

# Application to register as a counsellor



A counsellor is appointed by the qualified person responsible for training (QPRT) to support the QPRT and to undertake six-monthly reviews with ACA students. The counsellor must be a member of a CCAB body or international equivalent. To become a counsellor, please complete this interactive form and email it to [ATEaccess@icaew.com](mailto:ATEaccess@icaew.com). Alternatively, you can print it, fill it in by hand and post it to:

ICAEW, LPD training authorisation, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ, UK

APPLICATION DETAILS					
ICAEW training office number L00			or X00		
ICAEW	ACCA	CIMA	CIPFA	ICAS	CAI
other					
Membership number			Date of birth		DD MM YYYY
Name	TITLE	FORENAME	SURNAME		
Job title					
Organisation					
Primary business address					
Postcode/zipcode		Country			
Telephone (including country code)		Email			
Applicant's signature			Date		DD MM YYYY

QPRT/PRT	
All requests to give a counsellor access to restricted areas of the ICAEW website, must be authorised by the QPRT or equivalent.	
QPRT/PRT name	
QPRT/PRT signature	Date DD MM YYYY

## USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to carry out our responsibilities as a regulator and as a professional body, to monitor compliance with our regulations, for administration and to communicate with you on ACA training matters. In addition, we will use your personal data to provide access to ICAEW's online training file platform, to enable you to carry out your organisation's obligations as an ICAEW Authorised Training Employer or your role as an ICAEW Authorised Training Principal. We may, either as required by law or to carry out our responsibilities, share your personal data with individuals nominated in an approved ACA Training role within your organisation, other professional bodies and regulators. When specifically required, due to the location of an ACA student or Authorised Training Employer/Principal, we may also transfer your information outside of the European Economic Area (EEA) eg, to one of our offices. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards. For more information about our data protection policy please go to [icaew.com/dataprotection](http://icaew.com/dataprotection)