

# **British Association of Prosthetists and Orthotists**

## **Application for European Membership 2019**



### **Applicant guidelines – please read carefully before completing your form**

Thank you for your interest in becoming a member of the British Association of Prosthetists and Orthotists (BAPO). BAPO is the only international professional body that represents Prosthetists and Orthotists, Prosthetic and Orthotic Technicians, Associate Assistants and Students.

### **Please complete and return this application form to the BAPO Secretariat together with payment and appropriate supporting documents as outlined below:**

#### **Full Member Applications**

Membership is only open to those qualified as an Orthotist, Prosthetist or Prosthetist/Orthotist. This route is only for those Prosthetists and Orthotists practicing outside the UK who wish to become members of BAPO. They must submit evidence of:

- Recognised Prosthetic and or Orthotic qualification from own country

#### **Affiliate Membership Applications**

Affiliate membership will be open to people external to the profession of prosthetics and orthotics who either work within the field of prosthetics and/or orthotics, or who have a special interest in the field.

There are two categories of Affiliate membership. These are:

##### **Professional**

Any other health professional working within the fields of prosthetics and/or orthotics would be eligible for this class of affiliation; such as bioengineer, doctor, nurse or allied health professional. They must provide evidence in the form of a copy of their HCPC/NMC/GMC (or applicable regulatory body) certificate of registration.

##### **Individual**

Any individual with an interest in the prosthetic and orthotic profession would be eligible for this class of affiliation. The application should set out and explain the individual's link to prosthetics and/or orthotics and their areas of interest.

#### **Retired/Non-Practising Membership Applications**

Membership is only open to those qualified as an Orthotist, Prosthetist or Prosthetist/Orthotist. This route is only for those Prosthetists and Orthotists practicing outside the UK who wish to become members of BAPO. They must submit evidence of:

- Recognised Prosthetic and or Orthotic qualification from own country
- Profile of evidence of practice

#### **Associate Technician Applications**

This category of associate membership is open to those people whose principal employment is in the fabrication of prostheses and/or orthoses. Technicians should submit a letter from their employer detailing their principal employment role.

#### **Associate Assistant Applications**

This category of membership is open to individuals whose principal employment is as a Prosthetic and/or Orthotic Assistant. Assistants should submit a letter from their employer detailing their principal employment.

# Membership Application Form – European Membership

BAPO Secretariat, Unit 3010 Mile End Mill, Abbey Mill Business Centre, Paisley, Renfrewshire, Scotland, PA1 1JS

## Section A: Membership

Title: \_\_\_\_\_ Forename(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Male  Female Date of Birth: \_\_/\_\_/\_\_\_\_\_

Membership Category (from the categories on front page): \_\_\_\_\_

Membership is required from: 01/\_\_/\_\_\_\_/\_\_\_\_\_ HCPC Number (if applicable): \_\_\_\_\_

## Section B: Personal Details

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Town/City: \_\_\_\_\_ County: \_\_\_\_\_

Region: \_\_\_\_\_ Postcode/Zip: \_\_\_\_\_

Daytime No: ☎ : \_\_\_\_\_ Mobile No 📱 : \_\_\_\_\_

Email: \_\_\_\_\_

 Please consider the environment - tick to receive your BAPO mail via email

## Section C: Qualifications

Qualifications: \_\_\_\_\_ University/College: \_\_\_\_\_

Date of Qualification (if pending, please provide due date): \_\_\_\_\_

## Section D: Employer (**Students are not required to complete this section**)

**Important Information:** It is compulsory that you provide the following information and ensure you update BAPO if your employer/employment changes. If you are not currently employed, please provide your previous employer details. This information is required so that you can be provided with UNISON support (where appropriate)

Please indicate whether this is your  Current Employer  Previous Employer  N/A

Employer name: \_\_\_\_\_ Employer Region: \_\_\_\_\_

Employer Postcode: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Qualified As: \_\_\_\_\_ Practising As: \_\_\_\_\_

Please indicate whether your work is  Contractor  Private

Section E: Terms & Conditions and Declaration

**Terms & Conditions:**

- Membership Cancellation Policy - The BAPO Membership Year runs from 1 January – 31 December. Please be aware BAPO membership can only be cancelled by informing the Secretariat in writing (email or post) in advance of your intended cancellation date. If paid by Direct Debit BAPO membership subscriptions are paid in arrears on the 28th of each month. If a member has paid the yearly subscription in advance, a refund will be made for the remaining whole months of the year. If you cancel your monthly payment but do not inform us of your wish to cancel, BAPO will contact you to confirm your intentions. If BAPO are unable to confirm your wish to cancel, membership fees will continue to be accrued for up to 60 days before your membership is automatically lapsed. All overdue subscription fees will remain on your account and are required to be paid before you may re-join the Association at any time in the future. Should you not complete a membership renewal but pay by direct debit, it will be assumed that you wish to continue your membership.

