



ASSOCIATION OF REGISTERED COMPLEMENTARY HEALTH THERAPISTS OF IRELAND (ARCTHI)

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Thank you for your interest in becoming an ARCTHI member. Here we give you some guidelines on completing your application. In our Information Pack we have included information on Membership, Insurance, Brochure, Rules and Regulations, Code of Ethics and, most importantly, the forms you need to get your membership underway.

If you have any questions or require more information please contact us.

HOW TO APPLY FOR MEMBERSHIP OF ARCTHI

Below are instructions on how to join ARCTHI, and the sequence in which your application will be processed. Also please refer to the 'Rules & Regulations' page included in the Information Pack which explains everything in more detail.

- STEP 1:** Read carefully all the documentation in your Information Pack as you will be required later to sign that you have read and understand it.
- STEP 2:** Fully complete the enclosed 3-part Application Form in BLOCK CAPITALS, in clear legible writing.
- STEP 3:** Return the completed application form with copies of your relevant qualifications, the application fee (as explained below) and current insurance policy if any. *(If you would like to apply for insurance with the ARCTHI Group Insurance Scheme with Balens, please see 'Insurance' section below for further details).*
- STEP 4:** When your completed application, relevant information and payment is received, we will then proceed to verify your qualifications. (You may be requested at any stage of the admission process to provide additional information if necessary). *If your application meets the criteria for Membership, you will be notified and offered the opportunity to join the ARCTHI.*

Fee Structure:

Application Fee: The initial application fee is **€15 for a maximum of 3 therapies** requested for registration. Additional therapies will cost **€5 each**. Beauty Therapies count as one therapy. (see Rule 22). The total amount must be paid for at the time of application. This fee is non-refundable as it goes towards the cost of processing your application.

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

Membership Fees: Full Membership costs €80. Student Membership costs €30. (Other membership categories please refer to Rules & Regulations section). You will receive an invoice and be notified when accepted. When we receive your Membership payment we will issue you with a Registered Membership Number.

Full Membership: (see Rule 19). Therapists already fully qualified and with current insurance are granted Full Membership and will be placed on our Register. A Membership Certificate is then issued to you for the year (Those joining our Group Insurance Scheme with Balens will have this done when the insurance policy has been issued).

Full Members will receive "The Irish Pan Therapy" Newsletters, Free Magazines, may attend Meetings, receive our eNews, Special Offers and other additional information from time to time. If you have requested us to do so, you may have a **Free listing on our Website** under the therapy, or therapies, you have been registered for, using only the details you have given us permission to display. As a further referral and support service, **we also provide your contact details to clients telephoning our office or emailing us wishing to have therapy in your locality.** You may also be interested in an exchange of services among your fellow ARCTHI Members.

Your contact details will never given to anyone outside of ARCTHI for any form of advertising or mailing purposes whatsoever.

Student Membership: (see Rule 20). If you are just starting your course of study and require insurance cover for case studies, then you should apply for Student Membership. As you will not have any qualifications at this stage, you should send us a copy of a Certificate of Attendance, Receipt or Letter from your school, clearly outlining your name, address and the course/s you are studying on headed paper from your School. Failure to do this will cause delays. Student Members will receive our online Newsletter if they provide an email address.

Insurance: If you do not have current insurance you will be eligible to apply for the ARCTHI scheme *after* paying your Annual Membership Subscription and receiving your Registered Membership Number. Forms are included in this pack. Please hold on to them carefully and you will receive instructions on how to proceed. *If you intend applying for our ARCTHI Insurance—make 2 copies of all your qualifications, one copy for us with your Membership Application, and the second copy when applying for your insurance.*

How long does the membership process take? If all your qualifications have been taken with an accredited training school on our files, this is usually straightforward. If your training is from various sources, from a school outside of Ireland or in a non-English language then this process takes longer. If you are a not an Irish or EU citizen you will be required to complete additional forms which will be sent to you. (see Rule 11). If you omit required information, we will have to contact you to get it and this will cause delays. Most of our Officers and Committees are practising full-time Therapists giving us their time voluntarily *so please be patient and know that we will get back to you as soon as possible with the minimum of delay.*