



ENTRANCE CRITERIA AND APPLICATION GUIDANCE

**HOW TO COMPLETE THE APPLICATION
FOR ASSOCIATE MEMBERSHIP**

CONTENTS PAGE

	Page
1. INTRODUCTION	3
2. APPLICATION PROCESS STAGES	3
3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM	3
Part 1 Personal Details	3
Part 2 Qualifications and/or Experience	3
Part 3 Application Fee and Declaration	4
4. SUBMITTING YOUR APPLICATION	4
5. ACCEPTANCE AS AN ASSOCIATE MEMBER	4
6. CONTACT DETAILS	4

INTRODUCTION

The purpose of this document is to fully explain the application process to become an Associate Member of APS, with guidance on the entrance criteria and how to complete your application.

The form has been set up so that you can open it with Adobe Reader; complete it electronically and save it to your own device (e.g. pc, laptop, etc.). It also has the option of adding electronic signatures. If you don't have or use this facility, complete the form, print off and sign it by hand.

2. APPLICATION PROCESS STAGES

1. Demonstration of entrance criteria by completion of Associate application form together with relevant documentation/fees;
2. Payment of first year's annual subscription.

The above process should not take longer than 2-4 weeks but this is very much dependent upon the applicant. Applications will be held for up to 6 months from date of receipt, after which they may be destroyed if the process hasn't been completed.

3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions, which relate to each section of the application form in sequence.

Part 1 Personal Details

Please complete this section fully with your personal details. You must include at least one contact telephone number and one contact email address.

Preference Boxes – Only one option may be chosen within the Main Profession, APS Regional Group and Heard about APS boxes. For Consideration of APS Membership, you may choose all which are relevant.

Part 2 Your Qualifications or Experience

General

You are required to demonstrate a total of 3 points in either Qualifications or Experience. Further individual criteria are explained in the sections below. (We only require 3 points but please add other relevant qualifications and experience as this can help us support your progress to other membership categories.)

Qualifications

If completing this section, you will need the APS Table of Credit Points document which lists all qualifications/courses/memberships which are allocated points under our entrance scheme. Please complete all columns in respect of a particular qualification/membership. All of this will be contained within the APS Table of Credit Points.

Experience

If completing this section, you may claim one point per year (full time) that you have been carrying out a construction-related duty. Please complete all columns including the credit value (based on 1 point per year) and the Dates.

Please add up your points and put this in the total box.

Part 3 Application Fee and Declaration

Application Process Fee

Please ensure you tick the application fee box. (A receipt will be forwarded when this has been processed.) This fee covers the application process and is not a membership subscription fee.

Method of Payment

If you are paying by cheque tick the box and include it with your application (made payable to APS). If paying by credit card, complete all relevant details and remember to sign the Cardholder Signature authorisation box as your card cannot be processed without this. You will receive a VAT receipt for the application fee paid. If you are not the Cardholder, then you must ask the Cardholder to sign.

Declaration

Sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that APS reserves the right to verify any information.

4. SUBMITTING YOUR APPLICATION

You must remember to submit the following with your application:

- Proof of qualifications for points claimed if appropriate; and
- Appropriate application fee.

Missing items will result in a delay in processing your application.

You may submit these by post or by email. If posting, please send to the Membership Department, APS, 5 New Mart Place, Edinburgh EH14 1RW. If emailing, please ensure that total file size does not exceed 15mb, otherwise it may not reach us. Anything larger should be split and sent in several emails.

5. ACCEPTANCE AS AN ASSOCIATE MEMBER

APS will verify your application within 2-4 weeks and will advise you by letter of the outcome. In order to become an Associate Member, you must pay your first year's annual subscription.

6. CONTACT DETAILS

If you are unsure of any aspect of applying for Associate membership, please call us aps Membership Department on 0131 442 6600 or email membership@aps.org.uk