

AMERICAN SOCIETY FOR TRAINERS AND COACHES

Registered in the State of New York, United States

MEMBERSHIP HANDBOOK

Individual Membership Grades, Eligibility, Fees, Rights and Obligations, Application, Renewal and Governance

Membership grades:

Associate • Professional • Fellow • Emeritus Fellow

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Companion volume: ASTC Affiliation Handbook (ASTC-AF-HB-01)

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PART I

Foundations

What membership is, how it differs from a credential, and who governs it.

1. Purpose, Scope and Standing

1.1 Purpose

This Handbook is the controlling document for individual membership of the American Society for Trainers and Coaches (ASTC). It defines the grades of membership, the eligibility criteria for each, the fees, the rights and obligations attaching to each, and the procedures for application, renewal, upgrade, transfer, lapse, and discipline.

Institutional recognition — accreditation and partnership for organizations — is governed by the separate ASTC Affiliation Handbook (ASTC-AF-HB-01). Individual trainer and coach credentials are governed by ASTC-TA-HB-01 and ASTC-CA-HB-01. Where any promotional page, affiliate publication, or website summary conflicts with this Handbook, this Handbook governs on matters of individual membership.

1.2 Membership Is Not a Credential

This is the single most important distinction in this document, and the one most often misunderstood by applicants, employers, and members themselves.

Membership	Credential (Designation)
An affiliation. You join the Society.	An award. You are assessed against a standard.
Granted on verified eligibility — qualifications, experience, and ethical undertaking.	Granted on demonstrated competence — observed practice, portfolio, and examination.
Governed by this Handbook.	Governed by ASTC-TA-HB-01 (trainers) or ASTC-CA-HB-01 (coaches).
Post-nominals: No Post-Nominals allowed.	Post-nominals: ASTC-APT, ASTC-PT, ASTC-AMT, ASTC-ATC, ASTC-AC, ASTC-PC, ASTC-MC.
Says: this person belongs to a professional community and has undertaken to uphold its ethics.	Says: this person has been assessed as competent to a defined standard.

MEMBERS MUST NOT CONFLATE THE TWO

A Professional Member who has not been assessed under the trainer or coach frameworks is not a certified or accredited trainer or coach, and must not describe themselves as one. Membership grade may be stated alongside a credential, but never in place of it. See Section 7 for the rules on representation, which are enforceable under the Code of Ethics.

1.3 Scope

- All applicants for, and holders of, ASTC individual membership at any grade, worldwide.
- The Membership Committee, the Fellowship Nomination Panel, and the Council in matters of individual membership.

Individuals enrolled through an accredited institution or corporate partner still hold their own individual membership at the grade for which they personally qualify, under this Handbook.

1.4 The Four Registers

ASTC recognizes four different things and maintains a separate public register for each. Membership sits on the first. Knowing which register a recognition sits on resolves most of the confusion applicants encounter.

Register	Recognizes	Basis of the Decision
Member Register	A person	Verified eligibility — qualifications, experience, ethical undertaking. No competency assessment. Governed by this Handbook.
Credential Register	A person	Assessed competence — observed practice, portfolio, examination.
Affiliate Centre Register	An organization	Assessed institutional or delivery quality, or an executed partnership agreement.
Program Register	A program	Assessed curriculum, assessment design, and outcomes for one named program.

1.5 Governance

Body	Authority in Membership Matters
Council	Approves this Handbook and the fee schedule; confers and revokes Fellowship; approves Emeritus transfer; hears final appeals.
Membership Committee	Reviews applications and upgrades; verifies eligibility; recommends admission, deferral, or refusal.
Fellowship Nomination Panel	Evaluates Fellowship nominations and makes recommendations to the Council.
Registrar	Maintains the Member Register; issues certificates and IDs; administers renewals, lapse, and reinstatement.
Ethics and Conduct Committee	Investigates complaints against members; recommends sanction, suspension, or expulsion.
Appeals Board	Reviews appeals against refusal, sanction, or expulsion, independently of the original decision-maker.

1.6 Nondiscrimination

ASTC admits members solely on the criteria in this Handbook and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local law. Applicants requiring accommodation in the application process may request it in writing; requests are handled confidentially by the Registrar.

