



Portal Instructions

NEW APPLICATIONS

Contents

1. Open an Online Account with CCAA.....	2
2. Check your email account.....	2
3. Please enter your basic details	3
4. Portal Dashboard.....	3
5. My applications	3
6. Start New Application.....	3
➤ Application for Associate.....	4
➤ Application for Student	5
➤ Application for Diploma.....	6
➤ Application for Advanced Diploma.....	7
➤ Application for Provisional Membership.....	8
➤ Application for Clinical Membership.....	9
7. PACFA membership transfer	10
➤ Application for Provisional Membership (PACFA Import).....	11
➤ Application for Clinical Membership	12
➤ Application for Clinical Membership.....	13
8. Final steps.....	14

1. Open an Online Account with CCAA

- Enter your Name
- Enter your email address
- Read CCAA's privacy policy by clicking on the words privacy policy on the site.
- Click on the box **Yes**.
- Click on the **Register** button.
- A pop-up box will show
 - Note Please check your email for our welcome email and instructions on how to finish setting up your account.

OPEN AN ONLINE ACCOUNT WITH CCAA

Name

Email Address

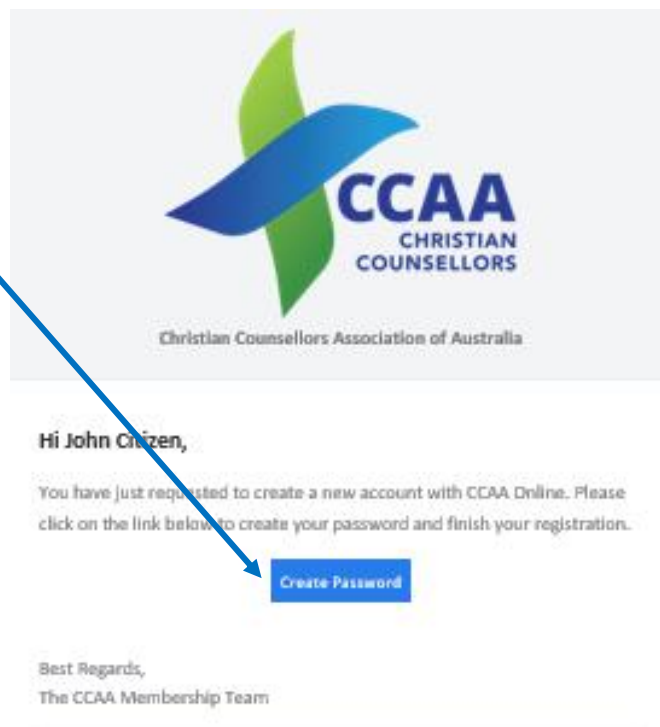
I have read and agree to the [privacy policy](#) Yes

Register Cancel

2. Check your email account

You will receive an email from CCAA Online (online@ccaa.net.au) with a link to Create Password.

- Click on the link – **Create Password**
 - A new window will open with SET NEW PASSWORD. Enter your password that you will use for the portal. Enter again (This can be changed at any time whilst on the portal or you can do step 1 again). Press OK.
- Note: IF you do not receive the email, please check that you do allow cookies as well as check your SPAM folders).



SET NEW PASSWORD

Password *

Confirm Password *

OK

- Once you have clicked on OK, the CCAA Member Portal Login page will appear. Often your email and password will be propagated for you – if not type these in.
- Press **Sign In**
- There will be a new page with the heading – PLEASE ENTER YOUR BASIC DETAILS as shown in Point 3.

3. Please enter your basic details

Name

1. All fields to be filled in. Use your legal first name here. When you start your application, you will be able to enter a preferred first name as well as middle name.

