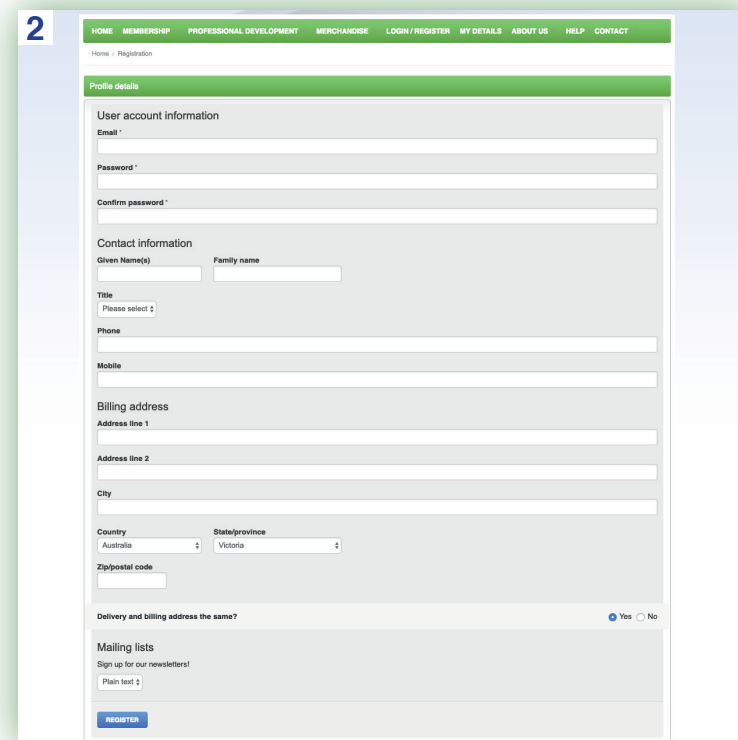# How to add PACFA membership to your CCAA membership
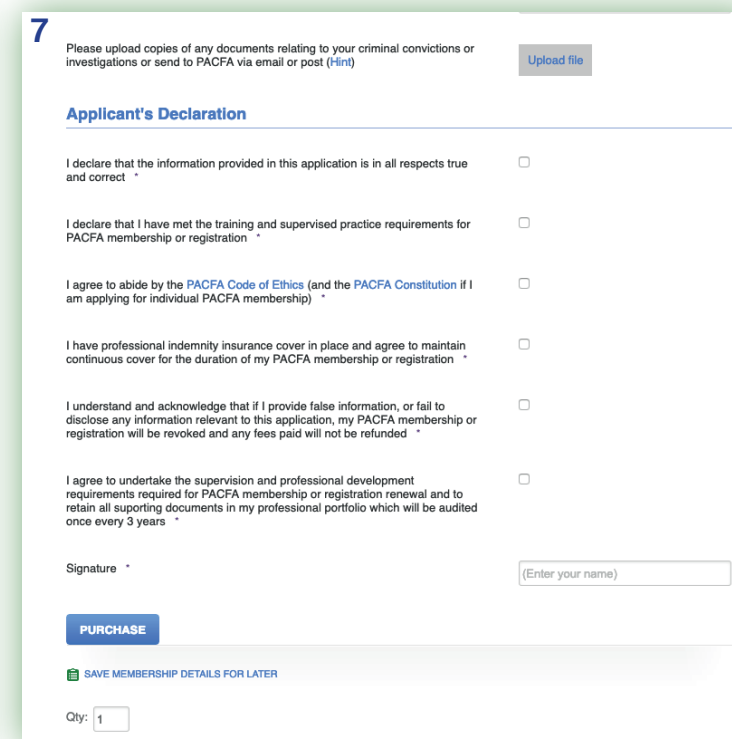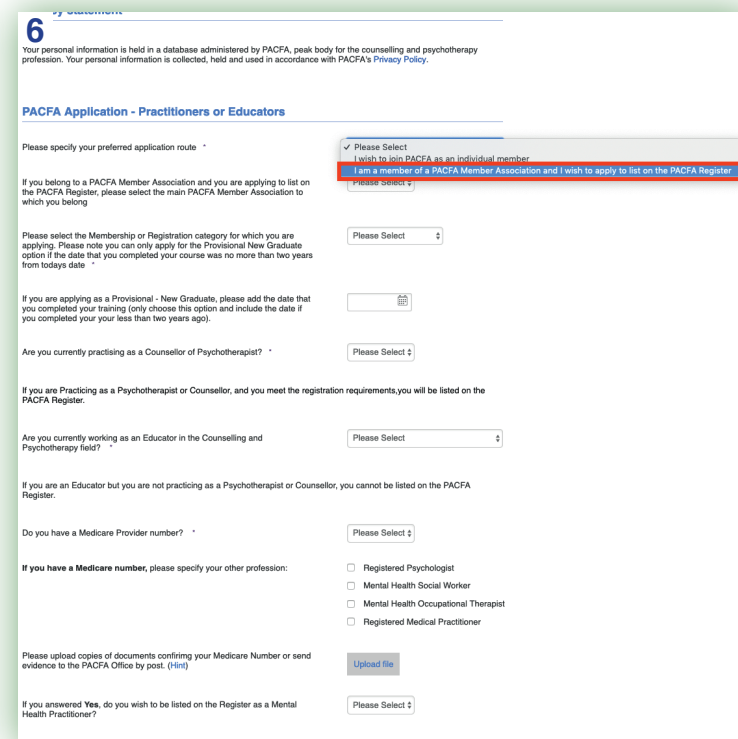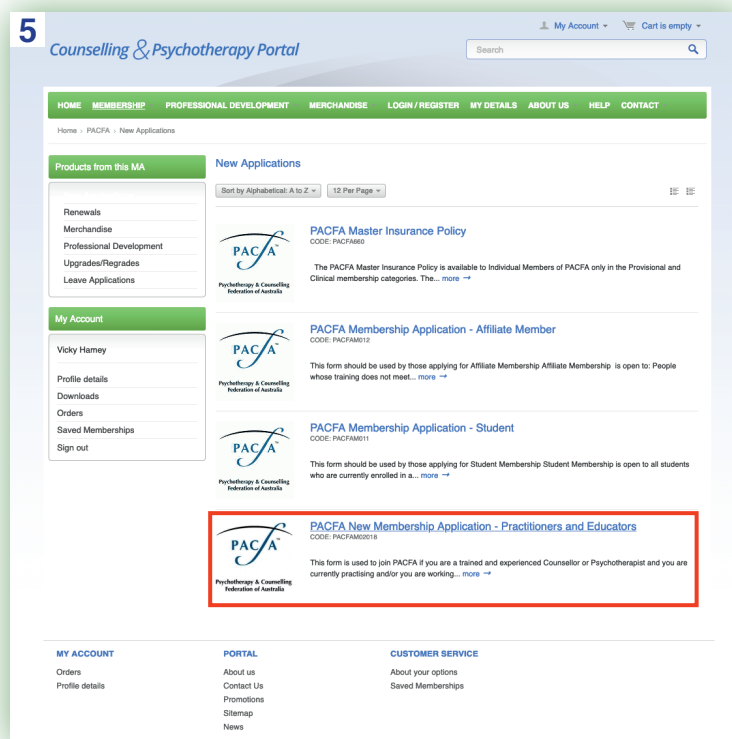
1. Go to the link **https://portal.pacfa.org.au/** and click on **create account** bottom left

2. Then create an account

3. Once you have created an account, click on the **membership** menu

4. Click on **New Applications** in the PACFA column

5. Go to the last item: **PACFA New Membership Application - Practitioners and Educators** and click to open

6. When asked to specify your application route, click on **I am a member of a member association** (the second item)

7. Continue to fill out the form and supply the needed documentation as required

Required documents:
- Evidence that you meet PACFA training standards
- Certified copies of qualifications and academic transcripts
- Insurance documents

If relevant to your situation:
- Documents that confirm Medicare number
- Evidence of current first aid certificate or nursing or medical registration (if applying for a BUPA/Medibank number)
- Documents relating to ethical conduct (if there has been a substantiated or pending complaint)
- Documents relating to criminal convictions or investigations