PART II

The Membership Grades

Four grades, from Associate to Emeritus Fellow: architecture, progression, and the full specification of each.

2. Membership Architecture

ASTC operates four individual membership grades.

Grade	Post-nominal	Stage	Min. Experience	First year Fee	Yearly Renewal
Associate Member	Not allowed	Early career	2 years	\$100	\$ 50
Professional Member	Not allowed	Experienced practitioner	5 years	\$200	\$ 100
Fellow Member	Not allowed	Distinguished contributor	15 years, By contribution	\$300	\$ 100
Emeritus Fellow	Not allowed	Honorary / retired	20 years	No fee	No Fee

2.1 Applied For vs Conferred

Family	Grades	Character
Progression ladder	Associate → Professional → Fellow	Applied for by the individual on Form ASTC-MB-01. Granted on verified eligibility.
Honorary grades	Emeritus Fellow	Conferred by Council resolution. Emeritus on transfer at substantial retirement.

WHY FELLOWSHIP IS NOT SIMPLY THE TOP OF THE LADDER

Fellowship recognizes contribution to the profession, not seniority within it. A researcher with a decade of practice and a body of published work may be a Fellow Member; a highly experienced practitioner with thirty years and no external contribution may remain a Professional Member for a full career, entirely properly. Presenting Fellowship as a purchasable top tier destroys the only thing that makes it worth having.

2.2 Progression Pathway

LEVEL 1 — ASSOCIATE MEMBER

2 years' involvement. Early career, building independent practice.



LEVEL 2 — PROFESSIONAL MEMBER

5 years' practice. Full professional standing.



CONFERRED — FELLOW MEMBER

15 years' practice. Recognition of contribution to the profession.

Emeritus Fellow sits alongside rather than above Fellow Member: it is a change of status on substantial retirement, open to Fellows and to long-serving Professional Members.

3. Grade Specifications

All criteria within a specification must be satisfied. Where an applicant meets some but not all, the Membership Committee offers admission to the highest grade for which the applicant qualifies rather than refusing outright.

3.1 Associate Member

EARLY CAREER • First Year Fee: \$100 ; Yearly Renewal: \$ 50

Purpose

Emerging professionals, aspiring trainers and coaches, and individuals entering the learning and development profession.

Eligibility Criteria

Criterion	Requirement
Professional Experience	Minimum 2 years of involvement in training delivery, coaching support, facilitation, teaching, instructional assistance, or an HR/L&D support role.
Qualification	Diploma, degree, certification, or professional training in Training & Development, Coaching, or Education. Alternative entry: any certification in training, education, or coaching awarded by a government body or other recognized institution or professional body.
Evidence Required	Curriculum vitae; qualification certificates; employment or engagement evidence; signed Code of Ethics undertaking.
Ethical Undertaking	Signed acceptance of the ASTC Code of Ethics; disclosure of any prior professional sanction, license action, or credential withdrawal.
Tenure of Grade	No time limit. Yearly renewable

Admission Route

Direct application on Form ASTC-MB-01. Reviewed by the Membership Committee against documentary evidence. No interview.

3.2 Professional Member

EXPERIENCED PRACTITIONER • First Year Fee: \$200 ; Yearly Renewal: \$ 100

Purpose

Qualified professionals actively practicing in training, coaching, facilitation, learning, consulting, or organizational development roles. This is the Society's principal working grade.

Eligibility Criteria

Criterion	Requirement
Professional Experience	Minimum 5 years of professional experience in one or more of: corporate training; coaching or mentoring; facilitation; learning and development; leadership development; instructional design; organizational capability building.
Qualification	At least ONE of: a recognized professional certification; a degree or diploma in a related field; or ASTC-recognized competency evidence.
Evidence Required	Professional profile or portfolio evidencing delivery, program design, initiative management, or OD support; one professional reference; CPD record.
Ethical Undertaking	Signed acceptance of the ASTC Code of Ethics; disclosure of any prior professional sanction, license action, or credential withdrawal.
Tenure of Grade	No time limit. Yearly renewable

Admission Route

Direct application with portfolio and one reference. Reviewed by the Membership Committee, which may request clarification but does not conduct competency assessment.

