

APPLICATION FORM
APPROVED REGISTER OF HEALTH KINESIOLOGY UK PRACTITIONERS

Please read through this document before completing and returning the following 5 (*6-10) attachments by 31 October in order to avoid an additional late renewal fee of £10:

1. Completed and signed Declaration Form, page 2.
2. Your current address and contact details for each practice/place of work with frequent availability, page 3.
3. A photocopy of your current annual Insurance Certificate – including the relevant page stating you are insured for Kinesiology.
4. A photocopy of your FHT/KF membership Certificate. Please DO NOT send a copy of your FHT/KF receipt as this contains your password. * Upgrades to MFHT: please see Check List p. 4.
5. A cheque made payable to HKI or proof of a bank transfer for the relevant fee.

Bank transfers:

Use your name as a payment reference. HKI account details: NatWest, account name: Health Kinesiology Initiative. Sort Code: 60-01-10, account number: 31067417. **Note: Bank transfer must be done before posting out your forms, please include given payment reference code/or receipt with your application.** All forms must be posted regardless of your payment method or your application cannot be processed.

Post to: HKI, c/o 54 Weaste Lane, Thelwall, Warrington, Cheshire, WA4 3JR.

Note: To be listed on www.HK-UK.co.uk website, you must practice as a **Health** Kinesiologist.

HKI APPROVED REGISTER FEES – MEMBERSHIP YEAR RUNS 1ST NOV-31ST OCT

Assessment level attained	Due by 31 st Oct	Received 1 st Nov-30 th April	To cover 6 mths 1 st May-31 st Oct
Student practitioners - after HK3 until your Foundation Kinesiology assessment day*	£25	£30	£20
KF Associate / FHT Associate	£35	£45	£25
KFRP / KFRP (Adv) / MFHT	£35	£45	£25
A voluntary donation to HKI funds of any amount can be added to your membership fee.			

*The HKI Register is open to HK students with permission to receive donations – this is after HK 3 **and** when 20 Issues in facets have been assessed by tutor, all the home study requirements have been completed to this level and student insurance is in place.

The Approved Register of Health Kinesiology UK Practitioners is managed by Health Kinesiology Initiative team (HKI). The role of HKI is to support fellow Health Kinesiology practitioners and promote HK within the UK including running of the HK-UK.co.uk website.

INSURANCE

FHT offers a comprehensive insurance for their members, Tel: 02380 624350. Kinesiology Federation has an agreement with Balens (insurance) Ltd, 2 Nimrod House, Sandys Road, Malvern, Worcs, WR14 1JJ. Tel: 01684 580 776. Other professional insurances are accepted, provided they specifically state that you are covered for Kinesiology. **IMPORTANT: Please note that it is your responsibility to maintain up to date insurance.**

ASSOCIATION MEMBERSHIP

It is your association (FHT/KF) that supports you during, and deals with, any possible client complaint. Ensure that you agree with and can adhere to the Code of Conduct of the Association you choose.

Please read and complete the DECLARATION on the next page. It is important that the guidelines are followed at all times to stay on the HKI Register. Complete all details in BLOCK capitals even if you have done so before.

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DECLARATION

I AGREE TO THE FOLLOWING CONDITIONS OF
THE APPROVED REGISTER OF HEALTH KINESIOLOGY UK PRACTITIONERS:

- Any client referred to me through the Approved Register of Health Kinesiology UK Practitioners will be offered Health Kinesiology. The session will involve muscle testing and the HK model. If, in my professional judgement, this seems inappropriate I will explain my reasons to the client and get their full conscious agreement to proceed with my other modality/ies. If they choose not to proceed, the consultation is free.
- In all my dealings with the public and the media I will make it clear when I am using techniques other than Health Kinesiology.
- My address listings for places of practice are kept up to date. I am available frequently at each location listed for me on the HKI register. I do not decline appointments at the locations I list on HKI register.
- I shall immediately update any changes in my name or contact details on Website Register Listing and inform other professional associations – e.g. the Kinesiology Federation (KF), Federation of Holistic Therapists (FHT).
- If I am unable to practice for a period of time I will update my information on the Website/Register immediately so that my name is removed temporarily and I will inform other professional associations – e.g. the Kinesiology Federation (KF), Federation of Holistic Therapists (FHT).
- I charge a professional rate per HK session, although I may offer reductions in some cases.

