



PORTAL INSTRUCTIONS

RENEWALS/ LEAVE OF ABSENCE /PUBLIC PROFILE

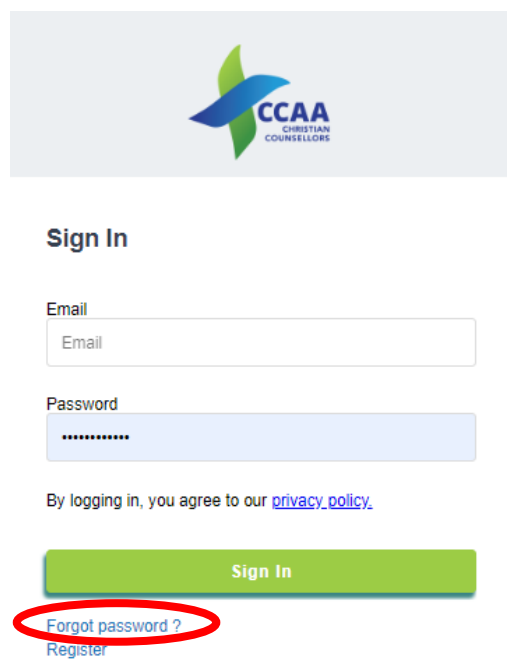
Renewals

1. Log On

Log in to the Portal at

<http://online.ccaa.net.au/login>

If you have forgotten your password, you click on the '**Forgot password?**' – enter your email and the system will send you an email to your email account to allow you to reset. If you want to change your email account – please email online@ccaa.net.au who will change it for you.



CCAA
CHRISTIAN
COUNSELLORS

Sign In

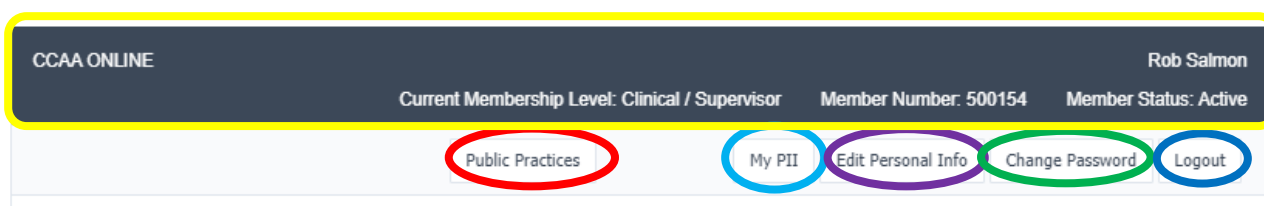
Email

Password

By logging in, you agree to our [privacy policy](#).

[Forgot password ?](#)
[Register](#)

