

 Professional Membership Application Form

 *By Qualification*

Professional Membership of the Arboricultural Association is open to arboriculturists who have been working in the industry at a professional level for two consecutive years preceding their application and whose competence satisfies the Association’s Board of Trustees by qualification or assessment.

The Association can accept applications for Professional Membership By Qualification from those holding an accredited Level 5 or higher qualification in arboriculture or a closely related subject. If you are in doubt as to whether your qualification is at this level, please check our qualification guides on [www.trees.org.uk](http://www.trees.org.uk) or email us at membership@trees.org.uk. If you do not have a formal qualification at this level but you meet the other criteria please complete our *Professional Membership By Assessment* application form.

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| Personal Details: |
| Title: |       | Post-Nominals: |       |
| Forenames: |       | Surname: |       |
| Company Name:  |       | Work Telephone: |       |
| Mobile : |       | Home Telephone: |        |
| Email Address: |       | Initial Joining Date: |       |
| If you are upgrading please let us know separately if your Delivery or Billing addresses have changed since you last renewed your membership. |
| Delivery Address: |
| Line 1: |       | Line 2: |       |
| Line 3: |       | Town: |       |
| County: |       | Postcode: |       |
| Country: |       |
| Billing Address (if different):  |
| Line 1: |       | Line 2: |       |
| Line 3: |       | Town: |       |
| County: |       | Postcode: |       |
| **How would you best describe your main area of work (select one):** |
| Contractor (Arboriculture) | [ ]  | Consultant(Arboriculture) | [ ]  | Forestry | [ ]  | Landscape | [ ]  | Horticulture | [ ]  |
| Education | [ ]  | Utility | [ ]  | Retired | [ ]  | Student | [ ]  | Local Authority | [ ]  |
| If ‘Other’ please specify:       |

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| Application Details: Professional Membership |
| UK Annual Subscription Charge | **£175.00** |
| Rest of Europe Annual Subscription Charge (includes Shipping fees) | **£200.00** |
| Rest of World Annual Subscription Charge (includes Shipping fees) | **£213.55** |

Our Subscription year runs from January to December each year and if you join partway through the year you may only need to pay a portion of the full fee.

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| Current Grade | 1 January - 31 March | 1 April- 30 June | 1 July - 30 September | 1 October - 31 December |
| % Payable | **100%** | **75%** | **50%** | **25%** |

If you are upgrading part way through the year and have already paid for a subscription at Technician or Associate level you will need to pay the difference for the remaining part of the year. Please refer to the table below which lists the fee payable when upgrading between the dates listed.

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| Current Grade | 1 January - 31 March | 1 April- 30 June | 1 July - 30 September | 1 October - 31 December |
| Associate | **£45.00** | **£33.75** | **£22.50** | **£11.25** |
| Technician | **£20.00** | **£15.00** | **£10.00** | **£5.00** |

If you currently pay by direct debit our membership team will automatically update your outstanding payments when your application has been approved. You will be alerted to change in these fees.

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| Qualification Details |
| Date of Birth:(Used to verify qualifications) |       | Membership Number if upgrading |       |
| Qualification(s) being used to justify Professional Membership: |       | Date qualification obtained: |       |

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| CPD Requirements |

As a Professional member you will be committing to complete a minimum of **40** hours of CPD over a three year period. If this CPD criteria changes at any point you will be notified. Please note that the AA has a policy of randomly sampling our members CPD on an annual basis.

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| Application Checklist |

I am applying with a Level 5 or higher qualification in arboriculture or urban forestry and I enclose the following:

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| [ ]   | A copy of my qualification certificate(s) |
| [ ]  | A copy of my CV covering at least two years and clearly detailing the aspects of arboriculture for which I am directly responsible |
| [ ]   | Completed application form |
| [ ]   | The relevant fee (as shown in the tables above) |

Or, I am applying with a Level 5 or higher qualification in a related field of study and I enclose the following:

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| [ ]   | A copy of my qualification certificate(s) |
| [ ]   | A copy of my CV covering at least two years and clearly detailing the aspects of arboriculture for which I am directly responsible |
| [ ]   | A copy of my CPD (Continuing Professional Development) record for the last three years |
| [ ]   | Completed application form |
| [ ]   | The relevant upgrade fee (as shown in the table above) |

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| Data Protection and Privacy Policy |

We will use the information you have provided to us in order to send you the information and publications to which members are entitled so long as your membership remains current. The information and publications we send you may be accompanied by relevant advertising material. We may contact you to discuss matters pertinent to arboriculture or your membership of the AA. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

[ ]  Tick if you do **not** want the details provided on this form to be used by a third party for direct marketing purposes.

*You may change your mind at any time emailing us at* *membership@trees.org.uk**, or by writing to Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL*

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| Declaration |

I wish to apply for membership of the Arboricultural Association.

1. If accepted I will observe the Rules of the Association as set out in the Memorandum and Articles of Association, its Code of Ethics and Code of Professional Conduct
2. I will do all in my power to further the objectives of the Association
3. I have read the Notes on Promotion and Use of the AA Logo. I will not use the Association’s logo in my advertising or on my stationery unless authorised to do so in writing by the Arboricultural Association
4. I have read the Notes on Data Protection and Privacy Policy
5. I will cooperate with the Association should it choose to undertake an investigation into any complaint made against me
6. I understand that if accepted as a Professional Member of the Arboricultural Association I will become entitled to use the post-nominals “MArborA” only after written confirmation from the Association
7. I understand that if my subscription to the Arboricultural Association lapses at any time I will cease to be entitled to use the post-nominals “MArborA” after my name
8. I understand that if subsequent to a membership lapse I re-join the Association, Professional Membership can only be regained by fulfilling the Professional Membership requirements applicable at the time of membership renewal. If my membership has been lapsed for over 1 year, on re-application my case will be reviewed by the AA’s Professional Committee.

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| Declaration *(Continued…)* |

1. I understand that Continuing Professional Development is an essential requirement for on-going Professional Membership and that failure to engage in CPD and to provide evidence when requested may jeopardise my future entitlement to the grade of Professional Member of the Arboricultural Association
2. I confirm that the enclosed documentation is correct to the best of my knowledge.

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| Signed: |       | Date: |       |

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| **Choose your payment option** |
| Please**Tick**PaymentMethod | [ ]  | **Cheque** – made payable to the ‘Arboricultural Association’ (must be enclosed with application form).  |
| [ ]  | **Purchase Order** (official document to be sent with the form) |
| [ ]  | **BACS Payment** – please use the following details: Arboricultural Association,National Westminster Bank; Account number 06009514; Sort code: 60-18-46. |
| Payment Date:       | Payment Reference:       |
| [ ]  | **Card Payment over the Telephone** - If you would prefer to call us with your card details please ring **01242 522152**. Please do not ring until we have been sent your completed form |

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