

**Member (Individual) Application Form (Please print or type)**

⬜**New member** ⬜**Member renewal (please check one)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Individual Membership Requested (Membership classifications are listed on page 2):**

⬜ Conductive Education Teacher (CET) $50 ⬜ Student Conductive Education Teacher (SCET) $25

⬜ Related Credentialed Professional (RCP) $50 ⬜Parent/Caregiver/CE Participant $25

⬜ Program Administrators (PA) $50 ⬜ Associate $50\*\*

**†**Amount Enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please see page 2 for important information regarding pro-ration of dues)

Address to be included in the Membership Directory and for all ACENA mailings:

 ⬜Professional Address ***OR*** ⬜Home Address

**Address:** Organization (if using professional address for mailing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate**:

⬜Yes, include my name and address information above in the membership directory.

⬜No, do not include my name and information in the membership directory.

Please note that ACENA will not share/sell membership information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant Date of Submission**

**Please make checks payable to ACENA and mail with your Application Form to:**

**PO Box 7707 Grand Rapids, MI49510**

Please contact Liz Filkins, Director of Membership at lizfilkins@acena.org with any questions.

*For office use only:*

Amount Enclosed: \_\_\_\_\_\_\_\_\_\_\_Check Number: \_\_\_\_\_\_\_\_\_\_\_\_Date Received: \_\_\_\_\_\_\_\_\_\_ CET/SCET/RCP/ Student Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**†Dues are pro-rated depending on when your application is received:**

* January 1-September 30 = full dues ($50/$25)
* October 1-December 31 = 75% pro-ration ($12.50/$9.40)

***Any member whose dues are not paid on or before January 31 shall be considered in arrears and shall be automatically dropped from membership in ACENA.***

**Membership Categories**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Center** | **CET** | **RCP** | **PA** | **Student CET** | **Associate** | **Honorary Life** | **Parent/Caregiver****CE Participant** | **Partner****Association** |
| **C****R****I****T****E****R****I****A** | Certified Conductor, Conductor-Teacher |  | 🞊 |  |  |  |  |  |  |  |
| Enrolled in Conductor, Conductor-Teacher program |  |  |  |  | 🞊\* |  |  |  |  |
| Individual  |  | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |  |
| Has signed and submitted an ACENA Membership Application Form  | 🞊2 | 🞊3 | 🞊 | 🞊 | 🞊 | 🞊 | Waived | 🞊 | Waived |
| Membership fee | See 1 below | $50 | $50 | $50 | $25 | $50\*\* | Waived | $25 | Waived |
| Participate in periodic surveying that ACENA may distribute | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |
| Display the ACENA logo and “An ACENA Center” wording on website; brochures; Facebook site; and annual report | 🞊 |  |  |  |  |  |  |  |  |
|  |  | **Center** | **CET** | **RCP** | **PA** | **Student CET** | **Associate** | **Honorary Life** | **Parent/Caregiver****CE Participant** | **Partner****Association** |
| **B****E****NE****F****I****T****S** | May utilize/display the ACENA logo and “An ACENA Center” or “An ACENA Partner Association” wording | 🞊 |  |  |  |  |  |  |  | 🞊 |
| Contact information displayed on ACENA website CE Directory | 🞊 |  |  |  |  |  |  |  | 🞊 |
| Receives one softcopy of ACENA Policy & Procedures Manual | 🞊 | Available upon request | Available upon request | 🞊 | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request |
| Receives one softcopy of ACENA Program Practice Manual | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request |
| Center receives one softcopy of IEP materials | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request | Available upon request |
| Receives one softcopy of Advocacy package materials, including National Conductive Education Day | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |
| May post employment advertisements on ACENA website | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |
| May vote on all ACENA topics/issues |  | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |  |
| May hold elected office  |  | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |  |
| May serve on subcommittees |  | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |  |
| Receives annual statistical report on CE in North America | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |
| Access to a broad and varied network of CE professionals  | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |
| Receives ACENA newsletter | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |
| May participate in annual conference / workshop at ACENA discounted member rate |  | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 | 🞊 |  |

**Reference Notes**

\* For this membership category, ACENA will ask for verification of Student Conductor status = proof of being enrolled (course schedule, letter from supervisor).

\*\*College students that are not enrolled in an ACENA recognized conductor training program are welcome to join as an Associate Member. They eligible for the $25 student rate when they demonstrate proof of enrollment in college courses.

1 Requirements for Center membership:

1. Actively operating a Conductive Education program that utilizes a qualified Conductor (conductor status verified with Director of Membership);

2. At least one person from the center must be currently registered as an individual ACENA member; and,

3. Choose one of the two options below:

|  |  |
| --- | --- |
| CENTER MEMBERSHIP A- free - | CENTER MEMBERSHIP B- US$100 - |
| The currently registered individual ACENA member (noted in #2 above) must be actively contributing to the mission of ACENA (e.g., participating on the Board, on a subcommittee, and/or in a volunteer capacity approved by the Director of Membership) | Pay US$100 Center membership fee\*\* Option B does not require the active participation of a center member in the activities of ACENA |

2 Center application form includes: contact information; the number of staff (Adm/CET/ Assistant/OT/PT); the number of service hours provided to children and adults annually; the number of children and adults served annually; types of service and, if applicable, the curriculum provided;

the presenting condition of students; annual budget and the percentage source of funding ( e.g., 10% foundations; 60% fee for service; 10% state grants, etc); and, name and contact information for the one (1) included individual CET ACENA membership

3 CET application form includes: contact information, and *eventually,* signoff on an ACENA Conductor Code of Conduct

Updated: 8 February 2016