



**A.N.P.A.**

Australian Naturopathic  
Practitioners Association Inc.

# **TRANSFER SPECIAL MEMBERSHIP APPLICATION**

*EXCELLENCE, LEADERSHIP AND INTEGRITY  
IN NATUROPATHIC HEALTH CARE*

**1 800 422 885**

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

**PO Box 5106, Bentleigh East, VIC 3165**

## **A MESSAGE FROM THE ANPA COMMITTEE**

If you are not yet an ANPA member, you are invited to visit our website and discover why the ANPA is the premier association for naturopaths.

*Run by Naturopaths for Naturopaths.*

If you are a student, we are passionate about supporting you all the way through your studies to new graduate and beyond. Since 1975, the ANPA has uniquely only represented the naturopathic profession to governments, private health insurance funds, indemnity insurance companies, media and the public. We continually advocate for the important role naturopaths play in the community.

*ANPA is a professional association for discerning Naturopaths in Australia.* We are committed to quality health care for all Australians. Our association represents naturopaths who have received education in health sciences and traditional naturopathic medicine. Naturopaths in the ANPA are trained in a broad range of treatment modalities and utilise these in the holistic care of their patients.

Good governance in the ANPA ensures members are professional and fully qualified to practice naturopathy. The ANPA ensures that continuing professional education [CPE] is maintained, members maintain professional indemnity insurance, follow a code of ethics, and provides servicing of health funds and numerous additional benefits for members.

You are always welcome to make contact with the ANPA. We are not an umbrella organisation and naturopaths are our passion. Join us and assist in defining the naturopathic landscape in your community.

Celebrate, join and strengthen the profession of amazing naturopaths!

## **MEMBERSHIP APPLICATION CONTENTS**

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## **BENEFITS OF JOINING ANPA**

- Access to the ANPA website [www.anpa.asn.au](http://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.
- 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, 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**

PO Box 5106

Bentleigh East, VIC 3165

## **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**

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 address .....Are 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 the ANPA ‘TRANSFER SPECIAL’ for Full Membership \$270 per year for 2 years

Transfer special pre-approval documentation required:

Insurance certificate of currency       Current Association payment receipt

All applicants must provide relevant proof:

**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.

**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)**

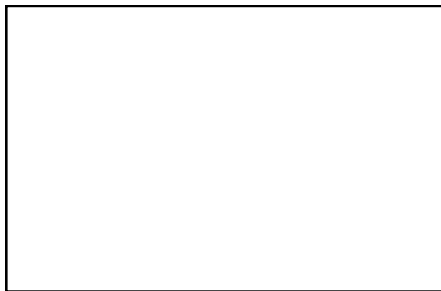
**Full Members please submit:**

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

**For office use only:**

Received..... Sent for approval ..... Approved .....



## Membership Requirements and Fees

### Full Membership

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.

Full membership transfer special fee – **\$270 per year**

**See PRO RATA Information below**

### **ANPA Pro-Rata Rates 2023**

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	Transfer special Membership fee
July	\$270.00
August	\$247.50
September	\$225.00
October	\$202.50
November	\$180.00
December	\$157.50
January	\$135.00
February	\$112.50
March	\$90.00
April	\$67.50
May	\$45.00
June	\$22.50