

Application for Membership Guidance Notes

All applicants are requested to read these notes before completing the application. Our application form is designed for use by therapists/practitioners of all disciplines of complementary medicine and after completion should be emailed or sent to the above address with **copies** of certificates from courses attended and credits achieved.

The questions are designed to give our Registration Panel a full summary of your competence and underpinning knowledge. Where the question does not apply, please mark N/A (Not Applicable). From the answers given we can then decide whether you satisfy the criteria for a BRCP Therapist or Practitioner. In simple terms: a Therapist is qualified to give therapeutic treatment designed to make the client feel good and works within the guidelines of their training (Level 3); a Practitioner is usually trained to Level 4 and above and is able to make an independent assessment (complementary diagnosis) of the client so that they can treat them rather than offering relaxing therapy.

Applicants must satisfy our Registration Panel that they fulfil our criteria. This is usually covered by recognised courses or through an assessment process, which may vary according to the discipline but will generally fall into the following categories:

- **Philosophical Understanding** concerns the overall concept of Complementary Medicine as unique systems that treat all levels of consciousness including the vital force and spiritual energy
- **Health Sciences** at the appropriate level of competence to match the discipline concerned, and giving due consideration to National Occupational Standards CNH1 and CNH2
- **Clinical Skills** – applicants who have been in professional practice should give full details
- **Diagnostic Assessment** is described in the Code of Ethics and Practice **SECTION 9**
- **Clinic/Place of Practice** – which gives us a broader picture of how and where you work
- **Complementary Medicine and the Law**
- **Research** principles and protocols if applicable

Case Histories – If you keep patient/client records you must provide copies of anonymised case histories, taken within the last 6 months, of 3 patients/clients showing a minimum of 3 treatments each. This is a really useful way for us to assess your capabilities as a therapist/practitioner – your practitionership. All case histories must not contain the name or address of the patient/client only their age and sex and must include:-

- Appropriate information from the client of their health, wellbeing and emotional and spiritual condition
- Diagnosis techniques in terms of your own practice
- Discussions of an appropriate treatment
- Documented client feedback and your observations of visual appraisal and clinical findings
- Appropriate aftercare advice and home treatment advice
- Client consent to treatment and to referrals
- Compliance with the current Data Protection Act

They must be typed on A4 paper and in chronological order. Each page must be numbered consecutively and you may scan and email them to us if this is easier. Alternatively, they should be stapled together and posted to us (our address is at the top of this document). All case histories must be completed unsupervised.

In the instance of **students taking case studies**, these are usually examined and assessed by the course examiner who must certify that the cases reflect the ability of the applicant.

Senior Practitioner application – Section 2 of the application form applies

If you are applying to become a Senior Practitioner please ensure that the **entire** form is completed, including Section 2. Even when you have been a BRCP registrant for a number of years, it is good for us to receive an update on your practice, which is why we ask for the entire form to be completed.

Therapist/Practitioner Insurance

All registrants must have a policy that covers them for Public Liability and Professional Indemnity (**minimum of £4 Million**). If you already hold insurance, please send a copy of your current certificate of cover. If you require insurance cover this may be obtained through our discounted BRCP Block Scheme, details of which are included with your application pack. Please contact **Balens Affinities Department** on **01684 580771** and ask to be covered on the **BRCP Block Scheme** (please note that Balens have their own block scheme, so ensure that you ask for the BRCP Block Scheme). This must be done at the same time as applying for BRCP Membership. If your BRCP application is subsequently not approved, Balens will be informed and will contact you to arrange insurance direct with you so that you may pay the difference in cost.

N.B. It is a requirement that you register with BRCP all disciplines that you are insured for on the BRCP Block Insurance Scheme.

Referral Service

In order that a comprehensive referral service can be provided, all practice/clinic addresses, telephone numbers, website and email addresses should be included. Please write this additional information on a separate sheet and attach to the application form if necessary. In light of the General Data Protection Regulation introduced in 2018, you must **opt in** to have your details appear on our online public register, which tends to be a first port of call for enquirers. Otherwise we will only include you in postal, email or telephone enquiries, which are fewer.

Gift Aid – the administering charity of the BRCP is The Confederation of Healing Organisations (CHO). Every £1 donation from you allows us to reclaim at least 25% from the HMRC. This costs you no extra but every donation goes straight to our efforts that allow us to provide resources to you. You must be a UK tax payer to enable us to claim Gift Aid from the HMRC.

Code of Ethics and Practice

BRCP Membership requires acceptance of the BRCP Code of Ethics and Practice and you must read it before signing the declaration stating that you have read and understood it. If you have any queries about the Code please get in touch so that we can explain.

Any complaints from patients/clients will be referred to the Disciplinary Committee convened by the CHO/BRCP for the purpose.

What happens next?

Once we have received payment, the application is submitted to the Registration Panel for consideration. If you are accepted for BRCP membership your certificate and registration receipt will only be sent to you once we have confirmation of your insurance. If the application is unsuccessful you may be invited to an interview or assessment with the Registration Panel, which may incur an extra fee. The BRCP reserves the right to refuse application without giving a reason.

Others using these Criteria

The British Register of Complementary Practitioners or The Confederation of Healing Organisations will accept no responsibility for the use of these conditions of membership by other parties.

Alison Hodges

Membership Manager

British Register of Complementary Practitioners