



*Irish Association for Counselling and Psychotherapy*

# Academic Membership Application Form for Accredited Members and Supervisors

Please complete using CAPITAL LETTERS and return to the IACP, First Floor, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co. Dublin or by email to [accreditation@iacp.ie](mailto:accreditation@iacp.ie)

Incomplete applications will be returned.

Continuing membership depends on an application/ renewal application being received by the annual renewal date. Failure to submit by your renewal date will normally result in your membership status being cancelled. If you do not wish to continue with your membership please notify the IACP in writing.

An applicant for Academic Membership must meet the following criteria:

#### **Accreditation:**

Must be an Accredited Member or Supervisor in good standing (active membership, fully paid up). Annual Academic Membership fee of €250 to be paid (inclusive of application/ renewal processing fee).

If accreditation has lapsed, the applicant must first reinstate their Accredited Member or Supervisor status before applying. Please note, applicants are not required to obtain insurance cover or a supervisor contract to reinstate, but all fees must still be paid and other requirements met in order to apply for Academic Membership.

During Academic Membership, the member must cease all clinical and supervision work.

To resume Accredited or Supervisor Accredited membership, this membership category may be held for a maximum of 7 consecutive years. Academic Members may also exit the category by transitioning to Inactive or Retired Membership, or they may allow their membership to lapse.

#### **Academic Work:**

The applicant must be engaged in substantial academic activity within the field of Counselling and Psychotherapy. Eligible academic activities include:

Teaching / lecturing in Counselling and Psychotherapy training programmes including development/ review of curriculum or academic materials.

Conducting research within the field at Doctoral, or post-Doctoral levels. (Master's Level excluded).

Designing and delivering workshops or training sessions relevant to the profession and must be offered on IACP accredited courses / IACP CPD approved courses.

Non-Counselling & Psychotherapy academic work does not qualify for this category.

#### **Certification Requirements:**

The applicant must provide documented evidence of their academic engagement upon application and during reaccreditation.

This evidence may include certification from a university or an IACP-validated training institute, employment contracts, published works, or other verifiable documentation. The IACP reserves the right to verify all documentation received.

Individuals conducting independent training or research must provide evidence of research plans and annual update on the progress, their work's relevance and scope.

#### **Requirements for maintaining active membership as an Academic Member:**

##### **1. Continuing Professional Development:**

Members must complete CPD equivalent to their original category (minimum 20 hours annually)

10 hours can be counted from academic activities and other 10 must be practice related CPD

Those transitioning from Supervisor Membership must fulfil the supervision-related CPD requirements (10 CPD points)

CPD compliance is subject to audit and general CPD policy requirements.

##### **2. Certification of Academic Engagement:**

Annual renewal of Academic Membership must include verification that the member continues to meet the criteria for Academic Membership; such as certification from a university or an IACP-validated training institute, employment contracts, published works, or other verifiable documentation. Individuals conducting independent training or research must provide evidence of research plans and annual update on the progress, their work's relevance and scope.

The member must confirm in writing that they are not engaged in clinical work.

##### **3. Payment of Annual Academic Membership Fees:**

Membership fee of €250.00 to be paid (inclusive of application/renewal processing fee).

## 1. PERSONAL DETAILS

Surname: \_\_\_\_\_ Membership No: \_\_\_\_\_

Forename: \_\_\_\_\_ Employer/Occupation: \_\_\_\_\_

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

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

**Desired Start of Academic Membership (DD/MM/YYYY):**

Start Date: \_\_\_\_\_ (please note the start date cannot be retrospective)

## **2. DETAILS OF THE SUBSTANTIAL ACADEMIC ACTIVITY WITHIN THE FIELD OF COUNSELLING AND PSYCHOTHERAPY**

Please submit details of the Academic Work below:

I confirm that the above activities make me eligible to apply for Academic Membership and I attach a copy of evidence/ certification confirming this:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. DECLARATION OF APPLICANT

I apply for IACP Academic Membership for Accredited Members and Accredited Supervisors. I confirm that I agree to be bound by the IACP Memorandum and Articles of Association. I confirm 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 understand that IACP membership may be revoked if annual requirements for renewal of Academic Membership/ Accreditation are not met.

I understand that entry to this membership category will mean my name will be removed from the IACP Online Directory for the public.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Exiting Academic Membership (Resuming Accredited or Supervisor Membership)**

Academic Members may exit the category by transitioning to Inactive or Retired Membership, or they may allow their membership to lapse. To resume Accredited or Supervisor Membership within 7 years they must:

- Provide evidence of CPD compliance while holding Academic Membership.
- Demonstrate that they have maintained full engagement in academic activities related to Counselling and Psychotherapy.
- Reapply through the standard reinstatement process (which can be found under Accredited Membership on the IACP website) for their previous category, confirming fitness to practice, provide the confirmation of the supervision arrangement, comply with Garda Vetting requirement and have a valid insurance cover.
- Academic Members who wish to reinstate their accreditation after 7 years of holding an Academic Membership: the individual must apply under Reinstatement of Accreditation / Supervisor Accreditation rules (lapsed for 7+ years).

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.