



A.N.P.A.

Australian Naturopathic
Practitioners Association Inc.

MEMBERSHIP APPLICATION

*EXCELLENCE, LEADERSHIP AND INTEGRITY
IN NATUROPATHIC HEALTH CARE*

1 800 422 885
(03) 9811 9990
Fax (03) 9813 3581

admin@anpa.asn.au
www.anpa.asn.au

Suite 36/123 Camberwell Road, East Hawthorn, VIC 3123



A MESSAGE FROM THE ANPA PRESIDENT...

WELCOME and thank you for making an application to join the ANPA.

We look forward to supporting you and wish you every success in your naturopathic practice.

Since 1975, the ANPA has consistently represented naturopaths across Australia. In fact, we are the longest serving national naturopathic association in Australia. We are a democratic association *run by naturopaths for naturopaths*. As a “professional” association we keep current with issues affecting naturopathy and the wider community. We interface with government on all levels to protect and raise the status for the naturopathy profession. We also participate on education advisory committees in both the VET (TAFE) and the Higher Education sectors (university). The ANPA participated on the advisory board for the government review of Natural Therapies.

Please take advantage of ANPA’s many membership benefits. Some of these benefits include: a competitive membership fee structure, Facebook and ANPA website discussion boards, networking at local chapters, support calls for members, educational events, as well as observation and clinical supervision for students and new graduate naturopaths. The ANPA e-Newsletter keeps you updated with issues that may be affecting the naturopathy profession. We welcome membership feedback.

The ANPA association is here because of strong support from members like you. We want to hear from you. We make it our business to act on good ideas and suggestions. The ANPA committee meets every month, and it is easy to have an item placed on an agenda to be discussed and acted on. If you want to participate on the committee please let us know. There are always small tasks that need attention.

Keeping the light of naturopathy burning bright!

With kind regards,

Eta Brand

National President

MEMBERSHIP APPLICATION CONTENTS

1. Membership Benefits (page 3)
2. Application Checklist (page 4)
3. Membership Application Forms 1, 2 and 3 (pages 5, 6, and 8)
4. ANPA Code of Ethics (page 7)
5. Declaration and Professional Indemnity Insurance (page 8)
6. Membership Categories and Fee Structure (page 9 and 10)
7. Pro-rata rates for Full Members and New Graduate Members (page 11)

BENEFITS OF JOINING ANPA

- Access to the ANPA website www.anpa.asn.au - members'only area, the discussion board and other important member information.
- ANPA e-newsletter with up-to-date professional news
- Continuing Professional Education (CPE) – a variety of activities to accrue points with an option of using an easy online format for recording points.
- New Graduate Members offered significantly reduced membership fees.
- Educational webinars with reduced membership pricing.
- Clinical observation and clinical supervision support programs.
- Local Chapters for networking, sharing, learning – educational component accrues CPE points.
- ANPA Members Facebook group designed to be a friendly and interactive place to discuss cases and post articles of interest
- GST exempt status for consultations for full members.
- Private Health Insurance rebates on consultation fees for your patients
- Therapeutic Goods Administration - Schedule One listing (TGA exemption certificate)
- Representation, policy development and submissions to state or federal government agencies regarding issues affecting the practice of naturopathy in Australia.
- Voting rights at the Annual General Meeting (see membership categories).
- Code of Ethics and policies for professional practice.
- Eligibility for nomination in the annual ANPA “Professional Excellence Awards”
- ANPA Certificates, stationary, receipt books, remedy labels and medical certificates.

COMPLETING YOUR APPLICATION

Your application cannot be finalised until all supporting documents have been received by the ANPA office for review. This process may take a few weeks.

Please mail the completed application to:

ANPA – Membership Application

Suite 36/123 Camberwell Road

East Hawthorn, VIC 3123

APPLICATION CHECK LIST

A . Application form 2 pages

- Complete Membership Application – 2 pages. **Please print clearly. Thank you.**
- Attach **CERTIFIED COPIES*** of parchments and academic transcripts.
- Attach recent photographs where indicated (both to be certified).
- Signed, dated and witnessed declaration.

***Certified copies to be certified by Justice Of The Peace.**

B. References

- Two referees are required to write reference letters for you. One of the referees should have known you in a professional or academic capacity. These letters must include the referees' contact details, signature and date.

