



ACTO Membership Office

Email: membership.secretary@acto-uk.org

Applying for membership of Acto

Criteria for Membership:

1. Minimum of a Diploma in Counselling gained on a UK or Irish training course that includes supervised practice and face to face counsellor/tutor contact. The Diploma must be recognised as adequate counsellor training by BACP.

If you are a psychotherapist or a psychologist, your qualification will need to be recognised by UKCP or BPS. Please contact us for advice about this if necessary.

2. Membership of a UK professional body that has an official complaints procedure (e.g. BACP) and supply proof, when renewing ACTO membership, of continuing membership of that professional body.

3. Compliance with the rules of that professional body in terms of professional indemnity insurance and ongoing supervision.

4. Acceptance of and adherence to the ACTO Code of Ethics, which can be found here: www.acto-uk.org/codeofethics.htm.

5. Either:

a) **a qualification in online counselling** from:

Counselling Online Ltd, formerly OLT4C: <http://www.onlinetrainingforcounsellors.co.uk>,

The Online Therapy Institute: www.onlinetherapyinstitute.com

(formerly www.onlinecounsellors.co.uk),

Jane Evans, Counselling and Supervision: www.onlinecounsellingandsupervision.co.uk,

or The University of Toronto: www.cybercounselling.com

Or:

b) **two years' satisfactory online practice**, supported by a statement from your supervisor.

6. Documentary proof of your qualifications. Either scan them into your computer and send them as an attachment, or contact the Membership Secretary who will provide a postal address for you to send them to.

Benefits of Membership:

- ✓ Access to the Members Area of the ACTO website
- ✓ Eligibility for entry in our Directories
- ✓ Eligibility for our Yahoo members forum
- ✓ Regular newsletter (in members section of website)

Application for membership and directory listing

Section A	Applicant Information		
Name :		Office Use Only Membership No:	
Home Address :			Gender:
Town :	Postal Code :	Country:	
Mobile/cell:	Telephone:	Email:	
Face to Face Qualification(s) <i>(please supply copies of these)</i>		Date(s)	Training Organisations
1)		1)	1)
2)		2)	2)
3)		3)	3)
Online Counselling Qualification(s) <i>(please supply copies of these)</i>		Date(s)	Training Organisation & Website(s)
1)		1)	1)
2)		2)	2)
3)		3)	3)
Professional Membership: <i>(include all relevant professional bodies, and don't forget to send the appropriate Certificates)</i>			Membership No:
1)	2)	3)	1) 2) 3)
<p>Please indicate if you would like to be listed in the following:</p> <p>ACTO's Directory of Online Therapists <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>ACTO's Directory of Online Supervisors <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you tick a box you will be sent a proforma to complete, giving us the details we need in order to create a Directory listing for you. If you tick both boxes you will be sent a proforma for each Directory. Don't forget to pay for your Directory entries!</p>			

Section B	Declaration
<p>Please delete either statement a) or statement b):</p> <p>a) I am not currently the subject of any professional complaint or other disciplinary proceedings</p> <p>b) I am currently the subject of a professional complaint/disciplinary proceedings, details of which are given on a separate page.</p> <p>I declare that the information I have provided is true and correct to the best of my knowledge. In compliance with the Data Protection Act 1998, I give consent for ACTO to store and process the information I have provided in my application.</p> <p>I confirm that my initial counselling qualification was gained in the United Kingdom or in Ireland.</p> <p>I agree as a member of ACTO to abide by its current Code of Ethics: (http://acto-uk.org/professionalconduct.htm).</p> <p>Signed: _____ Dated: _____</p>	

Please send the completed application form as an email attachment to

ACTO Membership Office **Email:** membership.secretary@acto-uk.org

Don't forget to attach / send copies of your qualifications! These should include:

- a) your face to face Diploma or degree
- b) proof of current membership of your professional body and
- c) your online counselling qualifications.

Payment information (All fees are payable annually)	
<p><u>If paying by online banking:</u></p> <p>Membership Fee £20 Directory Listing Fees Entry in one directory £10 Entry in both directories £15 Total for all three per annum is £35</p> <p><u>If paying by Google Checkout:</u></p> <p>Additional charge of £1 per item to cover our administration costs.</p>	<p>Please send your online banking payments to:</p> <p>Bank: Abbey plc; Account Name: ACTO; Sort Code: 09-06-66; Account Number: 42622541.</p> <p><i>Please put the name under which you have applied as a reference and/or email us to tell us you've paid.</i></p> <p><i>Unreferenced payments will delay your application !</i></p>

Office Use Only		
Applicant allocated Membership No:		
Date when application was received:		
Form completed as relevant <input type="checkbox"/>		Copies of qualifications received <input type="checkbox"/>
Membership Fee paid <input type="checkbox"/>		Uploaded to website <input type="checkbox"/>
Outstanding actions:		
Final Decision taken		
A : Application Accepted <input type="checkbox"/>	B : Conditional Acceptance <input type="checkbox"/>	C : Application Rejected <input type="checkbox"/>
Date when decision was communicated to applicant		Renewal Date