

## APP Registration Instructions for A Practitioner Website Listing

Please see **APP Membership Guide** for more information on the APP

Please note that student members have to re-join APP on graduating from the Institute

Practitioners are responsible for checking their listing and in making sure to add any professional bodies they belong to

### Initial Registration as an APP member (and be added to the Practitioners page)

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- 1) Fill in the APP Registration form via <https://www.psychosynthesis.org/post-grad/app/app-registration/>
  - Only modalities gained from the Institute of Psychosynthesis can be listed in the starred section at the top of the listing
  - You can list other modalities gained elsewhere in your blurb, however, please note that these will not be covered by the APP Codes of Ethics and Practice and the APP Complaints Procedure
  - If anything in the modalities section changes in the future please contact the office to update it
- 2) Once the form has been submitted, you will be re-directed to pay the appropriate fee, unless you are a current student at the Institute in which case the listing is free
- 3) A user account will be created on the Institute of Psychosynthesis website
- 4) You will received a confirmation email that your account has been created with account login details so you can complete your practitioner listing on the Institute of Psychosynthesis webpage

### Completing and/or Editing your Practitioner Listing

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Make sure you are logged into the practitioners system (you should see a black bar at the top of the page)

- 1) If you do not see a black bar at the top of the screen, please head to the practitioners page and log in:  
<http://www.psychosynthesis.org/practitioners>
- 2) Click on 'My listings' under the practitioner tab OR head to 'Directory Dashboard' on the black bar on the top left of the page
- 3) Click the title of your listing to edit
- 4) Make changes and click the 'Submit' button at the bottom of the page

#### Creating multiple practitioner listings for multiple practice locations:

- 5) Follow 1-4 above and click 'Add listing'
- 6) Fill in your practitioner details and click 'Submit Listing'

### Registration as a Graduate APP Member

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Once you have graduated if you wish to remain a member of APP:

- 1) Contact the office to request continuing your membership of APP
- 2) You will be invoiced the appropriate fee
- 3) If you have an existing page on the practitioner website your modality will be updated
- 4) You will received a confirmation that your account has been updated