



Christian Counsellors Association of Australia

Who can Certify Course Transcripts and Certificates?

Course Transcripts and Certificates need to be certified. This can be done one of the following ways:

1. Your College Registrar's Office
2. Take your originals along with a photocopy to anyone who is currently employed as:
 - an accountant - member of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
 - a bank manager, but not a manager of a bank travel centre
 - a credit union branch manager
 - a commissioner for declarations
 - a barrister, solicitor or patent attorney
 - a police officer in charge of a police station, or of the rank of sergeant and above
 - a postal manager
 - a principal of an Australian secondary college, high school or primary school.
3. Take your originals along with a photocopy to a Justice of the Peace in Australia with a registration number.

Please note you cannot verify your own documents. Failure to provide certified documents may delay the processing of your application.