



*Irish Association for Counselling and Psychotherapy*

# Inactive Membership Application Form for Accredited Members

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

Please return this completed form to: The Accreditation Secretary, IACP, First Floor, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co. Dublin

## PERSONAL DETAILS

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

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

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

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

Gender: M / F Date of Birth (dd/mm/yy): \_\_\_\_\_

Date you ceased, or intend to cease, practising as a Counsellor / Pysychotherapist: \_\_\_\_\_

Reason for applying for Inactive Membership: \_\_\_\_\_  
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## GUIDELINES FOR INACTIVE ACCREDITED 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 6 months and a maximum of 24 months.
- Members can request to return to Active status at any time between 6 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.
- 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.
- Inactive Accredited Members may not 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 .

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.