

Annexure 14 - AI-Anon Member Accreditation Process to become an AMIAS

1. Obtain a Fingerprint Clearance Certificate or Police Clearance Certificate. See Annexure 15.
2. Obtaining this Fingerprint Clearance Certification from SAPS is the personal responsibility of the applicant but the GSO will pay for the certification. Use Annexure 12 to claim a refund.
3. Contact the Area Member Services / Alateen Coordinator to apply for the Accreditation process. They will send you 2 forms to be completed:-
 - Annexure 16 - Area Application to become an AMIAS
 - Annexure 17 - Area Alateen Code of Conduct and Declaration of Acceptance
4. They will also send you a copy of the Alateen Safety & Behavioural Policy & Procedure Manual which you **must** read.
5. Make an appointment with the Area Member Services / Alateen Coordinator to have an interview with the Alateen Committee. Take along the following documents to the appointment:-
 - A copy of your valid FCC or PCC
 - Completed Annexure 16
 - Completed Annexure 17
6. After the interview you should receive an Acceptance Letter, Annexure 8, to become an accredited AMIAS.
7. In the unlikely event of not having met the necessary requirements you will receive a letter, Annexure 9, and a verbal explanation of the decision. You may appeal the decision using Annexure 10 or reapply once you have met the necessary requirements.
8. The Alateen Committee will create a file for you containing all the completed forms and a copy of your FCC and send it to your Area Office for confidential storage.
9. Copies of your FCC and your Area Alateen Committee Accreditation Checklist, Annexure 11, will be sent by the Alateen Committee to the GSO in Cape Town for safekeeping and monitoring.
10. **N.B.** It is extremely important to note that FCC/PCCs are only valid for a period of one year and **must** be renewed annually. The renewal applications will be monitored by the Area Office Administrator who will diarise the renewal dates and advise you when it is time for renewal.

Taken from the Alateen Safety and Behavioural Policy & Procedure Manual