

Membership Booklet

2015

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Overview

This booklet is a guide for current and prospective members of NZANLP. It explains the NZANLP membership levels, processes and supporting structures. It provides information additional to the rules and requirements set out in the NZANLP Constitution, the NZANLP Code of Ethics and Code of Practice and the NZANLP Complaints and Disciplinary Procedure (2008). (*NZANLP Codes*)

NZANLP Codes

Any activity in relation to NZANLP must conform to our Constitution and all members of NZANLP must adhere to the NZANLP code of Ethics and Code of Practice. Should a complaint be laid against a member, that member (and where applicable, the member laying the complaint) is bound by the NZANLP Complaints and Disciplinary Procedure (2008). Copies of these documents can be requested from the NZANLP secretary or administrator, or downloaded from our website (*Main menu > Our Standards*)

Website references

All references to 'website' or 'online' relate to www.nzanlp.org.nz. Along with clickable links, for paper-based or non-clickable versions of this booklet the path to webpages is included in the following format: *Menu (Main or Members) > menu item > submenu > submenu item > destination page* (some destinations may have fewer steps).

Membership categories

There are three categories of membership:

Associate Member

Member

Professional Member

NZANLP offers **Family Membership** in all categories, with a saving of \$20 off the annual fee for the second and subsequent family members.

Associate Member

Associate membership is for those individuals who are interested in NLP or are students of NLP with no practitioner certification. Associates have no voting rights at NZANLP meetings.

Prerequisites: None

Associate Membership benefits

- Associate membership of a professional organisation
- Professional development (PD) opportunities (with member discounts)
- Network of supervision, peer support and consultative support groups
- Biennial Conference (with member discounts)
- Bi-monthly email newsletters
- Professional development bulletins
- Access to the members' only area of our website
- Access to and optional inclusion in the NZANLP member networking list
- Access to our Facebook members' only group.

How to apply

1. Complete and submit the [online application form](#) *Main menu > Membership > Associate Membership > Apply Online*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

The Associate Membership approval process

Your application will be approved at the next Management committee meeting and you will be advised by email when the process is complete.

Member

This category of membership is for those who are:

- progressing through training, en route to becoming a Professional Member, or
- Certified NLP Master Practitioners (or above) who do not currently require Professional Membership

Prerequisites: NLP Practitioner Certification

Members who are using NLP in their work are invited to explore the criteria and benefits of Professional Membership, and are encouraged to undertake further training towards qualifying for this category.

While not a requirement, Members are also encouraged to maintain and develop their NLP skills through ongoing practice, supervision and professional development.

Member benefits:

- Membership of a professional organisation
- Professional development opportunities (with member discounts)
- Network of supervision, peer support and consultative support groups
- Biennial conference (with member discounts)
- Bi-monthly email newsletters
- Professional development bulletins
- Full voting rights at NZANLP meetings
- Access to the members' only area of our website
- Access to and optional inclusion in the NZANLP member networking list
- Access to our Facebook members' only group.

How to apply

The application process and requirements differ depending on your current membership status:

- a. **Current Associate Member**
- b. **New applicants or past members re-joining the Association**
- c. **Current Professional Member moving to Member category**

Likely circumstances for this membership change include taking a break from practice for personal reasons, or an inability to meet supervision/PD requirements.

Current Associate Member

1. Complete the [Member Category application form](#) and submit along with your supporting documents. *Members menu > Your Membership > Change your membership category > Member to Professional*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

The Member approval process

Your application will be considered at the next Management committee meeting and you will be advised of the outcome by email.

New applicants or past Members re-joining the Association

1. Complete the [online application form](#) and submit along with your supporting documents. *Main menu > Membership > Member Category > Apply online*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

The Member approval process

Your application will be considered at the next Management committee meeting and you will be advised of the outcome by email.

Current Professional Member moving to Member category

1. In the Members' Area of the NZANLP website, complete the [change of membership category form](#) and submit along with your supporting documents. *Members menu > Your Membership > Change your membership category > Professional to Member*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

No approval process is necessary - you will receive email confirmation of the change when administration processes are complete.