I apply for membership of the British Association of Prosthetists and Orthotists (BAPO) and, if accepted, undertake to be bound by the provisions of its Constitution and Ethical Code. I confirm that I fulfil the conditions of the category of membership for which I am applying.

Signature of application: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

**PLEASE ENSURE YOU HAVE COMPLETED ALL APPLICABLE SECTIONS OF THIS APPLICATION FORM AND HAVE INCLUDED RELEVANT SUPPORTING DOCUMENTS AS YOUR APPLICATION WILL NOT BE PROCESSED IF INCOMPLETE**

**Data Protection Statement**

BAPO treats your information in the strictest confidence. Information provided by you is recorded by BAPO for statistical purposes and is only passed on to third parties in order to provide you with BAPO services, election facilities and other information required by statute. In particular, your details are passed on to, and recorded by, UNISON in order to provide you with industrial relations support as part of your BAPO membership. Following a lapse/cancellation of membership BAPO retain member's records for a period of 2 years and may contact you during this time to inform you of updates within the Association and special offers. If you do not wish BAPO to retain your details following a lapse/cancellation of membership, please tick this box

Section F: Method of Payment



Please choose **ONE** method of payment

- Cheque** – I enclose a cheque for £ \_\_\_\_\_ made payable to “BAPO”
- Credit/Debit** – Please charge £ \_\_\_\_\_ to my VISA/MASTERCARD/VISA DEBIT
- Direct Debit** – I enclose a completed direct debit instruction (overleaf) (**card details/cheque must be provided for 1<sup>st</sup> months payment**)

PLEASE SELECT CARD TYPE			VISA				MASTERCARD				VISA DEBIT				
CARD NUMBER															
EXPIRY DATE				CVV NUMBER											

Direct Debits will be set up from month 2 of membership, please provide card details above or send a cheque for month 1 payment.

We are unable to accept faxed/scanned copies of direct debit mandates.

Paying by cheque/card in full? Please use the table below to determine how much you need to include with our completed application form. For example, to join as a Full Member from February then you need to submit a payment of £260.98

MONTH (Europe)	FULL MEMBER	ASSOCIATE TECHNICIAN	ASSOCIATE ASSISTANT	AFFILIATE	NON- PRACTISING	RETIRED
January	£291.82	£149.65	£149.65	£119.72	£119.72	£119.72
February	£267.50	£137.18	£137.18	£109.74	£109.74	£109.74
March	£243.18	£124.71	£124.71	£99.76	£99.76	£99.76
April	£218.86	£112.24	£112.24	£89.78	£89.78	£89.78
May	£194.54	£99.77	£99.77	£79.80	£79.80	£79.80
June	£170.22	£87.30	£87.30	£69.82	£69.82	£69.82
July	£145.90	£74.83	£74.83	£59.84	£59.84	£59.84
August	£121.58	£62.36	£62.36	£49.86	£49.86	£49.86
September	£94.26	£49.89	£49.89	£39.88	£39.88	£39.88
October	£72.94	£37.42	£37.42	£29.90	£29.90	£29.90
November	£48.62	£24.95	£24.95	£19.92	£19.92	£19.92
December	£24.32	£12.47	£12.47	£9.98	£9.98	£9.98

Manage your subscription costs, pay by



Please complete the direct debit instruction below. Please note it can take up to 10 days for your bank or building society to process a new instruction. We are unable to set up a direct debit for the first collection, in this instance you should make your first monthly payment via credit or debit card (by calling the Secretariat) or forward a cheque for the relevant amount with your application form and Direct Debit mandate. *Payments are taken monthly, on or just after the 28<sup>th</sup> of the month.* Direct Debits may not be taken from some types of bank or building society accounts. If you are not sure, please speak to your bank or building society.

Below are the monthly subscription rates for January – December 2018. Rates may change in subsequent years but you will be notified in writing of such changes and the amount taken by direct debit will be adjusted automatically.

**OVERSEAS MEMBERS may only use the direct debit system if they maintain a UK bank account, otherwise payment must be made in full with a cheque or by credit card.**

Membership Category	Monthly DD amount	Please ✓ selection
Full Member	£24.32	
Associate Technician	£12.47	
Associate Assistant	£12.47	
Affiliate	£9.98	
Non-practising	£9.98	
Retired	£9.98	



### British Association of Prosthetists and Orthotists

#### INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please complete the form in full and send to:

BAPO Secretariat, Unit 64, Sir James Clark Building, Abbey Mill Business Centre, Paisley, PA1 1TJ

Name of Account Holder \_\_\_\_\_

Branch sort code

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Bank/Building Society account number

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Name and full address of bank or building society


Originator Identification number

6	2	6	3	0	3
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Reference number (BAPO to enter)

0	0						
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Instruction to your Bank or Building Society

Please pay BAPO Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BAPO and, if so, details will be passed electronically to my Bank/Building Society.

Signature:

Date:

This guarantee should be detached and retained by the payer

#### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit BAPO will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request BAPO to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by BAPO or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when BAPO asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

