

Guidelines for Completion of Application Form for Category One

Please read all sections carefully

Please

1. Type application or write legibly.
2. Send ORIGINAL and THREE photocopies of the following:
 - a) Application Form - typed or written legibly
 - b) Curriculum Vitae - typed
 - c) Log Book
3. Send FOUR photocopies of the documents supporting your application, eg evidence of professional qualifications, examinations passed, courses attended.
4. Send FOUR photocopies of your up-to-date COSRT subscription receipt.
5. Send FOUR photocopies of your up-to-date insurance indemnity certificate or equivalent. For NHS employees, send proof to confirm that NHS work is covered - this may be in the form of a letter from your line manager. If working in both the private sector and NHS, provide evidence of cover for both areas of work.
6. Read criteria carefully and ensure you are able to demonstrate you fulfil each criterion when completing your application form. Do not leave anything to be assumed by the Assessors.
7. **Please collate your documents into FOUR complete application packs before sending. Please do not bind the packs.**

NB Illegible or incomplete applications will be returned.

Time Scale of the Accreditation Process

Accreditation is ratified by the Professional Standards Board, which meets regularly throughout the year. The Accreditation process takes three months on average. If a person is not granted accreditation they may not re-apply until 12 months from the date of notification. You will receive notification of the outcome of your application and your certificate will come with the notification or soon after. When you become an accredited member your accreditation will be from the date on your certificate for that year. You will therefore pay a proportion of the annual fee for the year in

which you are accredited. In the January following accreditation you will need to pay the annual renewal fee.

Appeal Procedure

If you are not awarded Accredited Membership you may appeal on the ground of incorrect procedure. Notification of your desire to appeal should be sent to the Chair of the Assessors Panel, COSRT, PO Box 13686, London, SW20 9ZH, within three months of receiving your notification.

Renewal of Accreditation

Accredited Membership is renewed annually. This will be recorded on your certificate. You will be sent a renewal form in **November** of each year along with the request for your subscription to COSRT.