Professional Member

Professional Membership is for those who are using their NLP skills in their work (coaching, therapy, consulting, training, counselling, body work, business, education etc.). Recognition as a professional practitioner of NLP may fulfil a range of requirements, including:

- personal values
- a stipulation of a contract or by an employer
- eligibility for professional indemnity insurance
- evidence of professional practice when bidding for contracts
- the enhancement of client confidence.

Prerequisites: NLP Master Practitioner Certification, meeting the following criteria:

1. At least 250 hours of quality in-class* learning in NLP or based on an application of NLP principles, with a minimum 120 of these hours being in NLP, including the following **core processes and techniques** :
 - Anchoring (V,A,K), e.g. resource anchor / stacking / chaining / collapse / spatial etc.
 - Association and Disassociation
 - Chunking and Sequencing
 - Conflict resolution techniques, e.g. Visual Squash / Parts integration / spinning icons
 - Elicitation of Well Formed outcomes
 - Giving and Receiving Feedback
 - Management of state / Accessing Resourceful state
 - Meta Model
 - Metaphor Creation
 - Metaprograms: elicitation, identification, utilisation, ecological change
 - Milton Model and trance state
 - Neurological Levels and how to apply them
 - NLP notation
 - Pacing and Leading
 - Perceptual Positions (1, 2 ,3-observer, 4-meta)
 - Presuppositions of NLP
 - Rapport (Establishing, Maintaining, Breaking)
 - Reframing and a variety of NLP Frames
 - Representational Systems
 - Rewind / Trauma / Phobia Cure
 - Sensory Acuity, calibration, congruence
 - Strategies (interruption, elicitation, utilisation, modelling and Installation) and TOTE
 - Submodalities and submodality techniques (e.g. mapping, swish, belief change, designer swish)
 - Time concepts and application (e.g. timeline or others as appropriate)
 - Useful Frames (As If, Back Track, Relevance etc...)
 - Values: elicitation, criteria, sort, ecological change
 - 6 Step reframe

**How NZANLP defines in-class learning may include technology and reading based distance learning components at the discretion of the Registration Board and/or Management Committee. In such cases additional evidence of the quality and extent of the learning may be required.*

2. The ability to demonstrate a high level of skill in ecological, ethical and effective change work operating at both the conscious and unconscious communication levels consistent with NLP Presuppositions.
3. Completed a minimum of 25 client hours* while receiving Professional Supervision.
**At the discretion of the Registration Board, the candidate may be required to demonstrate their ability to use NLP in their chosen field. This may include, but not be limited to, a recommendation by a Professional Supervisor.*

4. A commitment to meeting the Association's ongoing professional development and supervision requirements.
5. Acceptance of and agreement to adhere to the [NZANLP Constitution](#), [Codes of Ethics and Practice](#), and [Complaints and Disciplinary Procedure 2008](#). *Main menu > Our standards*

Professional Member benefits

- Membership of a professional organisation
- Access to Professional Indemnity Insurance
- The use of the NZANLP logo for stationery, correspondence, website
- Use of the following post-nominal titles/abbreviations:
 - PMNZANLP
 - Professional Member NZANLP
- Inclusion in the NZANLP website public listing
- Business website included on the Useful Links webpage
- A digital Annual Practising Certificate issued by NZANLP for printing and display
- Professional development opportunities (with member discounts)
- Network of supervision, peer support and consultative support groups
- Biennial Conference (with member discounts)
- Bi-monthly email newsletters
- Professional development bulletins
- Access to the members' only area of our website
- Access to and optional inclusion in the NZANLP member networking list
- Access to our Facebook members' only group.
- Full voting rights at NZANLP meetings.

How to apply

The application process and requirements differ slightly depending on your current membership category:

a. **Currently Member Category - returning to Professional Membership**

This section is for prior Professional (or Practising) Members who have maintained their membership at the Member level for a period and are now ready to move back to Professional Membership. Likely circumstances include having taken a break from practice for personal reasons, or past inability to meet supervision/PD requirements.

b. **Currently Member Category - first time application for Professional Membership**

c. **New applicant or past member re-joining the Association**

Currently Member Category – returning to Professional Membership*

*If you have not attended supervision in the previous membership year, you will need to commit to one supervision session in each of the first two months of your return to practice, and completion of the remaining annual requirements (see table below) by 31 March.

