



**COSCA (Counselling & Psychotherapy in Scotland)**  
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**Office Use**

|         |                    |
|---------|--------------------|
| Finance | Membership Details |
|         |                    |

## **Application for COSCA Membership:**

### **Counsellor Member**

**Notes for Applicants:**

- This category of membership entitles you to practise counselling/psychotherapy independently and/or within an agency that provides counselling/psychotherapy.
- 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 encouraged to use the COSCA Logo – [www.cosca.org.uk](http://www.cosca.org.uk)
- COSCA Registrants are entitled to use the Professional Standards Authority Accredited Register Logo.

|                           |
|---------------------------|
| <b>1. CONTACT DETAILS</b> |
| Surname:                  |
| Forename(s):              |
| Title:                    |
| Address:                  |
| Postcode:                 |
| Telephone No:             |
| Work No:                  |
| Email:                    |

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

COSCA membership number

## 3. MEMBERS OWN COMPLAINTS PROCEDURE

As an Individual Member of COSCA, if you have your own Complaints Procedure, you are required to submit this to COSCA for approval. If you do not have your own Complaints Procedure you must use COSCA's Complaints Procedure.

Do you have your own Complaints Procedure:

**YES**

**NO**

**If yes,**

Own Complaints Procedure attached

It is a requirement that your Complaints Procedure meets the criteria set by COSCA in the following document - COSCA Standards for Complaints Procedure. Please see [www.cosca.org.uk](http://www.cosca.org.uk) - Complaints.

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

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

## 5. COSCA JOURNAL

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

## 6. 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 or civil convictions (spent or unspent) 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**

## 7. QUALIFICATIONS/TRAINING IN COUNSELLING/PSYCHOTHERAPY AND SUPERVISED COUNSELLING PRACTICE REQUIREMENTS

### 7.1 QUALIFICATIONS AND TRAINING IN COUNSELLING/PSYCHOTHERAPY

**Criteria:**

You have successfully completed and received an award for core integrated training in counselling or psychotherapy that:

- Included a minimum of 300 cumulative contact hours of training in counselling or psychotherapy e.g. diploma or equivalent. The cohesive core of the above training needs to take place within a period of 5 years. Additional training needs to be substantial and planned blocks, and clearly progression from the core training.
- Included a supervised counselling practice placement of at least 100 hours, as an integral part of the training and that was not included in the above 300 hours of training.
- Covered theory, skills, professional issues and professional development.

|   |  |
|---|--|
| Name and Address of Training Provider     |  |
| Number of Tutor Training Contact Hours    |  |
| Date of Commencement of Training          |  |
| Date of Successful Completion of Training |  |
| Course Title                              |  |

### 7.2. EVIDENCE OF SUCCESSFUL COMPLETION OF TRAINING

Please provide a copy of the evidence of your successful completion of your training in counselling/psychotherapy, such as a copy of your Diploma award.  
Please note that COSCA will not return evidence supplied.

If you have not yet received your Diploma award, membership may be awarded but is conditional on COSCA receiving a copy of the award certificate following graduation.

*Please tick*

**Evidence enclosed**

### 7.3. SUPERVISED COUNSELLING PRACTICE DURING TRAINING

**You require to have completed supervised counselling practice with actual clients while in training.**

I confirm that I undertook 100 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:**

### 8. 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)

#### 8.1 DETAILS OF CURRENT SUPERVISOR

Name:

Address:

Post Code:

Telephone No:

Email Address:

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

I confirm that I have a supervision ratio of at least 1:12.

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

#### 8.2 SUPERVISOR'S MEMBERSHIP OF PROFESSIONAL BODY

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

Membership Category/Number

## 9. CURRENT PRACTICE OF COUNSELLING/PSYCHOTHERAPY

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

|                                    | <i>Name and Address of Practice</i> | <i>Average Number of Hours Practising (per month)</i> |       | <i>Total number of hours over the last 3 months</i> |
|------------------------------------|-------------------------------------|---|-------|---|
|                                    |                                     | Month   | Hours |   |
| <i>Independent Practice</i>        |                                     |   |       |   |
| <i>Practice in an Organisation</i> |                                     |   |       |   |

## 10. 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> |
|------------------------|---|----------------------------|
|                        |   |                            |

## 11. 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:                   |                      |                                 |

## 12. REFERENCE

Please provide one **reference** from someone who can vouch for your current involvement with counselling/psychotherapy and that you are suitable to join COSCA as a Counsellor Member.

***You should ask your referee to send the reference direct to COSCA.***

## 13. 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)

## 14. MEMBERSHIP FEE

Counsellor Membership: £43.00  
Counsellor Membership (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:** Clydesdale Bank PLC, 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 Membership (plus donation if desired)

I am applying for the reduced rate of Counsellor Member 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 (£2.00 charge).

Membership Fee of £ plus donation £

Invoice Charge (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.



## 15. DECLARATION

I declare that:

1. I will abide by COSCA's 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 all 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.
6. I have a current practice base of at least 5 – 8 hours per month with a supervision ratio of at least 1:12.
7. I am committed to undertaking a minimum of 18 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. For information on these requirements, please see the Practitioner Membership application and criteria, and the guidelines and procedures for accreditation as a counsellor/psychotherapist. Please refer to the COSCA website: [www.cosca.org.uk](http://www.cosca.org.uk).)  
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:

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 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) – 'Find a Therapist' 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 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                              |  |
|--|--|
| <i>Registrant Name</i>                             |  |
| <i>Registrant (membership) Category</i>            |  |
| <i>Registration (membership) Number (if known)</i> |  |
|  |  |

**PLEASE NOTE: Although completion of the following section is optional, this page 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 areas of interest searches.

### OPTIONAL INFORMATION

**Primary Contact Details:** Please provide name and address in the sections below.

*Name of Practice  
(if appropriate)*

*Address:*

*Street*

*Town*

*City*

*Post Code*

*Telephone Number*

*Mobile Number*

*Email Address*

*Website Address*

*Support Provided, i.e.  
Individuals, Couples, Groups,  
Young People, Counselling to  
Blind/Deaf Community, BME  
Community, etc.*

*Theoretical Approach*

*Accessibility to Premises*

*Areas of Interest*

*Languages Used*

*Fees Charged/Donations  
Accepted/Concessions*

### MANDATORY INFORMATION

*Signed:*

*Print Name:*

*Date:*