

## **General Member- Training**

Please complete Applicable Online Application Form

An Institute may apply for recognition by EAC as a **General Organisation - Training**, if it can satisfy the basic criteria of the EAC Operating Regulations and it majors in the training of students in counselling related subjects leading to a Counselling Diploma or above.

- A. The General Member Organisation must be constituted according to the laws of the country in which it is located.
- B. Possess transparent and accountable administrative and financial structures
- C. It must be an Institute concerned with or have an interest in the practice and development of counselling as defined by the EAC.
- D. It must endorse the aims, objectives and regulations of the EAC

The applicant Institute must also satisfy the General Organisation conditions in clause 2.1.1 A-H in the EAC Operating Regulations.

- A. It must be concerned with delivering or developing counselling and/or training in counselling as defined by the EAC.
- B. It must have a structured programme to encourage its members to subscribe as Individual Members of any status, as defined in Clause 2.2, of the EAC Operating Regulations
- C. It must provide evidence of ensuring that all its members meet and comply with the EAC standards.
- D. It must have, or provide evidence of complying with, a written code of ethics or practice, a complaints procedure and means of recognising professional competence compatible with the professional standards laid down by the EAC.
- E. It must promote and encourage its students to qualify for the European Certificate of Counsellor Accreditation (ECCac).
- F. It will cooperate with and promote the EAC elections within its own country
- G. It will agree to act as an agent for the EAC by distributing the EAC material and where applicable collecting the EAC Member subscriptions in its own Institute on the due date and forward all subscriptions collected to the EAC Administration department together with a list of all fee paying members.
- H. It must have commonly agreed procedures for practice standards and professional conduct.

General Organisation – Training Membership is held for a period of five (5) years and upon review, renewed for every further five (5) year period thereafter. Membership at this level would enable the General Organisation –Training to submit any individual Counsellor Training Programme conducted by the General Organisation for accreditation by the Professional Training Standards and Accreditation Committee.

In support of their application the following paperwork and statements must be provided to enable the Professional Training Standards and Accreditation Committee information on which a decision to appoint, defer or reject the application can be made.

- a) Date of constitution.
- b) The Institute's Financial & Legal Structure
- c) Protocol for the AGM/Constitutional meeting.
- d) Institute's latest version of Statutes and, if applicable Operating Regulations
- e) The Institute's Code of Ethics
- f) The Institute's Complaints Procedure
- g) The Institute's Training Standards
- h) Details of Training Courses held or recommended
- i) Description of Accreditation Procedures
- j) Average Number of students attached to the Institute
- k) Payment of the application fee €395

Once these papers have been submitted and accepted, the applying Institute will be considered for ratification as a General Organisation - Training. This ratification is for a five-year period dated from the notification that the application and papers submitted had successfully been scrutinised and outstanding questions (if any) answered. Membership at this level enables the General Organisation - Training Members to submit individual Counsellor training courses for accreditation by the EAC.

The following process is followed with papers and documentation submitted to the officers of the EAC. Please make sure that all documents as required are submitted in English:-

- The EAC administration office receives the Institute's application and checks if there are any documents missing.
- The EAC administration office sends a copy of the application to each member of the Accreditation Committee set up to check the application.
- The EAC administration office will contact you if there are any other documents required or any questions raised by members of the committee.
- The committee makes recommendations to the Governing Board for the acceptance; deferral or rejection of the applicant Institute.

The EAC administration office will inform the applicant of the decision of the PTSAC, until such a decision is transmitted the applicant Institute cannot infer on their website or any advertising material that they have a formal relationship with the EAC. Once the applicant has been informed that the application is successful and they have paid their membership fee of €400 they may state that the Institute is a General Organisation - Training of the EAC on their website, stationery and supporting advertising material by way of use of the EAC National Association logo and text content. All training courses must be accredited individually and appointment as a General Organisation- Training does not allow the Institute to promote their courses as accredited courses until they have been individually submitted and scrutinised by the PTSAC and accreditation is notified and awarded.

General Organisation Members have voting rights in all EAC elections.

Brenda Dutch  
Administrative Assistant.