



COSCA (Counselling & Psychotherapy in Scotland)
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COSCA TRAINER ACCREDITATION TRAINING RECORD

Annual Renewal Application

This is the **Application** for Annual Renewal of COSCA Trainer Accreditation.

The **Guidelines** for the completion of this **Application for Annual Renewal** can be found on – www.cosca.org.uk – Accreditation – Trainer – Annual Renewal Guidelines.

This record covers activities carried out in your previous year of COSCA Accreditation as a Trainer.

Surname	
Forename(s)	
Title	
Contact Address	
Post code	
Home telephone no.	
Work telephone no.	
Email:	
COSCA Membership No. and Category	
Period covered by this Training Record:	

<i>Office Use</i>	
<i>Date received</i>	
<i>Payment</i>	

Training Level

Please ✓ as appropriate

Certificate Skills Level

Diploma Level:

Diploma Courses in Counselling

Specialist Diploma Courses

Training Record

I certify that to the best of my knowledge and belief, I have fulfilled the following requirement since the last submission of my Annual Renewal of Accreditation Form.

- Relevant Training Delivered (minimum 30 hours per annum)

or

- Have delivered less than 30 hours per annum and declare a career break

NB: If you are declaring a career break, please ensure that you can meet and evidence the requirements as explained below.

30+ hours Delivery of Training

If declaring 30 hours + of training delivery, please ensure you have fulfilled the following requirements:

- Supervision of Training Practice (minimum of 4 hours per annum)
- Continuing Professional Development (minimum 3 days (18 hours) per annum and to include COSCA Annual Trainers Event or similar.

CPD is an activity that develops your understanding and skills in your profession and impacts on your work as a trainer. You should engage in a range of CPD activities, examples of which include:

- ✓ short courses on professional issues,
- ✓ seminars and conferences
- ✓ designing and facilitating workshops
- ✓ writing articles relevant to professional practice
- ✓ participation in relevant professional committees
- ✓ personal therapy
- ✓ research relevant to counselling/therapy).

Delivery of Training

Name(s) of COSCA Validated Training Provider(s) for whom you deliver training

Career Break from Delivering Training

Career Breaks of Up To One Year

If you have delivered less than 30 hours training in the last year, you can apply for Annual Renewal of Accreditation by submitting your Training Record and a career break report concerning the break from training. This report should provide evidence of the following:

- a brief explanation of the reason(s) for the career break
- current membership of COSCA
- 12 hours of continuing professional development during the past year, unless there are extenuating circumstances in the above explanation

Career Breaks of More Than One Year

You can take a break from practising as a trainer for more than one year. To maintain your trainer accreditation you are required to submit your Training Record and career break report for each year of your career break.

At the end of your career break, and having returned to delivering training, you are required to submit a report providing evidence of the following:

- current membership of COSCA
- one year of supervised training practice (30 hours minimum) verified by your training supervisor
- 18 hours of continuing professional development during the past year
- a reflective account of your re-engagement with the training process (900 –1000 word). You are required to specify the number of words used.

Career break information enclosed (if applicable)

COSCA Annual Trainer's Event

Did you attend the last COSCA Annual Trainer's Event?

Yes

No

If not, please provide details of a similar CPD event you attended in the last year.

Declaration

1. By signing this Annual Renewal Form, you and your training supervisor are confirming the submitted report content.
2. You do not require a signature from a training practice supervisor if you are declaring a career break.
3. COSCA's monitoring system may require you to provide more details in support of your Annual Renewal of Accreditation.

COSCA Accredited Trainer

I certify that the information contained in this application is true and correct.

Signature of Trainer	
Print Name	
Date	

Training Practice Supervisor

I certify that, to the best of my knowledge and belief, the information contained in this application is true and correct.

Name of Training Practice Supervisor:	
Address of Training Practice Supervisor:	
Signature of Training Practice Supervisor	
Date	

Payment

This annual renewal of trainer accreditation form requires to be submitted together with your membership renewal application form and the appropriate fee (to be found on the membership renewal application form). A membership renewal package is sent to your 4 weeks prior to membership renewal date.

Please note that payment requires to be made before membership and renewal of accreditation is confirmed.

I am paying the following amount

Direct to Bank:

Clydesdale Bank PLC

Sort Code: 82 68 05

Account Number: 70174110

Cheque enclosed

Invoice required

Please add £2.00 service charge

Please give invoice details if different from your own details