



## COUNSELLOR ACCREDITATION REGISTRATION SCHEME

This Registration Scheme aims to improve contact and support for all practitioners working towards COSCA Counsellor Accreditation.

Please contact the COSCA Development Officer regarding eligibility for Registering on the Scheme – [angela@cosca.org.uk](mailto:angela@cosca.org.uk)

### What is the Registration Scheme for?

Registering is an important aid for everyone involved.

- It helps the Development Officer to keep in touch with you to provide any support or guidance you may need
- Enable you to be aware of any timeframe you are working to
- help you define your aims and stay focused on your personal/professional goals
- ensures that any potential difficulties or gaps in your experience can be addressed at an early stage
- ensures that you keep up-to-date with any changes in the guidelines (they are reviewed regularly and may be subject to change).

### Who can register?

- Anyone who is working as a counsellor, and meets or will meet the required criteria set out in the COSCA Counsellor Accreditation Guidelines, at the time of submitting an application, can register onto the Scheme.
- Practicing counsellors require to have the minimum of COSCA Practitioner Membership. If you are not already a Practitioner Member, you can work towards this whilst registered on the Accreditation Registration Scheme.

### How to Register onto the Accreditation Registration Scheme

Complete the attached Registration Form and return it to the COSCA office with your payment.

### The process to COSCA Counsellor Accreditation

The usual stages for Accreditation are:

- Register ~ complete and submit a registration form
- Attend ~ book yourself onto a COSCA Accreditation Workshop
- Develop ~ create and develop your written portfolio for submission
- Apply ~ submit a Counsellor Accreditation application to COSCA.

### How long from Registration to accreditation?

Registration onto the Scheme declares the intention to accredit and encourages you to do so within a given timeframe.

Working towards Counsellor Accreditation should take no longer than 5 years and often much less time than that. It depends on how much experience you have, the amount of work involved in compiling the evidence required and how much time you can give to the process on a regular basis. You will be asked and encouraged to set a submission date that suits you.

### Your Application

There are two routes available when applying for Accreditation:

**Combination:**

is designed to help counsellors without a qualification of diploma level or above to reach the accreditation standards

**Diploma:**

for those who have at least a COSCA validated Diploma or equivalent).

You can develop your application using the criteria and standards set out in the guidelines for the 'Combination' or 'Diploma' routes – [www.cosca.org.uk](http://www.cosca.org.uk) - Accreditation - Counsellor.

**What are the costs of accreditation?**

|                                    |         |
|------------------------------------|---------|
| Registration and Initial Workshop: | £25.00  |
| Optional Developmental Workshops:  | £12.50  |
| Accreditation Submission:          | £200.00 |

The £25 Registration fee is discounted if your application is received at the COSCA office within 18 months of the date of Registering onto the Scheme.

The £200 fee covers all the costs of processing your application, but not any costs that may be incurred by you (or your supporting organisation, if you have one) in the process of accruing the required evidence and completing the application.

On award of Accreditation, annual renewal of COSCA membership and COSCA Accreditation is required.

**What help is available?**

The COSCA Development Officer offers information and support for everyone working towards becoming accredited as a counsellor. There are Initial workshops run 6 monthly, the first one of which is free. You can contact the Development Office to help keep you on track so that you can meet the timescales you have set for submitting your application.

**What are the aims of an accreditation workshop?**

An accreditation workshop is aimed at providing information to help you decide when you will be able to apply, and to explain the process of application. You are encouraged to attend an accreditation workshop within 6 months of registering. Accreditation workshops will also help you to explore specific aspects of the application process. You may attend as many accreditation workshops as you like, for which there will be a small charge for each one. Accreditation workshops can be offered on any particular aspect of the process if there is enough interest. However, please alert the Development Officer if you have any specific needs and/or requests.

**What happens if I decide not to submit an application?**

Please inform the Development Officer if, for any reason, you decide not to progress your application for accreditation. Your details will be taken off the COSCA Accreditation Registration database. Any other notes or records will be held confidentially for a period of time before being shredded.

**The next 2 pages make up the registration form.**



**COSCA (Counselling & Psychotherapy in Scotland)**  
16 Melville Terrace | Stirling | FK8 2NE  
t 01786 475 140 f: 01786 446 207  
e: [info@cosca.org.uk](mailto:info@cosca.org.uk) w: [www.cosca.org.uk](http://www.cosca.org.uk)

## COUNSELLOR ACCREDITATION REGISTRATION SCHEME

### YOUR CONTACT DETAILS

|                       |  |
|-----------------------|--|
| <b>Surname:</b>       |  |
| <b>First Name(s):</b> |  |
| <b>Title:</b>         |  |

|                             |
|-----------------------------|
| <b>Address:</b>             |
| <b>Post Code:</b>           |
| <b>Email Address:</b>       |
| <b>Telephone Number(s):</b> |

|   |
|---|
| <b>Details of Independent Practice (if relevant):</b> |
|---|

|  |
|--|
| <b>Name and contact details of organisation for whom you work (if relevant):</b> |
|--|

|                    |  |
|--------------------|--|
| Date received      |  |
| £25 fee enclosed   |  |
| Membership checked |  |
| Renewal date       |  |
| Action taken       |  |

To be eligible to apply for COSCA Counsellor Accreditation, you require to have a minimum of **COSCA Practitioner membership**.

If you are not currently a member of COSCA, please see [www.cosca.org.uk](http://www.cosca.org.uk) - Membership – Individuals for information on membership categories and criteria and membership application forms.

|  |     |    |
|--|-----|----|
| Current member of COSCA (if appropriate) | YES | NO |
|--|-----|----|

Membership category:

Membership number:

**Please provide a summary that describes your work and what services/type of counselling you offer.**

### **Supporting Statement**

**I wish to apply for the DIPLOMA / COMBINATION route** *(please delete where applicable)*

**I wish to register for the COSCA Counsellor Accreditation Scheme and agree to:**

- Become and/or remain a COSCA member
- Gather all the evidence required to support my application for Counsellor Accreditation
- Pay the £25 registration fee
- Renew my membership annually
- Pay the subsequent £200 fee that will be required, when I submit my accreditation application

|                          |  |
|--------------------------|--|
| <b>Signature</b>         |  |
| <b>Please print name</b> |  |
| <b>Date</b>              |  |

**Payment of COSCA Registration Fee:**

**Via BACs:**

Clydesdale Bank PLC

Sort Code: 82 68 05

Account Number: 70117410

Account Name: COSCA (Counselling & Psychotherapy in Scotland)

Date Paid to Bank and Reference Used:

**Enclose cheque for £25.00** (Payable to COSCA (Counselling & Psychotherapy in Scotland))

**Require an Invoice (£2.00 service charge)**

**Invoice details:**

**Print Name:**

**Signature:**

**Date:**