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## RECOGNITION SCHEME FOR ORGANISATIONS

### REGISTRATION FORM

| <b>ABOUT YOUR ORGANISATION</b>      |  |
|-------------------------------------|--|
| NAME OF ORGANISATION                |  |
| ADDRESS                             |  |
| POSTCODE                            |  |
| CONTACT PERSON                      |  |
| POSITION                            |  |
| TELEPHONE NUMBER                    |  |
| EMAIL                               |  |
| DETAILS OF WHEN BEST TO CONTACT YOU |  |

|   |     |    |
|---|-----|----|
| To be eligible for entrance into the Recognition Scheme, organisations must be current organisational members of COSCA  |     |    |
| Are you a current member of COSCA:  | YES | NO |
| <i>If you are not a member and wish to enter the Recognition Scheme, please download and complete a membership form from <a href="http://www.cosca.org.uk">www.cosca.org.uk</a></i> |     |    |

|                    |  |
|--------------------|--|
| Date received      |  |
| £100 fee enclosed  |  |
| Membership checked |  |
| Renewal date       |  |
| Handbook sent      |  |

Please tick which best describes your work: (see *Information, Guidance and Procedure* document in the *Recognition* section of COSCA's website [www.cosca.org.uk](http://www.cosca.org.uk))

|  |                                 |
|--|---------------------------------|
| Counselling/Psychotherapy Organisation | Counselling Skills Organisation |
|--|---------------------------------|

Summary of what your organisation offers:

*Please use other sheet if necessary*

**Supporting Statement**

*(Name of Organisation above)*  
wish to register for the COSCA Recognition Scheme and agree to:

- gather all the evidence required to support our application for Recognition, submitting the *Organisational and Practice Based Criteria Self-evaluation form* within 9 months of Registration  
*(if not submitted within this time, Registration will be withdrawn and the fee forfeited)*
- pay the £100 Registration fee
- pay the subsequent £100 assessment fee that will be required should we proceed with assessment
- become a COSCA organisational member (if you are not one already)
- renew organisational membership annually

Signed:

Name:

Position:

Date:

In order to register for the Recognition Scheme, this form should be completed, signed and returned to the Recognition Scheme Development Officer at COSCA with the £100 registration fee (payable to COSCA)