C. First Aid Certificate

- A **CERTIFIED COPY*** of your First Aid Level II certificate attached to the application form.
This must be submitted for your membership to be approved

D. Professional Indemnity Insurance

- Attach **proof of current professional indemnity** insurance (as detailed on the application form).

E. Payment

- Cheque or money order** for the amount due, according to the month you send in your application.

- EFT payment - ANPA Bank Details Commonwealth Bank of Australia**
BSB: 063334 Acct No: 10007809

The fee includes application processing. The fee schedule takes into account the estimated processing period. You will not be refunded for the time your application takes to be processed.

NOTE: The application fee is non-refundable.

Applicants not accepted by the ANPA will receive a refund of their membership fee.

MEMBERSHIP APPLICATION – PAGE 1 *Please print clearly.*

Salutation.....First Name.....Second Name.....

Surname.....Date of Birth

Residential address

.....Postcode.....

Telephone (area code) Fax.....

Mobile.....Email.....Country of Birth

Clinic Name

Clinic address

Telephone..... Fax

Website addressAre you on Facebook: Yes/No

Facebook Address.....

Do you give permission for your details as above to be listed on the ANPA 'Find a Practitioner' website page? YES NO

YOUR NAME AS YOU WISH IT TO APPEAR ON THE CERTIFICATE (PRINT CLEARLY)

.....

I hereby apply for membership of the ANPA in the category of (tick appropriate category)

- Full Member Student Member (online application) New Graduate (Full Member)
 Fellowship Member Secondary Member Tertiary Member Associate Member
 International Member

All applicants must provide relevant proof for the category they apply for:

Full Member -The **minimum qualification required is an Advanced Diploma in Naturopathy** from a government accredited college or university. Naturopathy must be specified in your transcript.

NB: For Advanced Diploma of Naturopathy - supply written documentation from college verifying subjects completed on campus and on-campus clinical supervision. A certified document verifying subjects completed on campus will suffice if not available from college.

New Graduate Full Member - date of graduation and all requirements as for Full Membership.

Student Member (online application) proof of college/university enrolment.

Secondary Member - proof of primary membership with another association.

MEMBERSHIP APPLICATION – PAGE 2

| Name of Institution | Qualification Name | Date Awarded |
|---------------------|--------------------|--------------|
| | | |
| | | |
| | | |
| | | |

PLEASE SPECIFY: How many supervised on-campus clinic hours you completed _____

Minimum of 200 hours required

- A. Please attach your certified copies of parchments and academic transcripts.
(must specify minimum of an Advanced Diploma of Naturopathy)

Full Members, New Graduate Members & Fellowship Members please submit:

- B. Copy of your Current Senior First Aid Certificate
- C. Proof of your Professional Indemnity Insurance – (minimum cover \$2,000,000)

Overseas applicants must only apply for insurance subsequent to your membership application being approved.

- D. Two (2) **Character References**
-

Have you ever been refused membership of a professional association? NO YES
If you answered **YES** to the above question please attach details.

Have you ever had any prior criminal convictions or disciplinary proceedings or pending complaints related to your occupation as a naturopath? NO YES
If you answered **YES** to the above question please attach details.

- E. Please attach 2 certified passport size photos; one photo to be fixed in the box below.



- F. Attach payment for membership fees and application fee (non-refundable) or make EFT payment and email the ANPA office to advise this has been done. Alternatively, you may pay by credit card; please call the ANPA office for this service.

Code of Ethics of the Australian Naturopathic Practitioners Association

1. Introduction

1.1 This code has been compiled by the Ethics Committee of the Australian Naturopathic Practitioners Association and relates to the standards of practice of Naturopaths of the Australian Naturopathic Practitioners Association.

1.2 This Code of Ethics describes the professional standard of conduct expected of Naturopaths so as to preserve and enhance the reputation of the A.N.P.A., the practice of naturopathy and to protect the general public.

1.3 This Code applies to all Naturopaths who are members of the A.N.P.A.

1.4 The Ethics Committee reserves the right to amend the Code of Ethics as and when it is deemed necessary.

2. Duty of Care

2.1 The primary professional duty of a practitioner is to competently assist the patient to optimum health, with the circumstances of the patient's condition.

2.2 The practitioner shall always maintain the highest standards of professional conduct and duty of care to the patient.