3.3 Fellow Member

DISTINGUISHED CONTRIBUTOR • First Year Fee: \$300 ; Yearly Renewal: \$ 100

Purpose

The highest recognition ASTC confers, awarded to professionals who have made exceptional contribution to the profession, to research, to leadership, or to the ASTC community. Conferred on nomination; never applied for.

Eligibility Criteria

Criterion	Requirement
Professional Experience	At least 15 years. The test is contribution and standing.
Qualification	No prescribed qualification. Assessed on the totality of contribution.
Evidence Required	Nomination dossier under Form ASTC-MB-02 with one independent references.
Ethical Undertaking	Signed acceptance of the ASTC Code of Ethics; disclosure of any prior professional sanction, license action, or credential withdrawal.
Tenure of Grade	Held for life subject to good standing. Yearly renewable

Admission Route

Direct application with portfolio and one reference. Reviewed by the Membership Committee, which may request clarification but does not conduct competency assessment.

Grounds on Which Fellowship May Be Conferred

- Professional leadership: exceptional leadership in training, coaching, or the learning professions; industry-wide influence; executive or strategic leadership.
- Professional contribution: development of professional standards or frameworks; research, publication, or thought leadership; international speaking or advisory contribution; mentorship and community development.
- Contribution to ASTC or the profession: long-term contribution to ASTC initiatives; advisory, governance, or standards work; advancement of ethical practice; global advocacy.
- Recognition and reputation: highly respected professional standing; demonstrated ethical leadership; significant impact on individuals, organizations, or the profession.

3.4 Emeritus Fellow

HONORARY / RETIRED • Fee: No fee

Purpose

Fellows and long-serving members substantially retired from paid practice. The grade exists principally so that senior practitioners remain available to mentor and to sit on nomination panels.

Eligibility Criteria

Criterion	Requirement
Professional Experience	Minimum 20 years of senior practice with substantial contribution for the development of Trainers and Coaches community.
Qualification	No further qualification required.
Evidence Required	Written statement confirming substantial retirement; membership record; Council resolution.
Ethical Undertaking	Signed acceptance of the ASTC Code of Ethics; disclosure of any prior professional sanction, license action, or credential withdrawal.
Tenure of Grade	Held for life. Reverts to prior grade on return to substantial paid practice.

Admission Route

Nominated by 2 Fellow member of ASTC or on the Council's own motion with the member's consent. Conferred by Council resolution. No assessment.

Effect of Emeritus Status

- No fee. CPD requirements cease.
- May serve as a mentor, nominate for Fellowship.
- On return to substantial paid practice, the member notifies the Registrar within 60 days and reverts to the prior grade with fees resuming.

PART III

Rights, Obligations and CPD

What each grade entitles you to, what every member owes, and the continuing development that keeps membership live.

4. Rights, Privileges and Obligations

4.1 Rights by Grade

• held in full • ◦ held subject to Council or Committee invitation • — not held

Right or Privilege	Associate	Professional	Fellow	Emeritus Fellow
Use of ASTC post-nominal	•	•	•	•
Digital certificate and member ID	•	•	•	•
Listing on the Member Register	•	•	•	•
Member portal, resources and research	•	•	•	•
CPD programs, webinars, masterclasses	•	•	•	•
Discounted credential assessment fees	•	•	•	•
Job board and referral network	•	•	•	•
Nominate a candidate for Fellowship	—	•	•	•
Serve as an ASTC assessor	—	◦	•	•
Serve as a mentor in ASTC programs	—	◦	•	•

4.2 Obligations of All Members

Membership is a continuing undertaking, not a one-time purchase. Every member, at every grade, is obliged to:

1. Comply with the ASTC Code of Ethics and Professional Standards at all times, in all professional practice, whether or not conducted under the ASTC name.
2. Maintain professional conduct and integrity with clients, learners, employers, colleagues, and the Society.
3. Represent membership grade and any credentials accurately, and never imply a status not held.
4. Complete and record the annual CPD required for the grade held, and produce evidence on audit.
5. Provide accurate and verifiable information in every application, renewal, and upgrade, and correct anything that becomes inaccurate.
6. Notify the Registrar within 30 days of any professional sanction, license action, relevant criminal conviction, or credential withdrawal in any jurisdiction.
7. Pay fees when due, or notify the Registrar of hardship before the due date.
8. Cooperate with any Ethics and Conduct Committee investigation concerning the member's own conduct.