Contact Details

2. Put in a least one phone number, and if you have others, please add as many as applicable.
3. Make sure you press **Save**
4. This will then go to Point 4

PLEASE ENTER YOUR BASIC DETAILS

Save

Name

Mr John Citizen
 Title * First Name * Family Name *

Contact Details

12-3456-7890 04-1234-5678
 Work Phone Home Phone

0412-345-678
 Mobile Phone

1 The Street Brisbane
 Street Address * Suburb *

8000 Queensland
 Postcode * State *

* Required field(s)

4. Portal Dashboard

This contains your Name, Membership Number (nothing yet as Membership Status is Pending). Apply/Upgrade Membership Button – Press on this button Personal Info – this will be updated in your application.

CCAA MEMBER PORTAL John Citizen
 Member Number: N/A Member Status: Pending

Request Support Change Password Logout

5. My applications

- **New Applications** – Click on this button.
- **Import PACFA Membership** – this is for those wishing to move their current PACFA membership to CCAA and become an MA member with PACFA – Refer Point 7 below.

Apply / Upgrade Membership Personal Info
 Current Membership Type:

MY APPLICATIONS

New Application Import PACFA Membership Back

No Applications Found

6. Start New Application

- Each item is available to click on and give basic details of what level of affiliation / membership with CCAA.
- Beginning at Associate, then all the way through to Clinical Membership. By clicking on the Arrow on the left you will be able to see what qualifications etc. are required to apply for any of the levels.
- Clinical / Supervisor is not available until you are a Clinical Member.

START NEW APPLICATION

Exit

Associate

Student

Diploma Membership

Advanced Diploma

Provisional Membership

Clinical Membership

Exit

Application for Associate

Please use the menu below to navigate between the sections and complete them all before submission can be made

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

- Personal Details
- Employment Details
- Professional Status
- Faith and Values Statement
- Payment

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

- Personal Details
- Employment Details
- Professional Status

➤ Application for Associate

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are show with a **red cross** until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. You will also be asked if you would like either a Hard Copy (delivered by mail) or Digital Download (all members receive this type) of the Journal. This is important to select. Once complete - press Save, then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Press Save and then next.
- **Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). You will also be asked if you are a member of another association – if yes, please put in the details. Press Save, then Next.
- **Faith and Values Statement** – Part of being part of CCAA is your faith & values and we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- **Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant’s Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Application for Student

Get Support
Exit

Please use the menu below to navigate between the sections and complete them all before submission can be made

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

- ✘ Personal Details
- ✘ Employment Details
- ✘ Professional Status
- ✘ Training Courses
- ✘ Faith and Values Statement

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

- ✔ Personal Details
- ✔ Employment Details
- ✔ Professional Status

➤ Application for Student

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are show with a **red cross** until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. If you are working as a counsellor already, you are not able to be a student member, you may be able to do higher level of membership or an Associate. Press Save and then next.
- **Professional Status** – First a question of what you are intending to do at this level. Then asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). You will also be asked if you are a member of another association – if yes, please put in the details. Press Save, then Next.
- **Training Course** – All students are required to be studying. If you have done other relevant courses, please list these to give CCAA a full understanding of your application. Please note that courses that are only online are not able to be used for registration. Any courses that have been completed – please upload the certified certificate and transcript. Please use the (?) to discover more information. Press Save. If you have more courses to add, please click on back, then Add New. Once completed all courses, click on Next.
- **Faith and Values Statement** – Part of being part of CCAA is your faith & values and we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant’s Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Application for Diploma Membership

Get Support

Exit

Please use the menu below to navigate between the sections and complete them all before submission can be made

If a section shows **Has Concerns**, then you will be required to give reason during submission.