2.3 Under no circumstances shall a practitioner knowingly undertake any action or treatment that would adversely affect the health of a patient or fellow human being.

3. Professional Conduct

3.1 The practitioner shall have respect for the religious, spiritual, political and social views of any individual irrespective of race, age, sex, colour, ethnic origin, differing abilities, sexuality, creed, marital status, culture, political views or social standing.

3.2 Proper conduct must always be paramount in practitioners' relations with patients. Practitioners must behave with courtesy, respect, dignity and discretion. Their attitude must be competent and sympathetic, hopeful and positive, thus encouraging an uplift in the mental outlook of the patient and a belief in a progression towards good health practices.

3.3 A practitioner should not enter into an intimate or sexual relationship with a patient whilst the patient is under their care.

3.4 A practitioner can practice only the natural and/or traditional therapy disciplines in which she/he is accredited.

3.5 The practitioner is to recognise a responsibility to give the generally held opinions of the relevant discipline when interpreting and conveying scientific or empirical knowledge to patients or to the general public, and where one presents any personal opinion which is contrary to the generally held opinion of the discipline, clearly indicate that this is so.

3.6 A practitioner shall not provide false information on documents used for health fund rebate purposes.

3.7 The practitioner shall not use unsafe or improper practice.

3.8 Practitioners shall at all times show due respect and cooperate with practitioners of other disciplines.

3.9 Practitioners must never claim to "cure". The possible therapeutic benefits may be described as "recovery", but this must never be guaranteed.

3.10 A practitioner shall at no time take part in, or promote any activity, verbal or otherwise, which will reflect improperly or denigrate the standing of Naturopathy or the A.N.P.A. within the general community or in any professional circles.

3.11 Practitioners should ensure that they are medically, physically and psychologically fit to practice.

3.12 A practitioner should not attend to a patient or clinic whilst under the influence of alcohol, drugs or other substance that would impair their judgement. It would be considered inappropriate for a practitioner to smoke or consume a tobacco product in the clinical setting.

3.13 A practitioner shall not use their professional connections or affiliations in an unconscionable manner.

3.14 A practitioner shall not knowingly breach the Commonwealth Therapeutic Goods Act and Regulations, or the equivalent State legislation.

3.15 A practitioner shall be aware of notifiable diseases pertinent to their state or territory legislation.

4. Confidentiality

4.1 A practitioner may not disclose information obtained in confidences from or about a patient unless consent has been given.

4.2 Patient records are kept confidential at all times and access restricted to the practitioner or assistant, except:

(a) in an emergency or other urgent situation where the information may prevent possible injury to the patient or the other person

(b) where required to do so by the law.

5. Patient Record

5.1 The public are entitled to expect that a practitioner will maintain a good standard of practice with full records. This includes: (a) name, address, telephone, date of birth; (b) details of health history; (c) dates of treatment; (d) details of remedies prescribed.

5.2 Patient records are to be kept indefinitely in safe and secure storage.

6. Advertising

6.1 A practitioner shall not advertise or lay claim to secret or exclusive methods of treatment.

6.2 In the advertising of a practitioner's skills and services, due regards should be paid to the following:

(a) Practitioners shall not use titles or descriptions that give the impression of medical or other qualifications to which they are not entitled.

(b) A practitioner shall only advertise in a proper and professional manner for the purpose of informing members of the general public as to their location details and areas of specialised practice.

7. Stationery

7.1 A practitioner is responsible for the issue of their own receipts and their own personal receipt books.

7.2 A practitioner shall not allow their receipt books to be shared or used by other practitioners (including unqualified practitioners).

7.3 Under no circumstances shall a practitioner allow their provider number to be quoted or used by another practitioner (including unqualified practitioners).

7.4 Receipt books should be kept in a safe and secure manner.

7.5 The association will investigate any alleged evidence of fraudulent use of receipt books and, if necessary, take appropriate disciplinary action.

8. Breach of Code of Ethics

8.1 A breach of any aspect of this Code of Ethics will make the practitioner subject to disciplinary action in accordance with the mechanism described in the Complaints Unit and Disciplinary Tribunal of the A.N.P.A.

9. Professional Indemnity Insurance

9.1 Members of the Australian Naturopathic Practitioners Association who are currently in practice must have adequate Professional Indemnity Insurance cover.