OBLIGATION 6 IS EASY TO OVERLOOK AND SERIOUS TO BREACH

Failure to disclose a sanction is usually treated more severely than the underlying conduct, because non-disclosure defeats the Society's ability to protect the public. A member who discloses promptly will often retain membership subject to conditions; a member who conceals will ordinarily be expelled.

5. Continuing Professional Development

5.1 Annual Requirement

CPD is a condition of renewal, stated in hours per membership year and proportionate to grade. Senior members are expected to give as well as receive.

CPD Category	Associate	Professional	Fellow	Emeritus Fellow
Total hours required	15	25	30	0
of which structured learning	10	12	10	0
of which ethics or standards	2	3	3	0
of which contribution to profession	—	5	15	0

Where a member also holds an ASTC trainer or coach credential, the CPD required by that credential handbook satisfies this requirement in full, provided it meets or exceeds the hours above. CPD may be counted once against both membership and credential, but never twice within either.

5.2 What Counts

Category	Examples	Evidence to Retain
Structured learning	Courses, workshops, accredited programs, ASTC webinars and masterclasses, conference sessions attended	Certificate, registration record, or attendance confirmation
Self-directed learning	Professional literature and research, structured study, peer learning groups	Dated reflective note stating what was learned and how practice changed
Contribution to the profession	Speaking, publishing, mentoring, supervising, assessing for ASTC, committee service, standards development, pro bono practice	Program, publication reference, mentee confirmation, or Committee record
Ethics and standards	Ethics training, safeguarding, data protection, scope of practice, professional boundaries	Certificate or reflective note

Delivering training or coaching as paid work may count as CPD. Designing a new program, or reflecting structurally on delivery in a documented way, may count as self-directed learning.

5.3 Audit

CPD declarations are made on the member's honor and are subject to random audit. Approximately ten percent (10%) of renewals are selected each cycle; selected members must produce supporting evidence within twenty (20) business days. A member unable to substantiate a declaration is given one cycle to remedy the shortfall; a false declaration is a Code of Ethics matter.

6. Post-nominals, Marks and Titles

Membership of the Society is a statement of standing, commitment and adherence to the Code of Ethics. It is not an assessed award. **ASTC membership therefore carries no post-nominal letters at any grade.**

Post-nominals are reserved exclusively for credentials earned through formal assessment under the ASTC trainer and coach frameworks. This distinction is the foundation on which the credibility of both membership and credentials rests, and it is enforceable under the Code of Ethics.

6.1 Correct Form

Membership is stated in words, in full, after the member's name or within a biography, signature block or profile.

Grade	Permitted description	Correct use
Associate Member	Associate Member, American Society for Trainers and Coaches	Jane A. Doe — Associate Member, ASTC
Professional Member	Professional Member, American Society for Trainers and Coaches	Jane A. Doe — Professional Member, ASTC
Fellow Member	Fellow Member, American Society for Trainers and Coaches	Jane A. Doe — Fellow Member, ASTC
Emeritus Fellow	Emeritus Fellow, American Society for Trainers and Coaches	Jane A. Doe — Emeritus Fellow, ASTC

The abbreviation "ASTC" may replace the full Society name after the first full mention within the same document or profile.

Where a member also holds an ASTC credential, the credential post-nominal is shown after the name and the membership grade is stated descriptively:

Jane A. Doe, ASTC-PT — Professional Member, American Society for Trainers and Coaches

Credential post-nominals are never combined with, prefixed by, or modified to indicate a membership grade.