- ✘ Personal Details
- ✘ Professional Indemnity Insurance
- ✘ Employment Details
- ✘ Professional Status
- ✘ Training Courses
- ✘ Current Supervisor
- ✘ Ethical Conduct
- ✘ Faith and Values Statement
- ✘ Payment

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

- ✔ Personal Details
- ✔ Employment Details
- ✔ Professional Status

Application for Diploma

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are shown with a **red cross** until completed and saved
- Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer's email. Press Confirm and then Next.
- Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Diploma members are not to be working as in Private Practice yet. Once complete – Save, then Next.
- Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). If you are part of ACA, you may be listed on the ARCAP register. You will also be asked if you are a member of another association – if yes, please put in the details. Press Save, then Next.
- Training Course** – At Diploma level you are required to have completed a Diploma course. If you have done other relevant courses, please list these to give CCAA a full understanding of your application. Please note that courses that are only online are not able to be used for registration. Any courses that have been completed – please upload the certified certificate and transcript. Please use the (?) to discover more information. Press Save. If you have more courses to add, please click on back, then Add New. Once completed, click on Next.
- Current Supervisor** – This is an option for Diploma members as generally you are continuing their studies. You can leave blank under such situations. You will be required by the time of your renewal. If you do have one, then please click Add and fill in details. For CCAA Supervisors, there is a drop-down list, otherwise fill in details manually below. Please ensure you have a contract with them. If added, then click Save and Next or just Next if nothing added.
- Ethical Conduct** – Please answer all the questions. If you answer 'Yes', you will be asked to supply details. Press Save, then Next.
- Faith and Values Statement** – Part of being part of CCAA is your faith & values, we ask you to agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant's Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Application for Advanced Diploma

Get Support

Exit

Please use the menu below to navigate between the sections and complete them all before submission can be made

If a section shows **Has Concerns**, then you will be required to give reason during submission.

- ✘ Personal Details
- ✘ Professional Indemnity Insurance
- ✘ Employment Details
- ✘ Professional Status
- ✘ Training Courses
- ✘ Current Supervisor
- ✘ Ethical Conduct
- ✘ Faith and Values Statement
- ✘ Payment

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

- ✔ Personal Details
- ✔ Employment Details
- ✔ Professional Status

➤ Application for Advanced Diploma

- At any stage you can send an email by clicking on **Get Support** button
- Note all items are shown with a **red cross** until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- **Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer's email. Press Confirm and then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Once complete – Save, then Next.
- **Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). If you are part of ACA, you may be listed on the ARCAP register. You will also be asked if you are a member of another association – if yes, please put in the details. Press Save, then Next.
- **Training Course** – At Diploma level you are required to have completed a Diploma course. If you have done other relevant courses, please list these to give CCAA a full understanding of your application. Please note that courses that are only online are not able to be used for registration. Any courses that have been completed – please upload the certified certificate and transcript. Please use the (?) to discover more information. Press Save. If you have more courses to add, please click on back, then Add New. Once completed all courses, click on Next.
- **Current Supervisor** – This is an option for Advanced Diploma members as generally you are continuing their studies. You can leave blank under such situations. You will be required by the time of your renewal. If you do have one, then please click Add and fill in details. If a CCAA Supervisor, there is a drop-down list, otherwise fill in details manually below. Please ensure you have a contract with them. If added, then click Save and Next or just Next if nothing added.
- **Ethical Conduct** – Please answer all the questions. If you answer 'Yes', you will be asked to supply details. Press Save, then Next.
- **Faith and Values Statement** – Part of being part of CCAA is your faith & values, we ask you to agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- **Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant's Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Application for Provisional Membership

Get Support

Exit

Please use the menu below to navigate between the sections and complete them all before submission can be made.

If a section shows **Has Concerns**, you will be required to give reasons during submission.

- ✘ Personal Details
- ✘ Professional Indemnity Insurance
- ✘ Employment Details
- ✘ Professional Status
- ✘ Training Courses
- ✘ Current Supervisor
- ✘ Ethical Conduct
- ✘ Faith and Values Statement
- ✘ Payment

