



ASSOCIATION OF REGISTERED COMPLEMENTARY HEALTH THERAPISTS OF IRELAND (ARCHTI)

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INSTRUCTIONS ON HOW TO APPLY FOR MEMBERSHIP OF ARCHTI.

Our Information Pack includes all you need in order to apply for Membership as well as Insurance documentation.

Please take time to read all the information carefully—particularly our Rules & Regulations—and it should answer all your queries. If not, please email or phone us and we will be happy to help.

Here is the procedure needed to join us and also explained is the sequence in which your application will be processed:-

1. The Application Form should be fully completed in BLOCK CAPITALS and in clear legible writing. It should be returned to us with copies of your qualifications, application fee and a copy of your current Practitioner Insurance Policy if you are already insured. (If you are applying to us for insurance please see point 4 below).

The application fee is £10 for a **maximum of 3 therapies** requested for registration. If you require more than 3 therapies to be registered, there is a charge of £4 for **each additional** therapy. This must be paid for at the time of application.

The application fee is non-refundable as it is used to go towards the cost of processing your application.

When we receive your application it will be acknowledged and receipt for your payment will be sent to you.

2. We will then proceed to verify your qualifications. If they meet our criteria for Membership, you will be offered the opportunity to join our Association and be requested to pay our Annual Membership Fee which is £50. The length of time the process takes depends on many factors. If all your qualifications have been taken with an accredited training school on our files then that is usually straightforward. However if your training is from various sources or from a school outside of Ireland or in a non-English language then that process can take quite a while. If you omit required information then we will have to contact you to get it. *So please be patient and know that we will get back to you as soon as possible.* You may be requested at any stage of the admission process to provide additional information if necessary. If you are a not an Irish or EU citizen you will be required to complete additional forms which you should ask us to send you.

3. When we receive your Annual Membership payment we will give you a Registered Membership Number and, provided you already have current Practitioner Insurance, we will place you on our Register and have your Membership Certificate issued for the year. If you are applying for the ARCHTI Group Insurance Scheme with Balens this will be done when we have been notified by Balens that your policy has been issued. You will then start to receive our Newsletters, notice of Meetings, Free Magazines or other information from time to time. Assuming you have requested us to do so, we will give you a Free listing on our Website under the therapy or therapies you have been registered for. As a referral and support service to you we will give the contact details (which you have given us permission to give) to people telephoning this office or emailing us wishing to have therapy in your area or on an exchange basis among our own Members. **Your contact details will never given by us to anybody outside of ARCHTI for any form of advertising purposes whatsoever.**

4. If you don't have current insurance you will be eligible to apply for the ARCHTI scheme after paying your Annual Membership Subscription and receiving your Registered Membership Number. Write this number on the insurance form; attach copies of your qualifications and send the appropriate premium made payable to Balens. Post all directly to Balens in the UK at the address provided. **Please DO NOT send any insurance documents or premium payment to us.**

(For your convenience later—if you intend applying for our Insurance Scheme—you should make 2 copies of all your qualifications because then you can send one copy to us with your Membership Application and you will have the other copy for Balens when applying for your insurance).

You will be instructed on how to proceed with each part of the application procedure so to get started all you need do is comply with Point 1 above.

If you have any additional enquiries or would like further information please do not hesitate to contact us.

Peggy Kelly
Administrator.