OR

I am a student accepting donations only. *(Please delete one of these)*

- I respect client confidentiality at all times.
- I ensure that it is possible for clients to contact me easily either by having an answer phone or by ensuring that the phone is manned and that messages can be taken in a professional manner.
- I have as professional a setting as possible and a treatment couch available for HK sessions.
- I call myself a Health Kinesiologist, including all published materials and on the web.
- I adhere to the Code of Conduct set out by my professional association.
- I am familiar and agree with the HK Professional Guidelines <http://www.hk-uk.co.uk/members-area/professional-guidelines/>.
- I do not criticise/discredit Health Kinesiology, HK colleagues or any other therapists.

Refusal or withdrawal of a membership:

HKI reserves the right to withdraw membership or to prevent any member from renewing membership for any reason, for example if the member puts HK into disrepute or due to an upheld complaint. The HKI register need not give reasons for withdrawals or refusals of membership. Membership criteria may change from time to time.

PLEASE WRITE YOUR DETAILS CLEARLY IN CAPITAL LETTERS

Name:	Choose ONE HKI membership status:
Home address:	SP / KF Assoc. / FHT Assoc. / KF Affiliate KFRP / MFHT / EMB / KFRP (Adv)
	I enclose my membership certificate for this status
	Home tel.no:
	Mobile no:
Postcode:	Email address:
I agree to all of the above points	Signature:
Date:	
Tutor(s) name:	Year of HK qualification:

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PRACTICE ADDRESSES AND CONTACT DETAILS

You must be frequently available at each location listed for you on the HKI register. A complaint resulting from a false register entry may result in withdrawal of your membership. Please sign at the bottom and add extra sheet(s) where required to list any additional work premises.

Your Name:
Main Practice Name:
Practice/home address:
Postcode:
Contact number:
Alternative contact number:

2 nd Practice Name:
Practice/home address:
Postcode:
Contact number:
Alternative contact number:

3 rd Practice Name:
Practice/home address:
Postcode:
Contact number:
Alternative contact number:

- ✓ All information provided by me is true and accurate at the point of applying.
- ✓ I have checked that this information is correct on www.HK-UK.co.uk (existing members).
- ✓ I shall keep all information up to date to prevent client complaints.

Signature: _____

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YOUR CHECKLIST FOR ENCLOSURES:

	Tick
A cheque for the required fee of £ _____ I would like to add a voluntary donation to support HKI £ _____ Cheque is payable to HKI. Cheque no:	
I have transferred a payment of £ _____ including any donation using my name as the payment reference. Payment reference code is: _____ <input type="checkbox"/> I enclose a bank transfer receipt _____ Date of transfer:	
A photocopy of current Kinesiology Federation (KF), Federation of Holistic Therapists (FHT) or of a current Embody membership certificate (not the receipt of payment) *.	
A photocopy of a current annual Insurance Certificate (clearly stating Kinesiology).	
A declaration with your details, signature and date, p. 2.	
Current correct address and contact details for each practice, signed, page 3.	
* New MFHT members: please include copies of core subject courses or tutor's Sign Off document for them.	

NOTE: Without all 5 (*6-10) enclosures your practitioner page is not activated. * If you are a member of more than 1 association, please enclose a copy for the one you wish to be found under in the practitioner search.

Please allow up to 3-4 days for new practitioner page authorisations or changes to current profiles.

I have checked that attachments are correct and sent on (date): _____

To: HKI, c/o 54 Weaste Lane, Thelwall, Warrington, Cheshire, WA4 3JR.

Please keep this sheet and a copy of your declaration for your own records.