MEMBERSHIP APPLICATION – PAGE 3

DECLARATION

I hereby agree to abide by the Code of Ethics of the ANPA. Furthermore, I understand that the ANPA membership certificate is the property of the Australian Naturopathic Practitioners Association Inc. and that this certificate must be returned to the ANPA should my membership of the ANPA cease at any time. I understand that any legal costs incurred by the ANPA in having its certificate or any other property returned to the ANPA will be borne by myself.

Signature of Applicant.....Date

Witness Name SignatureDate

For office use only:

Received..... Sent for approval Approved

Professional Indemnity Insurance

ANPA is not directly affiliated with any insurance company. We advise you to compare the insurance policies different companies have on offer and find the best policy to suit your needs. You will need a minimum of 2 million dollars cover, some practitioners take out more.

Please note: Your PI Insurance cover is not valid until your ANPA membership has been approved.

Suggested insurances companies:

| Insurance Company | Phone Number | Website Address |
|--------------------|--------------|------------------------|
| AON | 1800 307664 | www.aon.com.au |
| Arthur J Gallagher | 1800 240432 | www.ajg.com.au |
| Fenton Green | 1800 642747 | www.fentongreen.com.au |

Membership Categories, Requirements and Fees

| | |
|--|--|
| <p><u>Student membership</u></p> <p>Candidates for student membership must be currently enrolled in a Naturopathy training program from an accredited school or university in Australia.</p> <p>Student members have no voting rights, but enjoy all other membership benefits.</p> | <p>2 years \$35 3 years \$45 4 years \$55 Year 4 \$20 (only available for final year students)</p> <p>No application processing fee when transitioning to full member status.</p> |
| <p><u>Full Membership (New graduate)</u></p> <p>Candidates must possess a minimum qualification of an Advanced Diploma of Naturopathy from an accredited school or university. Subject to approval by ANPA membership sub-committee. Candidate must have qualified within one year of their application New Graduate Full Members have full voting rights and enjoy all other membership benefits. Please note: Graduates who have completed studies 100% online are not eligible for ANPA membership.</p> | <p><u>First 6 months FREE</u></p> <p><u>1st year 1/3rd of full rate.</u></p> <p><u>2nd year 2/3rd of full rate.</u></p> <p>plus a one off payment for:</p> <ul style="list-style-type: none"> - Application processing \$35 <p><u>See PRO RATA Information (page 9) or call the office to clarify any details.</u></p> |
| <p><u>Full Membership</u></p> <p>Candidates must possess a minimum qualification of an Advanced Diploma of Naturopathy from an accredited school or university in Australia. Subject to approval by ANPA membership sub-committee. Full members have full voting rights and enjoy all other membership benefits. Please note: Practitioners who have completed studies 100% online are not eligible for ANPA membership.</p> | <p>Full membership fee - \$350 per year</p> <p>Plus a one off payment for</p> <ul style="list-style-type: none"> - Application processing \$35 <p><u>See PRO RATA Information (page 9)</u></p> |
| <p><u>Associate Membership</u></p> <p>This category is for practitioners that are not naturopaths but are in allied health professions. Nurses, osteopaths, physiotherapists, chiropractors, massage therapists etc. may apply for this category. The ANPA does not advocate for this group of health care professionals in any professional capacity.</p> | <p>Membership fee - \$235.00</p> <p>Plus a one off payment for:</p> <ul style="list-style-type: none"> - Application processing \$35 |
| <p><u>Secondary Membership</u></p> <p>Secondary membership is made available to any naturopath that is a current primary member of another professional association. Subject to meeting the criteria for full membership of ANPA. Secondary members have no voting rights. Conditions may apply.</p> | <p>Membership fee \$125.00</p> <p>Plus one off payment for</p> <ul style="list-style-type: none"> - Application processing \$35 |