1. Complete and submit the online [Returning to Professional Membership](#) form. *Members menu > Your Membership > Change your membership category > Return to Professional*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

The approval process

Your return to Professional membership will be confirmed by email on completion of administrative processes. (You may be contacted to provide additional information.)

Current Member – first time application for Professional Membership

1. Complete the online [Professional Membership application form](#) and submit along with your supporting documents. *Members area > Your Membership > Change your membership category > Member to Professional*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

New applicant or past member re-joining the Association

1. Complete the online [Professional Membership application](#) and submit, along with your supporting documents. *Main menu > Membership > Professional Membership > Apply Online*
2. Pay the appropriate fee to NZANLP. *(See online form for details.)*

The Professional Member approval process

Step One: Reviewing your application

1. Our administrator checks over your application
2. Completed application sent to the Registration Board
3. The Registration Board reviews your application and *may*
 - contact your supervisor
 - ask you for further information

Step Two: Registration Board determination

If you meet our criteria

The Registration Board will:

- recommend to the Management Committee that you be admitted to the Association as a Professional Member.

If you do not yet meet our criteria

The Registration Board will:

- Let you know what additional areas need to be addressed to meet the criteria
- Provide you with a reasonable timeframe for completion of tasks
- Recommend that the Committee admit you to the Association in the Member Category while you complete the required tasks*
- Support you and provide feedback as needed as you progress through to becoming a Professional Member
- On successful completion of tasks, recommend to the Management Committee that you be admitted to the Association as a Professional Member

**You may opt instead to withdraw your application and receive a refund of your membership fee, minus the Administration charge.*

Step Three: Management Committee Decision

1. Upon receipt of the Registration Board recommendation, the Management Committee will make their decision at the next monthly meeting.
2. The Administrator will advise you of the decision by email.

Ongoing membership requirements

Professional Members are required to undertake supervision and professional development in order to maintain and develop their competence.

Digital annual Practising Certificates are made available online after annual renewal and verification that ongoing requirements have been met.

Supervision

NZANLP recognises three types of supervision – professional, peer and consultative support. All types of supervision may be carried out via phone or Skype as well as in person.

Definitions

Professional Supervision

One-on-one supervision sessions with a NZANLP Approved Supervisor OR a Supervisor recognised by related professions. The compensation for the Professional Supervisor is not necessarily monetary.

Peer Supervision

One-on-one with another practitioner with a similar level of experience and NLP qualification. The peer acts as a supervisor to the individual (as opposed to a general chat between the two practitioners).

Consultative Support (sometimes called Peer Support)

A group of practitioners hold a structured and facilitated meeting to discuss individual cases and issues and provide professional advice/support.

Annual requirements

Membership Period	Average client hours per month	Annual Requirement (hours)	
		Professional Supervision (minimum)	Total Supervision (all types)
First two years	Under 15	3	4
	15 and over	6	8
Third and subsequent years	Under 15	-	4
	15 and over	-	8

Annual Supervision Log

[Online Supervision Logs](#) for the previous membership year (1 April to 31 March) should be submitted by April 30 of the current year. *Members menu > Your Membership > Your Supervision Log*

Please retain copies of supporting documents as NZANLP may ask to view these at some time.

Optional printable log forms are available for [download](#). *Members menu > Resources > Downloads*

Professional Development

Definition

Professional Development should be either NLP based or directly supporting the member's application of NLP (for example, hypnotherapy training for NLP practitioners using hypnotherapy as a modality, or teacher training for teachers).

Eligible professional development includes:

- workshops, seminars, conferences, or other experiential training
- regional group meetings with structured, specific learning objectives
- live webinars and other interactive online activities (see maximum in table below)

Annual requirements

Average client hours per month	Annual Requirement (hours)	
	Maximum online	Total PD (all types)
Under 15	3	7.5
15 and over	6	15

Self-directed learning

As well as meeting the experiential requirements, all members are encouraged to undertake reading, research, writing and other study as a valuable part of ongoing development.

