evidence or collusion may lead to disciplinary action being taken against me and may result in termination of my membership. I understand that failure to disclose on application or during the period of membership could lead to disciplinary action and termination of membership.

6. I understand that payment of subscription does not constitute acceptance of this application to join BACP.

7. I understand there may be rare occasions when it is necessary and/or appropriate to share information about me with other regulatory bodies for the purpose of regulation and in the interest of the public protection.

Applicant's signature **Date**

All signatures must be dated within the last six months.

Progress							
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7

Membership fees and method of payment

**Postage: UK delivery address – postage & packing is included in your subscription.
Non-UK delivery address £19.**

Total fees payable:

Affiliate membership

Journal subscription to the division(s):.....

Postage (non-UK £19)

Donation

Total

£	
£	
£	
£	
£	

Please select ONE payment method:

- Cheque, postal or money order *(please enclose your payment with this form)*
Cheques/orders payable to 'British Association for Counselling and Psychotherapy'
- Credit/debit card *(please complete the section below)*
- Direct debit (annual single) *(please complete and enclose the direct debit mandate)*
- Direct debit (10 monthly installments) *(please complete and enclose the direct debit mandate)*

Credit/debit card payment

Payment card number

Expiry date

Switch (only) issue no

Name of cardholder as on card

3 digit number on the signature strip

House number and postcode of billing address

Data Protection Act

BACP is licensed under the Data Protection Act to hold the data you provide for purposes of maintaining your membership – as a service to you and condition of membership we will send you information about BACP events, services and products that may be of professional interest. We may also work with BACP subsidiaries and carefully selected third parties to send you further information – we will not allow these organisations to use or store your data for any other purpose. Please tick the appropriate box to indicate if you would like to receive relevant information, including electronic communication, from BACP subsidiaries and carefully selected third parties. Yes No

Section 7 Method of Payment

Please choose ONE method of payment.

Payments can be made by cheque, postal or money order, credit/debit card or direct debit (annual single or 10 monthly).

Payments by cheque, postal or money order, and debit/credit card will be processed and banked upon receipt. This does not constitute acceptance of the application.

Please complete the appropriate section for your method of payment.

We now require the 3 digit security number from your card along with the house number and postcode of the billing address to be able to process any card payments. If you prefer to give this information by telephone please contact Membership Services on 0870 443 5252 after you have sent your application form.

check

Final checklist

I have:

- Completed sections 1–4
- Answered all questions in section 5
- Signed and dated section 6
- Enclosed a copy of a recent utility bill
- Enclosed the correct payment/payment method

Please return your completed application to:

Membership Services, BACP, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire LE17 4HB

If you have any queries regarding the application form please contact membership services on 0870 443 5252.

Final checklist

Please use this checklist to ensure that you have completed all sections of the form correctly. Please note that any omissions may delay your membership application, as we will need to write to you for further clarification.

If you have any queries regarding the application form please contact membership services on 0870 443 5252.

Please return the completed application to:
Membership Services
BACP
BACP House
15 St John's Business Park
Lutterworth
Leicestershire
LE17 4HB

April 2007

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Specialist divisions of BACP

You may wish to enjoy additional benefits by taking out a journal subscription to one or more BACP Divisions in addition to your affiliate membership.

Association for Counselling at Work

ACW is the professional home for counsellors in workplace settings and the forum for all professionals with an interest in counselling, employee support and psychological health at work. ACW exists to promote best practice in professional counselling and the provision of employee support.

For more information on the work of ACW visit our website: www.counsellingatwork.org.uk.

Association for Independent Practitioners

AIP represents the interests of independent practitioners, whether in private practice – at home or in the office – or working independently within an organisation, or within the voluntary sector.

AIP provides a quarterly journal to keep you up to date with the world of counselling and provides both articles and discussion columns. AIP is committed to reducing the loneliness of the independent practitioner and to providing the information necessary for the modern professional practitioner.

Association for Pastoral and Spiritual Care and Counselling

APSCC seeks to promote the values of the spiritual dimension, pastoral care and counselling as significant elements in the life, health and development of individuals and their communities. APSCC encourages the recognition of pastoral care and counselling as distinct yet complementary practices.

Association for University and College Counselling

AUCC promotes student counselling as an integral part of the educational process of institutions of further and higher education, through the establishment and development of counselling networks both within and without the institution. AUCC seeks to promote and foster good practice through research, dissemination of knowledge, resource provision and by establishing contact with other organisations sympathetic to its aims.

Counselling Children and Young People

CCYP promotes, develops and supports counselling and psychotherapy for young people in a wide range of settings, including educational and youth establishments. CCYP is committed to ensuring that all young people have access to professional counselling. The division seeks to create a climate where CCYP is recognised as the expert body on counselling for children and young people. Interested professionals include teachers, educational psychologists, youth workers, Connexions advisors and social workers.

Faculty of Healthcare Counsellors and Psychotherapists Limited

FHCP provides a forum for those involved with counselling in GP surgeries, hospitals and a wide-range of healthcare settings. FHCP is a valuable resource for professionals in healthcare settings with a view to maintaining a commendable standard of practice and service delivery. FHCP includes doctors and nurses using counselling skills as part of their work and purchasers/providers of counselling and psychotherapy services in healthcare settings. <http://www.fhcp.org.uk>

Subscriptions can run concurrently with your affiliate membership or be taken out at anytime during the year. If you wish to have a journal subscription to any of these divisions then please indicate on the application form and include additional payment. Please see the table for a list of fees.

Division	Journal Subscription Fee
ACW	£30
AIP	£25
APSCC	£20
AUCC	£12
CCYP	£25
FHCP	£31

BACP Gift Aid Declaration

BACP depends almost entirely on membership fees to maintain and develop the Association to support you, your colleagues and your profession now and in the future. Making your payment through the Gift Aid scheme costs you nothing more than your usual fee but really helps BACP financially! Please join our scheme and help us to keep any future fee increases to a minimum.

Surname: _____

Forenames: _____

Address: _____

Postcode: _____

I confirm that I want the charity BACP to reclaim the tax on all subscriptions made after 6 April 2007 and all subscriptions to pay thereafter.

You must pay an amount of income tax or capital gains tax equal to the tax we reclaim on your subscriptions, currently 28p for every £1.00 you pay. Please inform us if your circumstances change and you no longer pay tax. You may cancel your covenant at any time.

Signed: _____ Date: _____

BACP use only: membership number

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Please return to:

British Association for Counselling and Psychotherapy

BACP House

15 St John's Business Park

Lutterworth

Leicestershire

LE17 4HB

Registered Charity 298361, VAT Registration 443 854 436

Company limited by guarantee 2175320 registered in England and Wales

Instruction to your bank or building society to pay by direct debit

Please complete this form in black ink and send it to:
British Association for Counselling and Psychotherapy,
BACP House, 15 St John's Business Park, Lutterworth,
Leicestershire LE17 4HB

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank/building society

To: the manager of	Bank/building society
Address	
Postcode	

Membership number

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Originator's Identification Number

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For BACP official use only.

This is not part of the instruction to your bank or building society. Payment will be taken on or around the 25th of the due month.

Instruction to your bank or building society

Please pay the British Association for Counselling and Psychotherapy direct debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BACP and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept direct debit instructions for some types of account.

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, the British Association for Counselling and Psychotherapy (BACP) will notify you a minimum of 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by BACP or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to BACP.