6.2 Prohibited Representations

A member must not:

- Use, create, adopt or display any post-nominal derived from a membership grade — including but not limited to ASTC-AM, ASTC-PM, ASTC-FM, ASTC-EF, MASTC or FASTC — whether or not such letters have appeared in earlier Society publications.
- Place the letters "ASTC" directly after their name in a manner that reads as a post-nominal award.
- State or imply that they are ASTC-certified, ASTC-accredited, ASTC-qualified or ASTC-assessed on the basis of membership alone.
- Describe a membership grade as a certification, qualification, designation, licence or award.
- Describe themselves under a grade not currently held, including one held previously.
- Continue to describe themselves as a member after membership has lapsed, been suspended or been revoked.
- Apply a personal membership grade to a company, training programme, course or product.
- State or imply that an employer, programme or course is ASTC-accredited on the basis of personal membership.
- Alter, recolour, redraw or partially reproduce the ASTC mark or member badge, or combine either with another mark so as to suggest joint endorsement.

- Use the ASTC name, mark or badge on certificates the member issues to their own clients.
- Describe themselves as an ASTC representative, officer or spokesperson unless holding that office.

THE MOST COMMON BREACH

The most frequent misuse the Society encounters is a member converting their grade into letters after their name — writing "Jane A. Doe, ASTC-PM" or simply "Jane A. Doe, ASTC" — and allowing clients and employers to read it as an assessed credential. It is rarely done with intent to deceive. It is nonetheless the single fastest way to devalue the credential for every member who did complete the assessment, and it is treated as a substantive ethics breach rather than an administrative slip.

The test a member should apply is simple: **membership is something you belong to, not something you passed.** If the form of words could be read as the latter, it is wrong.

6.3 Enforcement

Misuse is addressed in escalating stages: written notice to correct within 14 days; formal censure recorded on file; suspension of membership; expulsion with publication on the register. Where misuse has caused a client or employer to be misled, ASTC may notify the affected party directly.

PART IV

Fees and Process

What membership costs, and every step from application to admission, renewal and upgrade.

7. Fees, Payment and Refunds

7.1 Fee Schedule

Membership fees are a single published rate per grade, set annually by the Council and published in the ASTC Schedule of Fees, which forms part of this Handbook by reference. Fees are stated in United States dollars.

Grade	Application Fee + First Year Membership Fee	Yearly Renewal Fee
Associate Member	\$100	\$50
Professional Member	\$200	\$100
Fellow Member	\$300	\$100
Emeritus Fellow	No fee	No Fee

7.2 Payment and Refund Terms

Circumstance	Position
Application refused before payment	Any application fee paid is not refundable, as review work has been performed. No annual fee is taken.
Member cancels within 14 days of admission	50% refund. Certificate must cease.
Member cancels after 14 days	No refund. Membership runs to the end of the paid year.
Member upgrades mid-year	Pays the difference between annual fees, pro-rated to whole months remaining.
Membership suspended or revoked for conduct	No refund.
Member dies during the membership year	Balance of the year waived and the register entry marked. No refund sought from the estate; ASTC may refund on request at its discretion.

- The membership year runs twelve months from admission, not from the calendar year.
- Fees are payable in advance.
- Members in genuine financial hardship may apply confidentially to the Registrar for deferral or a reduced rate. Hardship arrangements are never recorded on the public register.
- The ASTC Refund Policy published on the Society's website applies in addition. Where the two differ, the more favorable to the member applies.

8. Application Process

Seven stages. Service levels are stated in United States business days and run from receipt of a complete application. Incomplete applications are placed on hold and the clock is suspended.

Stage	Activity	What Happens	Owner	Service Level
1	Grade Selection	Applicant reviews Parts II and IV and selects the grade sought. Where uncertain, the Registrar advises without prejudice.	Applicant	—
2	Online Submission	Form ASTC-MB-01 submitted with the evidence bundle and headshot.	Applicant	—
3	Completeness Check	Registrar confirms all mandatory documents present and legible. Missing items requested in one consolidated notice.	Registrar	3 days
4	Eligibility Review	Membership Committee verifies qualifications, experience, and references against the grade criteria.	Membership Committee	10 days
5	Decision and Fee Notice	Admit, admit at a different grade, defer, or refuse. Invoice issued on a decision to admit.	Membership Committee	3 days
6	Fee Payment	Applicant pays through the secure portal. Membership is not effective until payment clears.	Applicant	—
7	Admission and Issue	Member Register entry created; digital certificate and ID issued with verification; portal opened; CPD year begins.	Registrar	3 days

Indicative duration: 16–20 business days from complete submission to admission, excluding time awaiting payment.

