



COSCA (Counselling & Psychotherapy in Scotland)
6 Melville Terrace | Stirling | FK8 2NE
t: 01786 475140
e: info@cosca.org.uk www.cosca.org.uk

The COSCA Register of Counsellors and Psychotherapists

Mandatory Registration Policy

1. Mandatory Registration of Eligible COSCA Members

The COSCA Register is accredited by the Professional Standards Authority - www.professionalstandards.org.uk/accredited-registers

The COSCA Register of Counsellors and Psychotherapists can be accessed on the COSCA website under 'Find a Therapist' or 'Counsellors'. www.cosca.org.uk

The names of all eligible COSCA members who meet the Register's requirements for entry are listed on the COSCA Register. Mandatory registration helps the public to identify counsellors and psychotherapists who are COSCA registrants.

To be eligible for entry on the COSCA Register individuals need to hold one of the following COSCA membership categories:

- Counsellor Member (Organisations)
- Counsellor Member
- Practitioner Member
- COSCA Accredited Counsellor/Psychotherapist Member

All eligible members will be identified on the COSCA Register by the following essential information:

- registrant name
- registration (membership) category
- registration (membership) number
- membership of statutory regulators and/or other professional body

However, we would strongly encourage eligible members to provide COSCA with more than the mandatory information for entry onto the Register. The optional additional information section is outlined in the application form for listing on the Register. This is to enable the public to more directly access the counselling and psychotherapy services provided by our registrants through, for example, postcode and specialist area searches permitted by the Register.

The *Application for Listing on the COSCA Register of Counsellors & Psychotherapists* is part of the membership application forms and can also be found on our website under Members' Info. All eligible members who meet the Register's requirements for entry will have the above mandatory information and any additional information submitted on the above form entered onto the Register.

What do I need to do to be listed on the Register?

When applying for membership of an eligible category of membership, applicants must complete and submit the *Application for Listing on the COSCA Register of Counsellors and Psychotherapists*, which is part of the membership application form. The Application for Listing form can also be found on our website under Members' Info.

What can I do if I am already listed on the Register and wish to change/add information to my listing?

This can be done by completing and submitting the *Application for Listing on the COSCA Register of Counsellors and Psychotherapists*. It should be noted here that COSCA registrants who are already listed on the Register are required to inform COSCA about their membership of statutory regulators and/or other professional bodies and also if their membership of such bodies lapses at any stage. It is also the responsibility of registrants to inform COSCA using the above form regarding any other changes to their listing, including change of postal and email address, specialism etc.

What if I do not want to be listed on the Register?

Eligible members can apply to COSCA to opt out of mandatory registration on genuine safety concerns. Please see our website under Membership- Individuals for COSCA's opting out policy: *The COSCA Register of Counsellors and Psychotherapists – Opting Out of Mandatory Registration Policy*.

What will happen to my membership if my application to opt out of mandatory registration is not successful?

COSCA eligible members that apply not to have their names entered on the COSCA Register and whose application to opt out has not met the criteria, will lose their entitlement to their current membership category and no longer be members of COSCA. In this event, those who choose not to be listed on the Register will be offered the opportunity to apply for other categories of membership and/or become a subscriber that do not involve mandatory registration, providing they meet the criteria for these other categories of membership.

2. Publication of all sanctions following complaints panels

The Authority requires holders of accredited registers to publish all sanctions against members following complaints panels. In the light of this requirement, and in the interests of public protection, COSCA now publishes all sanctions against Individual Members, Organisational Members and Subscribers following the implementation of COSCA's Complaints Procedure or that of its members who have their own Complaints Procedure.

In the event of sanctions being applied against registrants by COSCA through the implementation of COSCA's Complaints Procedure or member's own Complaints Procedure, the COSCA Register will include these under the name of the registrants concerned.

Brian Magee, Chief Executive