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

- ✔ Personal Details
- ✔ Employment Details
- ✔ Professional Status

Application for Provisional Membership

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are shown with a **red cross** until completed and saved.
- Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer's email. Press Confirm and then Next.
- Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Once complete – Save, then Next.
- Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). If you are part of ACA, you may be listed on the ARCAP register. You will also be asked if you are a member of another association – if yes, please put in the details. Press Save, then Next.
- Training Course** – At Diploma level you are required to have completed a Diploma course. If you have done other relevant courses, please list these to give CCAA a full understanding of your application. Please note that courses that are only online are not able to be used for registration. Any courses that have been completed – please upload the certified certificate and transcript. Please use the (?) to discover more information. Press Save. If you have more courses to add, please click on back, then Add New. Once completed all courses, click on Next.
- Current Supervisor** – This is optional for Provisional members as you may have not started practicing. You can leave blank under such situations. You will be required by the time your renewal. If you do have one, then please click **Add** and fill in details. If a CCAA Supervisor, there is a drop-down list, otherwise fill in details manually below. If added, then click Save and Next or just Next if nothing added.
- Ethical Conduct** – Please answer all the questions. If you answer 'Yes', you will be asked to supply details. Press Save, then Next.
- Faith and Values Statement** – Part of being part of CCAA is your faith & values, we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant's Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Application for Clinical Membership

Get Support

Exit

Please use the menu below to navigate between the sections and complete them all before submission can be made

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

- ✖ Personal Details
- ✖ Professional Indemnity Insurance
- ✖ Employment Details
- ✖ Professional Status
- ✖ Training Courses
- ✖ Current Supervisor
- ✖ Supervision Hours
- ✖ Theological Integration Workshops
- ✖ Theological Integration Supervision
- ✖ Ethical Conduct
- ✖ Faith and Values Statement
- ✖ Payment

Application for Clinical Membership

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are show with a **red cross** until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- **Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer's email. Press Confirm and then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Once complete – Save, then Next.
- **Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). If you are part of ACA, you may be listed on the ARCAP register. You will also be asked if you are a member of another association – if yes, please put in the details. Press Save, then Next.
- **Training Course** – At Diploma level you are required to have complete a Diploma course. If you have done other relevant courses, please list these to give CCAA a full understanding of your application. Please note that courses that are only online are not able to be used for registration. Any courses that have been completed – please upload the certified certificate and transcript. Please use the (?) to discover more information. Press Save. If you have more courses to add, please click on back, then Add New. Once completed all courses, click on Next.
- **Current Supervisor** – Please click **Add** and fill in details. If a CCAA Supervisors, there is a drop-down list, otherwise fill in details manually below. If added, then click Save and Next.
- **Supervision Hours** – You will be required to prove the hours of counselling and supervision you have done from your graduation. These are required to be in the forms of logs that have been signed off by your yourself and supervisor. Upload one document per the logs section – the easiest is to scan into one file.
- **Theological Integration Workshops** – In this section you upload details of Workshops that you have done that have covered Integration of your theology and psychology. These are to be a minimum of 5 hours. Some Christian counselling degrees cover this in the course – if this is the case – details are still to be entered. If you still require to do the workshop, CCAA offers in person or online course to do this. If you have done more than one course, press ADD. Once complete, press Save and Next.
- **Theological Integration Supervision** – Completing 4 hours of supervision with a qualified Integration supervision will be uploaded in this section. There is a form available on the CCAA website, which is to be completed by them and you can upload on to this section after completing the relevant details. Once completed – press Save, and Next
- **Ethical Conduct** – Please answer all the questions. If you answer 'Yes', you will be asked to supply details. Press Save, then Next.
- **Faith and Values Statement** – Part of being part of CCAA is your faith & values, we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

✓ Personal Details

✓ Employment Details

✓ Professional Status

be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.

- **Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant's Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

7. PACFA membership transfer

1. This will not be a New Application, but an Import of PACFA Membership.
2. You are choosing to have CCAA as your first Membership with PACFA as your second. All fees are paid to CCAA, and CCAA pays your basic membership fees (does not cover College or Branch Membership etc.)
3. Click on the **Import PACFA Membership**. (Note: Details from the PACFA portal are not accessible by CCAA).
4. This will open to a new screen START NEW APPLICATION TO IMPORT FROM PACFA. There are 3 levels, these are Provisional Membership, Clinical Membership, & Accredited Supervisor.
5. Click on the level you are currently with PACFA.