8.1 Decision Categories

Decision	Meaning	Effect
Admit	Criteria for the grade sought are met.	Invoice issued; admission on payment.
Admit at Different Grade	Criteria met for a lower grade, or evidence supports a higher one.	Applicant may accept, or decline and reapply when eligible. No further application fee in the same cycle.
Deferred	Evidence incomplete or ambiguous but the applicant appears eligible.	Specific items requested; decision held up to 90 days.
Refused	Criteria not met for any grade.	Written reasons given. Reapplication after 12 months, or immediately on material change of circumstances.
Refused — Integrity	Material misrepresentation or fabricated evidence.	Referred to the Ethics and Conduct Committee. Permanent bar may be imposed.

9. Renewal, Lapse and Reinstatement

9.1 Annual Renewal

Associate, Professional & Fellow membership must be renewed annually. Renewal requires three things and nothing more: a CPD compliance declaration, an up-to-date profile, and payment of the annual fee. Emeritus Fellows are not required for renewal.

Step	Action	Timing
Renewal notice	Registrar issues notice with CPD declaration and invoice.	60 days before expiry
Reminder	Second notice to members who have not renewed.	21 days before expiry
Final notice	Warning of lapse and loss of post-nominal.	7 days before expiry
Grace period	Membership remains active; late fee applies.	30 days after expiry
Lapse	Register status changes to Lapsed.	Day 31 after expiry

9.2 Reinstatement

Time Since Lapse	Route
Up to 12 months	Pay outstanding fee, late fee (25% of annual fee), and reinstatement fee (25% of annual fee); submit the outstanding CPD record. Grade and original admission date restored. No new application.
12 to 36 months	Reinstatement application to the Membership Committee with current CV and CPD evidence for the intervening period. Grade restored if criteria are still met. Need to pay the dues
More than 36 months	Full new application. The former record is noted but confers no entitlement. Seniority does not carry forward.

A member who lapses while under investigation remains subject to that investigation, and the register records the status as Lapsed — Under Review. Lapsing is not an exit from accountability.

PART V

Governance

Conduct, complaints, appeals, the register and data.

10. Conduct, Complaints and Discipline

10.1 Standard of Conduct

Every member undertakes to comply with the ASTC Code of Ethics and Professional Standards. The Code applies to the whole of a member's professional practice, not only to work conducted under the ASTC name, and continues to apply during any period of suspension.

10.2 Complaints

Any person may lodge a complaint alleging that a member has breached the Code. Complaints are submitted in writing to the Ethics and Conduct Committee and must identify the complainant, the member, and the conduct alleged. The member is notified of the substance and given a reasonable opportunity to respond before any finding is made. Anonymous complaints are recorded and reviewed for pattern but are ordinarily not investigated unless corroborated.

10.3 Sanctions

Sanction	When Applied	Shown on Register
No further action	Not substantiated, or too minor to warrant action.	No
Written advisory	Minor or first breach, readily corrected.	No
Formal censure	Substantiated breach not warranting suspension.	No — held on file 5 years
Conditions	Breach remediable through training, supervision, or mentoring.	No
Suspension	Serious breach, or pending investigation of a serious allegation.	Yes — Suspended
Expulsion	Grave or repeated breach; fraudulent admission; harm to a client or learner.	Yes — Expelled

Where a member holds an ASTC credential, a finding is referred to the Credentialing and Standards Council, which decides separately whether the credential should be suspended or revoked. Loss of membership does not automatically revoke a credential, and the reverse is also true.

10.4 Appeals

A member or applicant may appeal a refusal, sanction, suspension, or expulsion on the grounds that the published procedure was not followed, that material evidence was overlooked, or that a conflict of interest affected the outcome. The appeal is submitted in writing within 30 days with the appeal fee and is heard by the Appeals Board, none of whom took part in the original decision. The Board issues a written determination within 30 business days: uphold, overturn, or substitute a different sanction. The appeal fee is refunded in full where the appeal succeeds. The determination is final within ASTC.