CLARIFICATION OF QUALIFICATIONS

SP	Student Practitioner, can accept donations only.
KF Affiliate	Member of Kinesiology Federation who has not reached KFRP requirements after 3 (5) years as an Associate member, see page 6.
KF or FHT Associate	Associate member of either organization, level below professional qualification.
KFRP	Kinesiology Federation Registered Practitioner, full professional qualification.
MFHT	Member of Federation of Holistic Therapists, full Kinesiology professional qualification.
KFRP (Adv)	Advanced level KFRP, achieved on completion of 1000 course hours.

- Page 6 is progression advice for non KFRPs/MFHTs -

**INFORMATION ON PROGRESSION TO KFRP OR MFHT PROFESSIONAL STATUS
AND UPGRADING ACCORDINGLY ON THE HKI REGISTER**

The path to KFRP/MFHT status is the same for all schools of kinesiology across the board.

The course requirements for KFRP/MFHT meet the National Occupational Standards (NOS) that all UK complementary therapists are required to complete in order to reach a professional therapist status.

The steps to becoming a KFRP/MFHT professional practitioner:

1. **STUDENT** - After HK3 and on completion of 20 issues in facets and all the home study to this level, each student is invited by their tutor to join HKI register as a Student Practitioner (SP). *This is a totally voluntary option we offer to our students.* Fees on page 1.

2. **KF ASSOCIATE/FHT ASSOCIATE** – Pass of both the HK Assessment day and the KF Foundation Assessment leads to associate status. To upgrade on the HKI register, please forward a copy of your KF/FHT Associate certificate and a cheque to the address below. Fees on page 1.

KF Associate status is valid for 3 years. On request KF can consider a 2 year extension. Failing to complete the requirements (see below) in the time allowed, you can drop to an affiliate member of the KF and remain as such either indefinitely or until you do complete the requirements to reach KFRP status. FHT members can remain associate members indefinitely, should they choose to.

3. **KFRP/MFHT**- The following courses must be completed within 3 years of becoming an Associate member of the Kinesiology Federation (see point above) or Federation of Holistic Therapists:

- | | |
|---------------------------|---|
| a) Anatomy and Physiology | Minimum 45 hours course work and 45 hours homework. |
| b) Nutrition | Minimum 22.5 hours course work and 22.5 hours homework. |
| c) Inter-personal skills | Minimum 30 hours course work and 30 hours homework. |
| d) Practice management | Minimum 15 hours course work and 15 hours homework. |

Courses must cover set topics/syllabus, have certain forms of assessment and/or attendance. Details of the approved courses are on the members' sections of Kinesiology Federation and www.HK-UK.co.uk. **Please do not do any courses without checking their eligibility.** Note: you may be MFHT for other therapies you offer, this would not automatically make you a MFHT as a kinesiologist, as the rules are a little stricter.

In addition you shall also need:

- 200 hours of insured client sessions must be completed once HK final assessment and professional insurance are in place. Proof to your tutor as advised on your assessment day.
- A minimum of 1 mentoring session per year as a KF/FHT Associate with a total minimum of 4 sessions. A list of approved mentors is available from Kinesiology Federation.

In order to change your status on the HK Website/Register, please send in the following:

- For SP a tutor's letter with confirmation of 20 issues in facets, copy of your insurance and a cheque.
- For KF/FHT Assoc. a photocopy of your KF/FHT Foundation Certificate, copy of your insurance and a cheque.
- For KFRP/MFHT a photocopy of your KFRP/MFHT Certificate, copy of your insurance and a cheque.
Note: For MFHT also copies of core subject courses or tutor's sign off document for the courses.

Please note that insurance document must show insurance for health kinesiology/kinesiology.

Send documents to: HKI, c/o 54 Weaste Lane, Thelwall, Warrington, Cheshire, WA4 3JR, enclosing a note with your full contact details advising what you are upgrading from/to. Cheques payable to the HKI. Bank transfer details are found on page 1. Evidence of bank transfer to be included with your application.