Annual PD Logs

Online PD Logs for the previous membership year (1 April to 31 March) should be submitted by April 30 of the current year. *Members menu > Your Membership > Your PD Log*

Please retain copies of attendance certificates and other supporting documentation as NZANLP may ask to view these at some time.

Optional printable log forms are available for [download](#). *Members menu > Resources > Downloads*

NZANLP structures supporting membership

Management Committee

The Management Committee is responsible for running the Association in accordance with the constitution. With respect to membership, the Management Committee is responsible for:

- Approving membership
- Overseeing administration
- Issuing practising certificates
- Processing membership renewals
- Organising professional development opportunities
- Resolving situations of non-adherence to the Code of Practice and Code of Ethics

Registration Board

The Registration Board's role is to support the Management Committee with respect to the approval and maintenance of membership. The Registration Board will:

- Make recommendations to the committee regarding Professional Membership
- Provide guidelines for and oversee the assessment of applicants for Professional Membership
- Oversee the assessment of Approved Supervisor applications

Approved Supervisors

Approved Supervisors are very experienced Professional Members with the skills to support and enhance the skills of others. Approved Supervisors are able to provide professional supervision to Professional Members, which allows NZANLP to maintain an overall high level of confidence in the skills and competencies of our Professional Members. Find [contact details for Approved Supervisors](#) online.

Link beneath logo > Find an NLP Professional > click Search for NZANLP Approved Supervisors

To become an Approved Supervisor

Visit our website for full [Approved Supervisor criteria and benefits](#) or to [apply online](#). *Members menu > Supervision > Become an Approved Supervisor*

Administration/Website

The part-time Administrator supports the committee, registration board and members by:

- Attending to member queries
- Processing membership applications and renewals
- Assisting with professional development event promotion and administration
- Updating website as needed
- Record-keeping
- Administering the NZANLP Facebook page and group

Regional NLP groups

Regional Groups vary in their criteria for joining and purposes for meeting. Where meetings satisfy the applicable NZANLP guidelines, attendance can be included as part of Professional Members' annual requirement for professional development, or supervision as peer consultative support. To find a group in your region, [visit our website](#) *Main menu > Resources > Regional Groups*

Starting your own group

Use our [Member Networking list](#) to find other members in your region. *Members menu > Networking > Member Networking*

If you would like your group included on the website, please contact our Administrator at admin@nzanlp.org.nz.

Professional Liability Insurance (for Professional Members)

Marsh Insurance provides liability insurance for our Professional Members.

NZANLP Members: View full details and [complete your application online](#) *Members menu > Liability Insurance* or [download](#) a copy of the brochure. *Main menu > Resources > Downloads*

Prospective members: [Download](#) a copy of the insurance brochure or contact our administrator at admin@nzanlp.org.nz for more information. *Main menu > Resources > Downloads*

Membership Renewal

General Information

The NZANLP Membership year runs from 1 April to 31 March.

Renewal notices are sent by email in March each year, with links for renewing online:

For payment by:

- [credit/debit card \(via PayPal\)](#)
Members menu > Your membership > Renew your Membership > Credit/Debit Card
- [internet banking or cheque](#)
Members menu > Your membership > Renew your Membership > Internet Banking/Cheque

Updating your personal details*

To help ensure that you receive your renewal notices, information bulletins and newsletter, please keep [your contact details](#) updated. *Members menu > Your Membership > Update your details*

Professional Members public listing*

Keeping your public listing details updated is the best way to ensure that prospective clients can find you on our website.

*A details update form is also included in the online renewal process.

Change of membership category or resignation

If your existing membership category does not meet your current needs, please talk to our Administrator about changing categories, or refer to the membership categories section of this booklet. Professional Members who have been unable to fulfil their supervision and/or professional development requirements for the preceding year may be invited to renew in the Member category.

If you prefer not to renew your membership, please advise us by email (secretary@nzanlp.org.nz or admin@nzanlp.org.nz) or in writing, including any feedback you wish to offer*.

**If a member is the subject of any complaint or disciplinary action, their resignation will not take effect until the conclusion of the investigation or disciplinary action.*

Please note that our Constitution determines that members who have not renewed by 30 June each year are deemed to have resigned, unless adequate explanation has been received by our Management Committee. To re-join the Association, a resigned member will be required to complete the standard application process.