11. Register, Verification and Data

11.1 What Verification Shows

Field	Notes
Name	As held on the register. Members may register a professional name alongside a legal name.
Grade	Current grade only. Historic grades are not shown.
Status	Active, Lapsed, Suspended, Expelled, or Emeritus.
Validity period	Current membership year start and expiry dates.
Credentials held	Any current ASTC trainer or coach designation, shown separately from membership grade.
Member since	Date of first admission, where continuous.

The register does not show contact details, employer, CPD records, or disciplinary history other than current status.

11.2 Digital Certificate and ID

Every admitted member receives a digital certificate carrying a unique membership ID, a QR verification code linking to the register entry, a downloadable PDF, and a badge suitable for professional profiles. The certificate is valid only for the membership year shown and must not be displayed after lapse, suspension, or revocation.

11.3 Data Protection

- Member data is used only for membership administration, verification, CPD audit, Society communications, and governance.
- ASTC does not sell member data and does not release contact details to third parties without consent.
- Application materials are retained for six (6) years after membership ends, then securely destroyed except for the minimum register data needed to verify that a membership existed.
- Members may request access to, or correction of, their own records in writing at any time.
- A member may request removal from the public register while remaining a member; ASTC will then verify membership only on the member's written authority in each instance.

PART VI

Forms

Membership application and Fellowship nomination.

12. Membership Application — Form ASTC-MB-01

One form serves all individual grades and both new applications and upgrades. Complete every section applicable to the grade sought. Incomplete forms are returned without review.

Office use only — Application No.: _____ Received: _____ Registrar: _____

One form serves all individual grades. Complete every section applicable to the grade sought. Incomplete forms are returned without review.

Section A — Applicant Details

LEGAL FULL NAME (AS ON ID)	PREFERRED PROFESSIONAL NAME FOR THE REGISTER
DATE OF BIRTH (MM/DD/YYYY)	COUNTRY OF CITIZENSHIP
EMAIL ADDRESS	TELEPHONE (WITH COUNTRY CODE)
MAILING ADDRESS — STREET	CITY / STATE OR PROVINCE
ZIP / POSTAL CODE	COUNTRY OF RESIDENCE
CURRENT EMPLOYER OR PRACTICE NAME	CURRENT JOB TITLE
LINKEDIN OR PROFESSIONAL PROFILE URL	GOVERNMENT PHOTO ID TYPE AND LAST FOUR CHARACTERS

Section B — Grade Applied For

☐ Associate Member ☐ Professional Member	☐ Fellow Member
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Section C — Education and Qualifications (Mention the latest qualification first)

Qualification / Certification	Awarding Institution	Country	Year Awarded

Section D — Professional Experience:

Organization	Role / Title	Dates (MM/YYYY)	Principal Responsibilities

TOTAL YEARS OF RELEVANT EXPERIENCE	PRIMARY FIELD OF PRACTICE	COUNTRIES OF PRACTICE
------------------------------------	---------------------------	-----------------------

Section E — Practice Summary

Required for Professional Member.

SUMMARIZE YOUR CURRENT PRACTICE: WHAT YOU DELIVER, TO WHOM, AT WHAT SCALE (150–250 WORDS)

Section F — Professional References

Associate: none required. Professional & Fellow: one. Referees must not be relatives.

Name and Title	Organization	Email	Relationship to Applicant

Section G — Declarations

I declare, under the ASTC Code of Ethics and any applicable law, that:

- All information in this application and its attachments is true, accurate, and complete.
- I authorize ASTC to verify any statement made and to contact the referees, employers, and institutions named.
- I have read and agree to be bound by the ASTC Code of Ethics and Professional Standards, and I understand they apply to my whole professional practice.
- I understand that membership is an affiliation and not a certification, and that I must not describe myself as ASTC-certified, ASTC-accredited, or ASTC-qualified on the basis of membership alone. I also agreed not to use any post nominals and marks for Membership.
- I undertake to notify the Registrar within 30 days of any professional sanction, license action, relevant criminal conviction, or credential withdrawal in any jurisdiction.
- I understand that fees are payable in advance and that membership is not effective until payment has cleared.

