



Application form for Collaborative Membership of the ICNM

General guidelines for completing this form

There are 4 sections to this application form. Sections 1, 2 and 3 should be completed by the Head of the Organisation. *Please read the notes which accompany this form.*

Section 1 asks for the Organisation's general information

Section 2 asks for information on the Organisation's standards and membership

Section 3 asks for the Organisation's preferred listing on the ICNM website

Section 4 gives the ICNM's Terms and Conditions for Collaborative membership

Section 1 – general information

Name of organisation

Reference (office use)

Contact name

Position/Title

Address of Organisation

.....

Town

County

Post Code

Telephone

Email

Discipline(s) of your Organisation

Signature of representative:

Date:

Section 2 – Organisation’s information on standards and membership

Training standards:	Yes	No																				
1. Does the Organisation provide discipline training? If <u>not</u> , please go to questions 6 and 7.																						
2. Is this training at National Occupational Standard (NOS)?																						
3. If not, what level is/are the qualification(s) (in regard to the NOS Framework)?																						
4. What are the qualification(s) awarded to your members?																						
5. How are your members assessed?	Yes	No																				
• by written examination																						
• by written assignments (including case studies)																						
• by practical examinations (including oral questioning)																						
• by a combination of any/all of these																						
6. For its own internal Quality Assurance (QA), the ICNM requires a copy of the Organisation’s Q.A. statement. Have you enclosed this document?																						
7. For its own internal QA, the ICNM requires a copy of the Organisation’s Terms and Conditions of membership. Have you enclosed this document?																						
<p>ICNM Collaborative membership for organisations is £20 per year. Membership fee (to the ICNM) per member, is £7.00.</p> <p>Method of Payment (please tick) Please make all Cheques payable to BRCP</p> <p> <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit Card <input type="checkbox"/> Paid over Telephone </p> <p>Date / /</p> <p>For Credit/Debit Card transactions you can complete the form below or call the ICNM on 020 7922 7980</p> <p>Payment by Credit/ Debit Card</p> <p> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Other; please specify - AMEX Not Accepted </p> <p>Valid from:/..... Expiry date:/..... Name of Cardholder:</p> <p>Card No. <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </p> <p>Signed: _____ Date: _____</p>																						

Section 4

Terms and Conditions for ICNM Collaborative membership

1. The Organisation agrees with the following:

- 1.1 The Organisation will apply for ICNM Collaborative membership of its members on an annual basis and will be required to update information at this time.
- 1.2 The status of ICNM Collaborative membership and what this means to its members, must be clearly stated in any advertising materials (including websites etc) given out by the Organisation and/or its individual members.
- 1.3 The Organisation will notify the ICNM of any changes and/or amendments made to their organisation and/or membership requirements after it has been registered as an ICNM Collaborative member organisation.
- 1.4 The organisation will guarantee that only registered members are included in the ICNM collaborative scheme.
- 1.5 The Organisation will provide the ICNM with excel spreadsheets of their members' details including name, address, daytime phone number and email address.
- 1.6 The Organisation will provide the ICNM with a copy of the Organisation's Quality Assurance statement.
- 1.7 The Organisation will provide the ICNM with a copy of the Organisation's Terms and Conditions of membership.
- 1.8 Members' Certificates are sent to the Organisation in bulk and are distributed by the Organisation.

2. Standards, Complaints and Audit

- 2.1 The ICNM reserves the right to approve or not approve Collaborative membership of the Organisation and its individual members.
- 2.2 The ICNM reserves the right to ask for clarification from the Organisation of any issues arising from disputes and/or legal proceedings that may affect, either directly or indirectly the ICNM.

3. Term and Termination

- 3.1 Collaborative organisation membership fee of £20.00 and is paid annually. Individual membership is £7.00. The Organisation is expected to charge its members £10.00 per member (collecting £3.00 for its own administrative costs).
- 3.2. The Organisation collects and collates members' payments and sends a single payment to the ICNM.
- 3.3 The ICNM retains the right to withdraw Collaborative membership where, in its opinion:
 - the Organisation has changed significantly and no longer meets the criteria as set out in the original application;
 - the Organisation has not responded satisfactorily to correspondence sent by the ICNM and/or requests for information regarding disputes and legal proceedings.
- 3.4 The ICNM may withdraw Collaborative membership, where changes in legislation, voluntary or statutory regulation of professional standards in education or practice, government registration and approval of educational standards become such that it is no longer possible for the ICNM to form collaborative associations with other organisations. The ICNM may withdraw such an association giving 9 months notice in writing. In such an event no refund of fees paid will be made.

4. All notices under this agreement will be given in writing.

**ICNM, Can Mezzanine,
32-36 Loman Street,
London, SE1 0EH
Tel: 020 7922 7980. Fax: 020 7922 7981
Email: info@icnm.org.uk Web: www.icnm.org.uk**