| | |
|---|--|
| <p><u>Tertiary Membership</u></p> <p>Non-practicing and retired members. These members may be non-practicing because of ill health, pregnancy, or may have left practice but continue to enjoy supporting the ANPA.</p> | <p>Membership fee \$100.00</p> <p>Plus a one off payment for:</p> <ul style="list-style-type: none"> - Application processing \$35 (fee waived for existing members) |
| <p><u>Fellowship Member</u></p> <p>Fellowship candidates must possess a minimum qualification of an Advanced Diploma of Naturopathy from an accredited school or university.</p> <p>Preferably they will possess or be working towards a higher degree in naturopathy or a related health science area.</p> <p>Candidature is available to be conferred by the ANPA committee after 10 years of full membership with the ANPA. This conferment of fellowship status after 10 years of membership is dependent upon the candidate demonstrating a significant contribution to</p> <ul style="list-style-type: none"> - The profession - Naturopathic research - Education - The association, its committee and its function. <p>Additionally the fellowship candidate must not have been involved in conduct that has or will bring the ANPA into disrepute</p> <p>The fellowship candidate agrees to participate in ANPA's mentorship and education programs</p> <p>Fellowship is offered automatically to full members who have practiced continually for 15 years and have been a full member of the ANPA for at least 10 years. This is contingent upon the above <u>additional</u> requirements being met.</p> | <p>Membership fee - \$320.00</p> <p>Plus</p> <ul style="list-style-type: none"> - One-off payment of \$35 for processing. |
| <p><u>International Membership</u></p> <p>Eligible international members are Naturopaths that meet the educational criteria for qualification as a naturopath overseas, and meet the competency standards for naturopathy in Australia.</p> <p>These members give an undertaking to not practice naturopathy in Australia until they are awarded the status of full member by the memberships sub-committee, subject to suitability, upon formal application by the naturopath concerned</p> <p>International Members have no voting rights.</p> | <p>Membership fee \$350.00</p> <p>Plus one off payment for:</p> <ul style="list-style-type: none"> - Application processing \$35 |

OVERSEAS QUALIFICATIONS:

Applicants possessing qualifications obtained overseas are advised to contact the relevant regional branch of the Australian Overseas Qualification Unit. The applicants' qualifications are assessed independently against Australian standards in naturopathy. Assessments showing equivalent status to the Australian Advanced Diploma in Naturopathy from a Government accredited school will be considered for approval as ANPA members. Some Private Health Insurance companies require that all overseas applicants including New Zealand applicants have met with the Australian Overseas Qualification Assessment for Naturopathy.

Contact: Department of Education www.internationaleducation.gov.au

Select: Overseas Qualifications Assessment

ANPA Pro-Rata Rates 2018

Pro-rata rates may be applicable when joining ANPA at a time other than the beginning of the financial year (July-June)

| Full Member | | | | |
|--|----------------------------|------------------------|-----------------------|------------------|
| Join date | Application fee | Certificate fee | Membership fee | Total due |
| July | \$35 | N/A | \$350.00 | \$385.00 |
| August | " | " | \$321.00 | \$356.00 |
| September | " | " | \$292.00 | \$327.00 |
| October | " | " | \$262.00 | \$297.00 |
| November | " | " | \$233.00 | \$268.00 |
| December | " | " | \$204.00 | \$239.00 |
| January | " | " | \$175.00 | \$210.00 |
| February | " | " | \$146.00 | \$181.00 |
| March | " | " | \$117.00 | \$152.00 |
| April | " | " | \$87.00 | \$122.00 |
| May | " | " | \$58.00 | \$93.00 |
| June | " | " | \$29.00 | \$64.00 |
| New Graduate Full Member | Waived if a student member | " | 6 months | FREE |
| Pro-rata rate until beginning of financial year. | | | | |
| Join date | Application fee | Certificate fee | Membership fee | Total due |
| July | \$35 | N/A | \$110.00 | \$145.00 |
| August | " | " | \$101.00 | \$136.00 |
| September | " | " | \$91.67 | \$126.67 |
| October | " | " | \$82.50 | \$117.50 |
| November | " | " | \$73.33 | \$108.33 |
| December | " | " | \$64.17 | \$99.17 |
| January | " | " | \$55.00 | \$90.00 |
| February | " | " | \$45.83 | \$80.83 |
| March | " | " | \$36.67 | \$71.67 |
| April | " | " | \$27.50 | \$62.50 |
| May | " | " | \$18.33 | \$53.33 |
| June | " | " | \$9.17 | \$44.17 |
| 1 st year | n/a | n/a | You save \$240 | \$110.00 |
| 2 nd year | n/a | n/a | You save \$130 | \$220.00 |
| 3 rd year | n/a | n/a | Full fee | \$350.00 |