START NEW APPLICATION TO IMPORT FROM PACFA

Exit

▶ Provisional Membership

▶ Clinical Membership

▶ Accredited Supervisor



➤ Application for Provisional Membership (PACFA Import)

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are show with a **red cross** until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- **Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer’s email. Press Confirm and then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Once complete – Save, then Next.
- **Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). Will ask to give details of your current PACFA/ARCAP membership. Press Save, then Next.
- **Current Supervisor** – Please click **Add** and fill in details. If a CCAA Supervisors, there is a drop-down list, otherwise fill in details manually below. If added, then click Save and Next.
- **Ethical Conduct** – Please answer all the questions. If you answer ‘Yes’, you will be asked to supply details. Press Save, then Next.
- **Faith and Values Statement** – Part of being part of CCAA is your faith & values, we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- **Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – **Submit to CCAA**. Click on this button and the page will show the Applicant’s Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Application for Clinical Membership (PACFA Import)

Get Support

Exit

Please use the menu below to navigate between the sections and complete them all before submission can be made

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Personal Details

Professional Indemnity Insurance

Employment Details

Professional Status

Current Supervisor

Theological Integration Workshops

Optional

Theological Integration Supervision

Optional

Ethical Conduct

Faith and Values Statement

Payment

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

Personal Details

Employment Details

Professional Status

➤ Application for Clinical Membership (PACFA Import)

- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are show with a **red cross** until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- **Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer's email. Press Confirm and then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Once complete – Save, then Next.
- **Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). Will ask to give details of your current PACFA/ARCAP membership. Press Save, then Next.
- **Current Supervisor** – This is optional for Provisional members as you may have not started practicing. You can level blank under such situations. You will require by the time your renewal. If you do have one, then please click **Add** and fill in details. If a CCAA Supervisors, there is a drop-down list, otherwise fill in details manually below. If added, then click Save and Next or just Next if nothing added.
- **Supervision Hours** – You will be required to prove the hours of counselling and supervision you have done from your graduation. These are required to be in the forms of logs that have been signed off by your yourself and supervisor. Upload one document per the logs section – the easiest is to scan into one file.
- **Theological Integration Workshops** – **Optional (not required to have been completed now, will be required by next renewal)** In this section you upload details of Workshops that you have done that have covered Integration of your theology and psychology. These are to be a minimum of 5 hours. Some Christian counselling degrees cover this in the course – if this is the case – details are still to be entered. If you still require to do the workshop, CCAA offers in person or online course to do this. If you have done more than one course, press ADD. Once complete, press Save and Next.
- **Theological Integration Supervision** – **Optional (not required to have been completed now, will be required by next renewal)**. Completing 4 hours of supervision with a qualified Integration supervision will be uploaded in this section. There is a form available on the CCAA website, which is to be completed by them and you can upload on to this section after completing the relevant details. Once completed – press Save, and Next
- **Ethical Conduct** – Please answer all the questions. If you answer "Yes", you will be asked to supply details. Press Save, then Next.
- **Faith and Values Statement**– Part of being part of CCAA is your faith & values, we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- **Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another

means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.

- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant’s Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

