



*Irish Association for Counselling and Psychotherapy*

# Inactive Membership Application Form for Accredited Members and Accredited Supervisors

**NOTICE TO APPLICANTS:** Please complete using CAPITAL LETTERS.

Please return this completed form to: Accreditation Department, IACP, First Floor, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co. Dublin - or scanned and emailed to [accreditation@iacp.ie](mailto:accreditation@iacp.ie)

## PERSONAL DETAILS

Surname: \_\_\_\_\_

Forename: \_\_\_\_\_

Email: \_\_\_\_\_

Membership Number: \_\_\_\_\_

**Please check the relevant box.** I am applying for:

Inactive Accredited Membership

☐

Inactive Supervisor Membership

☐

Both

☐

Date you ceased, or intend to cease, practicing as a Counsellor / Psychotherapist/ Supervisor: \_\_\_\_\_ to \_\_\_\_\_

Reason for applying for Inactive Membership: \_\_\_\_\_

## GUIDELINES FOR INACTIVE ACCREDITED MEMBERS AND ACCREDITED SUPERVISOR MEMBERS

- This category is open to Accredited Members who have ceased practicing (in a paid or voluntary capacity) and are up to date with their annual membership fees.
- Inactive membership applications must be received before an applicant's renewal of accreditation date and cannot be applied for if that renewal date has already been deferred.
- The period of Inactive Accredited Membership is valid for a minimum of 3 months and a maximum of 24 months.
- Members can request to return to Active status at any time between 3 and 24 months of their period of inactivity.
- At the end of the 24 months, an Inactive Accredited Member must apply in writing to the IACP to have their status changed to Active.
- Inactive Accredited Members are not required to undergo monthly supervision or engage in CPD activities for the period of their inactive membership.
- Annual membership fee for Inactive Accredited Membership is €105 and payable in January when annual membership fees are due.
- Inactive Supervisor Membership (inactive both as Accredited Member and as Supervisor) is €147 (€105 + €42) annually.
- Inactive Supervisor Membership (inactive as Supervisor only, active as Accredited Member) is €351 (€309 + €42) annually.
- It is not possible to practice as an accredited Supervisor Member while being inactive as an Accredited member.
- Applications made for an additional period of Inactive Accredited membership after the initial 24 months may be granted at the discretion of the Accreditation Committee.
- Inactive Accredited Members will not be listed on the IACP Referral Directory or volunteer on any IACP Sub-Committees.

### To return to Active Accredited status, Inactive Members must:

- Set up a contract with an IACP, BACP\* or IAHIP Accredited Supervisor and attend at least one session with this Supervisor before applying.
- Make an application in writing to the IACP which must be accompanied by written confirmation from your Supervisor that a contract is in place.
- Provide a copy of current Professional Liability Insurance.

## DECLARATION

I apply for membership of IACP as an Inactive Member.

I confirm that I agree to be bound by the IACP Memorandum and Articles of Association and to abide by the IACP Code of Ethics and Practice.

I confirm that the information I have supplied is correct and true. I understand that any inaccurate or false information or omission of material information shall render this application invalid.

I have read and understand the above guidelines for Inactive Members.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The cost for inactive membership for accredited members is €105.00 per annum. The cost for inactive membership for accredited supervisors is €42.00 per annum. In the case that a member wishes to go inactive for a period less than 12 months, the cost will be calculated on a pro rata basis. An invoice will be issued to the member with the pro rata amount OR a refund/ credit issued where the annual membership fee has been previously paid.

Cheques, Bank Drafts or Postal Orders should be made payable to the Irish Association for Counselling and Psychotherapy. Credit/Debit card payments may also be made by telephoning 01-230 35 36.

Please return completed form to IACP, First Floor, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co. Dublin or scan and email to [accreditation@iacp.ie](mailto:accreditation@iacp.ie)

Documents will be destroyed after an appropriate period of time as per the IACP Retention policy. Do not send any original documents unless specifically requested.

Keep a copy of any application forms/correspondence you send to IACP for your own records. IACP gather and process your personal information in accordance with the relevant Irish Data Protection legislation and other, applicable laws. We process your personal information to meet our legal, statutory, and contractual obligations and to provide you with our products and services. We will hold your data securely and will never disclose your data to another organisation without your consent, unless required to do so by law. In addition, we only ever retain personal information for as long as is necessary. Should we engage the services of third party service providers in order to process your data, such processing is done in compliance with the applicable legislation, and within the terms of a formal, written contract.