- I consent to the processing and retention of my data as described in Section 11, and to publication of my name, grade, status, and validity period on the Member Register.
- I disclose below any prior professional sanction, license action, credential withdrawal, or pending ethics or legal proceeding in any jurisdiction.

APPLICANT SIGNATURE	PRINTED NAME	DATE (MM/DD/YYYY)
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COMPLETENESS CHECK BY / DATE	REFERENCES VERIFIED	COMMITTEE REVIEWER	REVIEW DATE
DECISION	GRADE ADMITTED TO	FEE INVOICED / PAID	REGISTER ENTRY / CERTIFICATE NO.

13. Emeritus Fellowship Nomination — Form ASTC-MB-02

Emeritus Fellowship is conferred on nomination only. A candidate may not nominate themselves.

Part 1 — Nominee

NOMINEE FULL NAME	CURRENT ASTC MEMBERSHIP ID AND GRADE (IF ANY)
CURRENT ROLE AND ORGANIZATION	YEARS IN THE PROFESSION

Part 2 — Grounds for Nomination

Indicate the grounds relied on and provide a supporting statement for each. Sustained contribution in at least two grounds is expected.

✓	Ground	Supporting Statement (200–300 words each; attach if longer)
☐	Professional Leadership	
☐	Professional Contribution	
☐	Contribution to ASTC or the Profession	
☐	Recognition and Reputation	

Part 3 — Evidence Attached

- Nominee curriculum vitae.
- Publications, standards, or frameworks authored, with references.
- Record of speaking, advisory, or governance contribution.
- Evidence of mentorship or community development.
- Three independent references, at least one from outside the nominee's employing organization.

Part 4 — Nominators

NOMINATOR 1 — NAME AND GRADE	MEMBERSHIP ID (IF ANY)	SIGNATURE	DATE
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NOMINATOR DECLARATION

- ☐ We confirm that we are members in good standing at Professional Member grade or above, that the statements above are accurate to the best of our knowledge, that neither of us has a financial interest in the nominee's practice, and that the nominee has not been informed that this nomination has been made.

14. Membership Upgradation — Form ASTC-MB-03

Part 1 — Applicant Details

FULL NAME	CURRENT ASTC MEMBERSHIP ID AND GRADE
CURRENT ROLE AND ORGANIZATION	YEARS IN THE PROFESSION

Part 2 — Grade Applied For

☐ Professional Member	☐ Fellow Member
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Part 3 — Justification for upgradation

Part 3 — Evidence Attached

- Updated curriculum vitae.
- Records of professional experience and exposures, with references.
- Evidence of justification.

Part 4 — Reference details

REFERENCE 1 — NAME AND ROLE	MEMBERSHIP ID (IF ANY)
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APPLICANT'S DECLARATION ☐ I confirm that I am member in good standing at Associate/Professional Member grade, that the statements and information above are accurate,.
SIGNATURE:

PART VII

Appendices

Glossary, source reconciliation, membership and credentials side by side, related documents and version control.

Appendix A — Glossary

Term	Definition
Conferral	The act by which the Council grants an honorary grade. Fellowship and Emeritus status are conferred, not applied for.
CPD	Continuing professional development: structured learning, self-directed learning, or contribution to the profession.
Credential / designation	An award made to an individual after assessment of competence under the trainer or coach frameworks. Distinct from membership grade.
Good standing	Membership that is current, with fees paid, CPD declared, and no active suspension or unresolved finding.
Lapsed	Membership not renewed within 30 days of expiry. Post-nominal use must cease.
Membership grade	The level of individual affiliation held — Associate, Professional, Fellow Member, or Emeritus Fellow.
Post-nominal	Letters placed after a member's name denoting grade.
Nominator	An individual who proposes a candidate for Emeritus Fellowship.
Register	The Member Register: the public record of members, showing name, grade, status, validity period, and any credentials held.