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| CONTACT INFORMATION | |
| Organisation’s Name: |  |
| Organisation’s Address:  (including country) |  |
| Invoicing Address:  (if different to address above) |  |
| Organisation’s Telephone: |  |
| Main Contact Name: |  |
| Main Contact Email: |  |
| Main Contact Telephone: |  |
| COMPANY INFORMATION | |
| Please respond to the following questions about your organisation: |  |
| 1. Is the main business of the organisation the provision of online therapy training? | YES  NO |
| 1. Does the organisation have appropriate insurance for its trading purposes? | YES  NO |
| 1. Does the organisation have its privacy policy and terms and conditions displayed on its website? | YES  NO |
| 1. How long has the organisation been trading? | 0-3 Years  4+ Years  10+ Years |
| 1. How does your organisation validate its courses? |  |
| 1. Are your ACTO eligible course(s) externally verified or moderated by an external examiner?  *ACTO encourages OTP’s to work towards this as standard.*  If your answer is work in progress, please include what your plans are to achieve this goal and within what time scale. | YES  NO  WORK IN PROGRESS |
| 1. Does your organisation adhere to GDPR? (and equivalent for overseas applicants) | Yes  No |
| 1. What is your organisation’s Data Protection Registration Number (issued annually by the ICO)?   Alternatively, if you are an overseas organisation provide the national equivalent for your organisation, and a link to a website that provides confirmation about the process in your jurisdiction. |  |
| 1. Does your organisation have a published privacy policy? | Yes  No |
| 1. Please include the link to your organisation’s privacy policy. |  |
| **ABOUT YOUR ORGANISATIONS’ TRAINERS** | |
| 1. How many trainers does your organisation have? | 1-5  6 – 10  11- 15  16+ |
| 1. Are all your trainers Professional Members of ACTO?   If not, what percentage are not ACTO Professional Members? Please give more information about this group of trainers. | Yes  No  % |
| 1. Are all your trainers experienced online trainers and/or have they undertaken training to be a trainer which includes the competencies set out by ACTO for working online therapeutically: <https://acto-org.uk/acto-recommended-competences-for-counselling-and-psychotherapy-online/> | YES  NO  WORK IN PROGRESS |
| 1. What on-going training do you provide to your trainers? |  |
| 1. What additional paperwork do you require your trainers to provide when they join your team? | Face to face training qualification  Online qualification  Professional Indemnity Insurance  DPRN Registration document (annual, if required within your international jurisdiction) |
| 1. Do your trainers all sign a contract? | Yes  No |
| **ABOUT YOUR ORGANISATION’S SUPERVISORS** | |
| 1. Do all your supervisors hold online supervision qualifications, receive supervision from similarly qualified supervisors and are registered on the ACTO online supervisors register? | Yes  No |
| **ABOUT YOUR ORGANISATIONS’ COURSES** | |
| 1. Are your organisation’s course(s) designed to enable students to be eligible for ACTO Professional membership and include theACTO competences required for working online therapeutically https://acto-org.uk/acto-recommended-competences-for-counselling-and-psychotherapy-online? | Yes  No |
| 1. Do your ACTO eligible course(s) certificates clearly state the formats taught (for example email, live chat, audio and/or video) and the number of hours of guided learning and taught hours? | Yes  No |
| 1. How many of the organisation’s courses meet the ACTO minimum requirements for qualifying courses <https://acto-org.uk/acto-minimum-criteria-for-qualifying-courses/> ? | 1  2  3  4  5  6  7  8 |
| 1. How many of the organisation’s courses include all the ACTO competences required for working online therapeutically https://acto-org.uk/acto-recommended-competences-for-counselling-and-psychotherapy-online? | 1  2  3  4  5  6  7  8 |
| 1. How many of your courses are less than 80 hours?   (The courses would not be suitable in their own right as a professional membership qualification but may be used in an APEL or credit-based application to reach a minimum of 80 hours’ training.) |  |
| 1. How many of your courses are 80 - 100 hours?   A screenshot of a cell phone  Description automatically generated These are considered as suitable in their own right as an entry level professional membership application. Usually such a level of qualification would be known as a certificate and would be more appropriate for working for an organisation than in private practice. All courses meeting the standards are eligible to use this logo. |  |
| 1. How many of your courses are 100+ hours?   A screenshot of a cell phone  Description automatically generated These are considered as suitable in their own for professional membership application. Usually such a level of qualification would be known as a diploma and is suitable for working in all setting. The course would include personal therapy, client hours and supervision.  All courses meeting the standards are eligible to use this logo. |  |
| 1. What are the developmental targets for your courses over the next three years? |  |
| 1. In what ways does your application not meet the standards currently? This is a reflection question to help your organization develop and will not be a criterion against which our decision will be made, unless it reflected the rest of your answers. |  |

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| **Declaration** | |
| **Please delete either statement a) or statement b):**   1. Our organisation is not currently the subject of any professional complaint or other disciplinary proceedings 2. Our organisation is currently the subject of any professional complaint or other disciplinary proceedings | |
| I declare that the information I have provided is true and correct to the best of my knowledge. In compliance with GDPR, I give consent, on behalf of my company, to ACTO storing and processing the information provided in my organisation’s application. | *Please sign and date here:* |
| On behalf of my organisation, I **consent** to our organisation name and membership number being listed on the publicly searchable ACTO membership list at [www.acto-org.uk](http://www.acto-org.uk) | *Please sign and date here:* |
| On behalf of my organisation, I **consent** to ACTO sending our organisation occasional newsletters/emails for the purposes of keeping us informed of its current developments and providing relevant information (please delete as appropriate). | *Please sign and date here:* |
| On behalf of my organisation, I agree as an **ACTO Online Training Provider** to abide by its current Code of Ethics**:** <https://acto-org.uk/professional-conduct-code-ethics/> | *Please sign and date here:* |

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| **Supporting Paperwork** | |
| Your company’s certificate of incorporation (or equivalent for different business structures). If not enclosed please explain why. | ENCLOSED  NOT ENCLOSED |
| Your company’s Professional Indemnity Insurance. If not enclosed please explain why. Required to be sent annually. | ENCLOSED  NOT ENCLOSED |
| Your company’s most recent set of accounts. Required to be sent annually. | ENCLOSED  NOT ENCLOSED |
| The CVs for the relevant members of your management team, especially those in charge of the training side of the business. Required to be sent annually. | ENCLOSED  NOT ENCLOSED |
| Your company’s DPRN. (and equivalent for overseas applicants or explanation about why not relevant). Required to be sent annually. | ENCLOSED  NOT ENCLOSED |
| An Enhanced DBS for the person responsible for the training within your company. (and equivalent for overseas applicants or explanation about why not relevant). Required to be sent three yearly. | ENCLOSED  NOT ENCLOSED |
| Your company’s vision statement for the next five years (or business plan). Required to be sent annually. | ENCLOSED  NOT ENCLOSED |



## Notes

Successful applicant organisations are eligible to use this logo on their publicity.

******In addition, individual courses meeting the ACTO minimum requirements for qualifying courses <https://acto-org.uk/acto-minimum-criteria-for-qualifying-courses/> and the ACTO competences required for working online therapeutically https://acto-org.uk/acto-recommended-competences-for-counselling-and-psychotherapy-online are eligible to use this logo.

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| Once you have completed this form please send it with all accompanying paperwork via <https://wetransfer.com/> for security and confidentiality purposes to the Directors’ Administrator with responsibility for managing the Board of Directors’ paperwork and roles at [office@ACTO-org.uk](mailto:office@ACTO-org.uk). |