2. The Portal – WELCOME TO CCAA ONLINE



CCAA ONLINE Rob Salmon

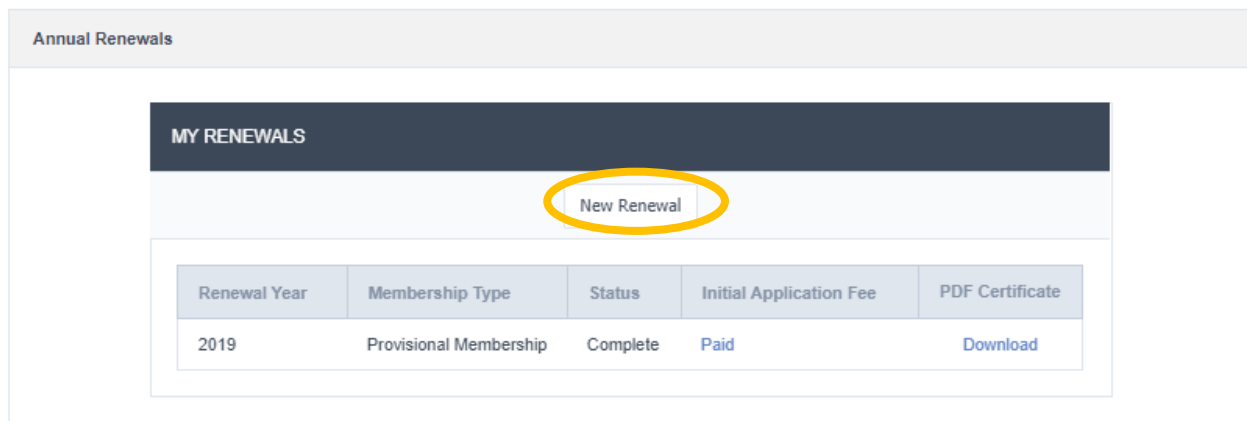
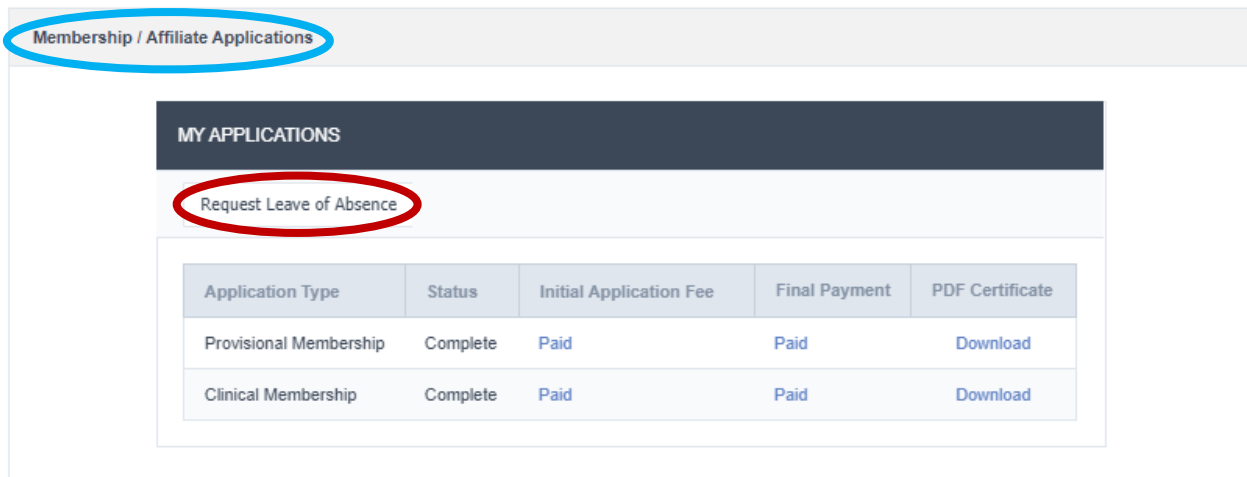
Current Membership Level: Clinical / Supervisor Member Number: 500154 Member Status: Active

[Public Practices](#) [My PII](#) [Edit Personal Info](#) [Change Password](#) [Logout](#)

Across the top is:

1. **Public Practices** – this is where your Practice Details and Categories are. These are available to be entered for Registered Members only. You can adjust the details her. Please ensure you SAVE any changes, and then 'Push changes to website' before pressing Back to return to the main screen – more details below.
2. **My PII** – this has your current Professional Indemnity Insurance details. You can upload your Certificate of Currency I here and update the details. This is to be kept up to date as your insurance is renewed. The portal will email to remind you before it is due. All members are to have current PII.
3. **Edit Personal Info** – this has all your basic details – Name, address, phone number/s. It also contains your Brief bio, your qualifications, which if a registered member with a profile on the FCC, it will be what will appear on the website. There is also a place to upload your profile picture for viewing on the Find a Counsellor. Please ensure the photo is square and at least 400 X 400 pixels.
4. **Change Password** – if you want to change your password at any time – this is the place to go.
5. **Logout** – click on this when you have finished on the portal.
6. **Your details** – All your basic information is here – Name, Current Membership Level, Member Number and Status. Apart from your name – the rest cannot be changed by you.

7. **Membership / Affiliation Applications** – this will show any applications you have done since the portal was started in May 2019. All previous applications prior to this are not loaded here and are stored digitally for the office use when required. This is also the place for Requesting Leave of Absence. During the period from 1st April no new applications can be done until the renewals are done. When renewals are completed – the **NEW APPLICATION** button will appear.
8. **Annual Renewals** – these can be done from 1st April to 30th March the following year. Click on the **New renewal** to do your current year. If your membership/affiliation has Lapsed and after April 1st you will be charged a reactivation fee. Before that time there is a late fee for fees paid after the renewal cut-off date for payment. If you require to go on Leave of Absence – you do this through the My Applications. Click on the **Request Leave of Absence**



3. Annual Renewal

My Renewals

1. If you were a member in previous years since 2018 you will see an entry for each of those years. Your invoice and certificate can be downloaded from here.
2. To begin your new renewal – click on **New Renewal**

3. There are several sections that will appear for you to fill in. Even if nothing has changed in your personal details – you are still to click on these sections and press “Save: to show it has been done. The sections may be different for each level.

