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Course / Workshop Recognition

**Application Form**

Following confirmation that your application has been successful your organisation will be entitled to state that the course or workshop is ‘Recognised by The International Society for Coaching Psychology as providing CPD/CPE for its Members’. Attendees of Recognised courses/workshops can apply for free ISCP affiliate membership.

***ORGANISATION DETAILS***

|  |  |
| --- | --- |
| **ORGANISATION NAME** |  |
| **ORGANISATION ADDRESS** |  |
| **WEBSITE ADDRESS** |  |
| **CONTACT EMAIL** |  |
| **CONTACT TELEPHONE** |  |

***COURSE DIRECTOR DETAILS***

|  |  |
| --- | --- |
| **DIRECTOR NAME** | **MISCP member grade** |
|  |  |
|  |  |

At least one course director must be a full MISCP member to apply for course recognition.

Please visit the ISCP website for membership and joining details [www.isfcp.info](http://www.isfcp.info)

**COURSE / WORKSHOP DETAILS**

|  |  |
| --- | --- |
| **TITLE OF COURSE/WORKSHOP:** |  |
| **WEBSITE LINK TO COURSE INFORMATION**  Alternatively, a copy of the course brochure should be attached to your application. |  |
| **IS THE COURSE ACCREDITED AND/OR RECOGNISED BY OTHER BODIES?**  **PROVIDE DETAILS HERE:** |  |
| **AIMS AND OBJECTIVES OF THE COURSE/WORKSHOP:** |  |
| **COURSE/WORKSHOP DATE[S]:**  List all dates the course is scheduled to run |  |
| **NUMBER OF CONTACT TRAINING HOURS:** |  |
| **NUMBER OF CPD/CPE HOURS OFFERED:**  Provide a brief breakdown summary. i.e. course preparation, reading, coursework |  |
| **TRAINER[S]/TUTOR[S] DETAILS:**  Please include the names of regular trainer[s] or tutor[s] and give brief professional background information. If trainers are members of the ISCP it will be sufficient to state their name and membership grade. |  |
| **COURSE CONTACT NAME:** |  |
| **COURSE CONTACT EMAIL:** |  |
| **Are delegates able to provide written feedback to course directors/trainers (e.g. via evaluation sheets)?** YES NO | |
| **Do you agree to the company name, course title, website, email and contact details for the**  **course/workshop to be listed on the Course Recognition page of the Society’s website**? YES NO | |

**If applications are discovered to contain any false entries, misleading statements or material omissions the International Society for Coaching Psychology reserve the right to cancel the application or later revoke recognition of the course/workshop.**

**Data Protection**

The ISCP will use your information to provide the service requested.

This information will be held securely on a computerised system for the entire period of our agreement and for a period of 3 years thereafter, when it will be securely destroyed or deleted. We will also use the information you have provided to list your details on our website if permission has been given.

We do not share your information with anyone else in order to provide this service.

For further details on how your data is used and stored please see our privacy policy <https://www.isfcp.info/faqs/privacy-policy/>

* I certify that the information given on this form is correct and complete to the best of my knowledge.
* I give my consent for the ISCP to contact third parties to verify the above information and for those third parties to release personal data about me in the verification process, in accordance with the Data Protection Act 2018.

**By submitting this application form, you are also confirming that:**

* **I agree to support the International Society for Coaching Psychology in achieving its aims and objectives.**
* **I agree to abide by the codes of ethics and practice of the Society**.
* I am not aware of any outstanding complaints registered against me with another professional body.

|  |  |
| --- | --- |
| **Course Director Signature** |  |
| **Date of Application** |  |

**Additional Information:**

**Table of Fees**

Please note this is a 12-month recognition. Renewal is required after 12 months.

Fees are stated as GBP and set out in the table below.

There are two fee structures:

A single presentation of a course/workshop run only once in the 12-month period

A course which is run multiple times during a 12-month period

|  |  |  |
| --- | --- | --- |
|  | **Annual Fee for Single presentation of Course/Workshop** | **Annual Fee for Repeated Courses** |
| **Course Recognition Fee** | £35.00 | £100.00 |

**Submit completed application and supporting information to:**

[office@isfcp.info](mailto:office@isfcp.info)

You will receive confirmation of your application, so do check your spam folder.

Once your course has been approved, a confirmation email and payment link will be sent to you.