



WFOT Full / Associate Organisational Membership Application Form

1. Introduction

Thank you for your interest in joining the World Federation of Occupational Therapists (WFOT).

This application form is intended to be completed by professional occupational therapy associations wishing to join the Federation as a Full or Associate Member Organisation.

Eligibility

To be eligible for WFOT Full or Associate Organisational Membership, an established association must :

- Have a formal constitution;
- Be located in a country where there is not already a WFOT Member Organisation.

Associations that are under development or do not meet the above criteria are asked to send an email to WFOT at admin@wfot.org with the membership inquiry instead of completing this application form.

Questions regarding WFOT membership eligibility and application processes or requests for WFOT support for a membership application can be directed to admin@wfot.org.

Application process

The application process begins with the completion of this application form and submission of relevant required documentation. Although assistance can be provided by WFOT, initiation of the membership application process and completion of the required documentation is the responsibility of the applicant.

Applicants for **Full Organisational Membership** will be asked to submit:

- Association constitution
- Documentation for the entry-level occupational therapy education programme for WFOT approval.

More information about the required documentation is available on the [WFOT website](#).

Applicants for **Associate Organisational Membership** will be asked to submit:

- Association constitution

More information about the required documentation is available on the [WFOT website](#).

Following submission, your information will be sent to independent reviewers to determine your eligibility for membership. Feedback will be provided by WFOT following the review, including any recommendations for additional or alternate information needed to establish your eligibility.

A vote of the WFOT Council is necessary to approve new member organisations of the Federation and the first education programme receiving WFOT Approval in a country. The WFOT Council will ensure the membership application process was conducted appropriately to establish eligibility for membership. You will be informed when a decision is made by the WFOT Council regarding approval of your membership application.

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2. Privacy Policy

* By completing this application I understand that all data I provide will be used in accordance with the WFOT Privacy Policy. See our Privacy Policy here:

<https://www.wfot.org/privacy-cookies>

Yes

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3. Applicant Information

Title e.g. Mr, Mrs, Ms, Dr, Prof

Affiliation e.g. BSc, MSc, PhD

* First name

* Last name

* Country

* Email address

* Position within the applicant association

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4. Professional Association Information

* What is the official name of your association?

What is the official name of your association in English (if different)?

* When was the association founded?

Postal address

* Country

* Official email address

Official Website

Official Facebook Page

Official Twitter address

Telephone number including country and area code e.g. +44

Does your association have regional groups / branches?

Yes

No

If yes, how many?

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5. Occupational Therapy in the Applicant Country

* How many qualified occupational therapists are members in your association?

* Approximately how many qualified occupational therapists are in your country?

* Approximately how many qualified occupational therapists are practicing in your country?

* Are there any entry-level occupational therapy education programmes in your country?

Yes

No

>

If yes, please provide the name(s) of the programme(s):

* Is there a national and/or local authority in your country that approves/accredits entry-level occupational therapy education programmes?

Yes

No

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6. Entry Level Occupational Therapy Education Programme -
Approval/Accreditation Authority

* Name of authority in the country that approves/accredits entry level education programmes

Website of approval/accreditation authority

Email address of approval/accreditation authority

Link to approval/accreditation process and standards

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7. Association Constitution and Management Structure

* Please upload a copy of the constitution of the association

Choose File

Choose File

No file chosen

What officer positions are included in your association (select all that apply)?

President

Vice President

Secretary

Treasurer

>

Other (please specify)

Please upload a diagram of the structure of the association

Choose File

Choose File

No file chosen

* Does the WFOT Delegate have an official role within the organisation?

Yes

No

* Is the WFOT Delegate a member of the Executive Board Committee?

Yes

No

>

If no, how can the WFOT Delegate liaise between WFOT and the association?

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8. WFOT Organisational Membership Type

* Please select your choice of WFOT membership

- WFOT Associate Organisational Member
- WFOT Full Organisational Member

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9. Entry-level Education Programme Information

Please complete the following details for the entry-level education programme in your country that is seeking WFOT approval

* Name of education institution

* Name of occupational therapy education programme (Title of award)

* Address

* Email address

Website

* Has the education programme already started (i.e. admitted the first intake of students)?

Yes

No

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10. Entry-level Education Programme Student Intake

* What was the year of the first intake of students in the programme?

* What was / will be the first year occupational therapists graduate from the programme?

* Approximately how many students are admitted per year?

* Approximately how many students graduate from the programme each year?

* In total, how many students have graduated from the programme?

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11. Entry Level Education Programme Student Intake

* What year is it expected that the education programme will have the first intake of students?

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12. Introductory Statement

Please provide a statement either by using the text box below or by uploading a letter signed by the University and Member Organisation. The statement serves as an introduction to the education programme and the application for full WFOT membership. The letter should not contain programme information that is supplementary to the content of documents submitted below.

Introductory Statement

Introductory Statement

Choose File

Choose File

No file chosen

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13. WFOT Education Approval Documents

For more information regarding content expected for each of the documents listed below, please refer to the

- **WFOT Minimum Standards for the Education of Occupational Therapists**
- **WFOT Occupational Therapy Education Programme Approval Guidelines for Submission for the First Approval of an Education Programme**

* Document 1: Local and cultural context

Document specifications: A maximum of five pages (1750 words) plus references (no attachments).

Choose File

Choose File

No file chosen

* Document 2: Curriculum

Document specifications: Please provide relevant curriculum excerpts: it is not necessary to include the entire curriculum document in your submission.

Choose File

Choose File

No file chosen

Document 3: Self-evaluation

Document specifications: A maximum of ten pages (3500 words) plus references.

Choose File

Choose File

No file chosen

Supplementary (optional)

Upload up to three optional documents to supplement your application for WFOT approval of the education programme (e.g. entire curriculum document).

Supplementary Document 1

Choose File

Choose File

No file chosen

Name of document

Supplementary Document 2

Choose File

Choose File

No file chosen

Name of document

Supplementary Document 3

Choose File

Choose File

No file chosen

Name of document

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14. Data Protection and Privacy

* Member Organisations share data with WFOT to carry out requests made by individuals to register their Individual WFOT membership. To process this data, WFOT is required to comply with the requirements specified in the EU General Data Protection Regulation (GDPR).

A successful membership application will require signature of a Data Sharing Agreement with WFOT. The standard WFOT data sharing agreement is available at <http://wfot.link/datasharing2018>. The agreement ensures compliance with governing legislation and outlines WFOT responsibilities, how WFOT protects data that is shared, and how data subjects can exercise their rights.

WFOT requires Member Organisations to advise those who apply for WFOT Individual Membership that the association must share their data with WFOT. (e.g. by providing a link to the WFOT Privacy Policy <http://wfot.link/privacystatement> and explaining that their data will be shared with WFOT).

Please tick each of the boxes below to indicate your understanding of these conditions.

- I understand that a successful application for WFOT Membership will require signature of a data sharing agreement**
- I understand that a successful application will require our organisation to advise those who apply for WFOT Individual Membership that the association must share their data with WFOT.**

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15. Submission

Please ensure you have provided all the relevant information then press DONE to complete your submission.

Thank you for your application.

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