➤ Application for Clinical Membership



- At any stage you can send an email by clicking on **Get Support** button.
- Note all items are show with a red cross until completed and saved.
- **Personal Details** – Some of this section will be filled in when you set up your initial details. Other items can be put in such as Middle Name, Preferred First Name. Once complete - press Save, then Next.
- **Professional Indemnity Insurance** – PII is required by all members, whether through their employer, self-employed or both. Please fill in the details and upload your Certificate of Currency or letter from your employer stating you are covered by their policy. You can either find the file or just Drag and Drop (just from your Insurer’s email. Press Confirm and then Next.
- **Employment Details** – Pick if you are currently practicing or not. If yes, you will be asked to pick between Private Practice, Employee or Both – then to give details of your employment. Once complete – Save, then Next.
- **Professional Status** – Asked to give details of your highest level of study, using the AQF (Australian Qualification Framework) – if unsure of what level you have done, click on the (?). Will ask to give details of your current PACFA/ARCAP membership. Press Save, then Next.
- **Current Supervisor** – This is optional for Provisional members as you may have not started practicing. You can level blank under such situations. You will require by the time your renewal. If you do have one, then please click **Add** and fill in details. If a CCAA Supervisors, there is a drop-down list, otherwise fill in details manually below. If added, then click Save and Next or just Next if nothing added.
- **Supervision Hours** – You will be required to prove the hours of counselling and supervision you have done from your graduation. These are required to be in the forms of logs that have been signed off by your yourself and supervisor. Upload one document per the logs section – the easiest is to scan into one file.
- **Theological Integration Workshops – Optional (not required to have been completed now, will be required by next renewal)** In this section you upload details of Workshops that you have done that have covered Integration of your theology and psychology. These are to be a minimum of 5 hours. Some Christian counselling degrees cover this in the course – if this is the case – details are still to be entered. If you still require to do the workshop, CCAA offers in person or online course to do this. If you have done more than one course, press ADD. Once complete, press Save and Next.
- **Theological Integration Supervision – Optional (not required to have been completed now, will be required by next renewal).** Completing 4 hours of supervision with a qualified Integration supervision will be uploaded in this section. There is a form available on the CCAA website, which is to be completed by them and you can upload on to this section after completing the relevant details. Once completed – press Save, and Next

If a section shows **Has Concerns**, then you will be required to give reasons during submission.

Submit to CCAA

- ✔ Personal Details
- ✔ Employment Details
- ✔ Professional Status

- **Ethical Conduct** – Please answer all the questions. If you answer ‘Yes’, you will be asked to supply details. Press Save, then Next.
- **Faith and Values Statement**– Part of being part of CCAA is your faith & values, we ask you agree to the Statement of Faith as well as CCAA Values. You are also asked to nominate a person to be a reference of your Christian Faith – this can be a minister, pastor, or educator – not a friend. Please download the form and forward to this person. Press Save, then Next.
- **Payment** – This is your application payment only; final fees will be requested once your application has been processed. Your basic details will be filled in and you will be required to fill in your credit card details. You can pay by another means – click on the Request Manual Payment – the bank details will be shown. You can also download a copy of your invoice on this page. Ensure you do check that you agree with the Terms and Conditions.
- Once all sections are showing green ticks the system will show a green button – Submit to CCAA. Click on this button and the page will show the Applicant’s Agreement page. Please read through the dot points and if okay – select the Yes in the dropdown box. Then click on the **Submit to CCAA** button.
- Note: If there were any concerns showing in your application – you will be asked to give reasons just before submitting.

Congratulations you have completed your application to CCAA

8. Final steps

1. The office will check each section and mark as okay (or contact you if more information is required).
2. When all details have been checked, the Membership Chair will be notified and will do any final checks and then ‘Approve’ the application.
3. This will generate an email of your acceptance and directing you back to your portal profile for downloading of your CCAA Membership Certificate.
4. You are also able to download your invoice for taxation purposes.
5. You will have also received a Welcome Letter from CCAA explaining benefits of the Association.



Certificate of Registration

This is to certify that
Rob Salmon
Has satisfied the training and supervision requirements for membership and agreed to abide by the Ethical guidelines of the Association and is now recognised as a
Clinical / Supervisor
of the Christian Counsellors Association Australia Inc.
Valid Until 30th June 2021
Member No. 500154

John Andersen
John Andersen
National President



Rae Turner
Rae Turner
Membership Chair



The Christian Counsellors Association of Australia Inc. is a Constituent Member Association of the Psychotherapy and Counselling Federation of Australia Inc. (PACFA).