APPLICATION FOR ORGANIZATION/AGENCY MEMBERSHIP (REVISED 2023)

Please fill in this form, provide the necessary documentation e.g. Government / NGO registration certificate copy, brochure, a brief profile, training curriculum, list of Partners/directors/trustees/manager (at least one to be a KCPA registered member). The application fee for institutions/agencies/organizations is Ksh.10,000 plus Ksh.12,000 for inspection for first time applications and Ksh. 5,000 yearly subscription renewable January of every year. The County officials organize for the inspection using the SEAC checklist.

1. Name of Organization ....

   ....

2. Postal Address ....

   Business Tel: .... E-mail ....

3. Nature of registration in Kenya e.g. NGO, Company, Trusteeship. Support registration with

   photocopy of documentary evidence of Registration ....

4. The organization /Agency is run by:
   i) Directors: a) ....Telephone ....

      Email ....

      a) ....Telephone ....

   ii) In Charge (Counsellor or Psychologist) .... Position ....

      Telephone .... Email ....

5. **Ethical Working:** We shall be committed to adhering to KCPA Code of Ethics and our Organization/ Agency is committed to those principles of operation ....Sign ....
   Amount paid Kshs ....
   Signature of Applicant ....Date ....
   NB: Every Institution/Organization/Agency shall receive an Accreditation Certificate from KCPA after registration.

PAYMENT DETAILS (KCPA does not accept cash payments)

KCPA subscription is valid for one year and is renewable on expiry date

Requisite fees are payable to:

Kenya Counselling and Psychological Association

Cooperative Bank 01134308358300 Aga Khan Walk

Or Mpesa Till Number 326109 buy Goods and Services

Or Mpesa PAYBILL: **4114027** and Account name shall be

Membership Application

Amount paid (Kshs): ....

Send your Application and Subscription to:

Board Patron, SEAC Committee.

For Official Use Only

1. Payment receipt number: ....

2. Institution membership number: ....

3. Certificate expiry date: ....

4. Authorized KCPA signatory: ....