RENEWAL FOR: CLINICAL / SUPERVISOR	
	Back
Personal Information	Complete
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Current Supervisor	Not Started
Supervision Hours	Not Started
Continuing Professional Development	Complete
Ethical Conduct	Not Started
Payment	Not Paid

4. Go through all the sections – these can be done in any order and you can always come back to them. Pre-filled areas from previous renewals may appear.

PERSONAL INFORMATION [Save](#) [Back](#)

Title * First Name *
 Middle Name Family Name *
 Preferred First Name

CCAA Journal Delivery *
 Digital Download Hard Copy

Street Address * Suburb *
 State * Postcode *

Work Phone
 Home Phone
 Mobile Phone

Required field(s) [Save](#) [Back](#)

5. On the **Personal Information** page all the information can be updated to suit your current situation.

6. Note there is a question about the **CCAA Journal delivery** – Digital Download or Hard copy. Please advise on your preference.

7. **Current Supervisor** – if they are a CCAA Registered Supervisor you will be able to find them in the **drop-down list**. Others can be typed in – we do require their basic details.

ADD A CURRENT SUPERVISOR [Add](#) [Exit](#)

Autofill a CCAA Supervisor

Name of accredited supervisor *
 Supervisor's e-mail
 Supervisor's phone
 Supervisor's professional association *
 Supervisor's Membership No. *

* Required field(s) [Add](#) [Exit](#)

8. Supervision and Client Hours are for the year from 1st July until the 30th June in the current year.

9. **Continuing Professional Development (CPD)** – if more than 1 day, show date of completion. Any events that you have done with CCAA and booked through the portal will be automatically added. Any event that is completed after you have begun your renewal will not be added, please add these manually.

10. If you have not been a registered member for the full year, you will only have to do a percentage of the CPD and Supervision relevant. The system will automatically work out the minimum and will come up with 'Has Concerns' if anything does not add up sufficiently.

11. **Make a payment.** Our preferred method of payment is **Credit/Debit cards** through the secure payment portal. You can **Request Manual Payments** (some fees may apply). Note: Payment is due by the 30th June each year. We do allow a short grace period. Once this has been completed a late fee will be added. You can pay at any time if your renewal is not quite completed. If you are on Find a Counsellor and you have not paid your website profile will be temporarily not be displayed.

CONTINUING PROFESSIONAL DEVELOPMENT			
Add New			
Category => A			
Date Completed	Title of Event	Presenter	Hour
10-Aug-2019	"What Works?" - High risk or high reward?	Dominie Nelson	3.0
14-Oct-2019	"What Works? Brain based tools for the everyday practitioner	Heather McMillan	2.0
13-Sep-2019	CCAA National Conference September 13-15 2019	Various Keynote and Workshop Presenters	19.0
18-Apr-2020	CBT Online Seminar	Dr Jeff Riggenbach for CCAA	9.0
25-Feb-2020	Predators, Paedophiles and Narcissists	Carl Collins & Joy Anasta	13.0
			46.0
Category => B			
Date Completed	Title of Event	Presenter	Hour
10-Aug-2019	End of an Era - Celebrating CCAA(SA) and its members		2.0
			2.0
Grand Summary(6)			48.0

Note: If the portal has concerns about any area, it will let you know as you go and before submitting will ask for more details (the office will assess these).

MAKE A PAYMENT

Request Manual Payment | Download Invoice | Back

CCAA Secure Online Payment

Hi Robert Salmon, please enter your card details below to make payment.

Name

Address

Suburb | State | PostCode

Card number

Expiration mm/yy | CVC

PAY \$330

12. Please check that all sections are showing 'Completed' except the Payment – which will show either 'Paid' or 'Offline' (will pay by direct debit).

RENEWAL FOR: CLINICAL / SUPERVISOR

[Click here to Submit to CCAA](#) Back

Personal Information	Complete
Professional Indemnity Insurance	Complete
Employment Details	Complete
Current Supervisor	Complete
Supervision Hours	Complete
Continuing Professional Development	Complete
Ethical Conduct	Complete
Payment	Paid

13. The final and crucial step is now to submit your renewal. The '**Click here to Submit to CCAA**' will only appear when all sections are showing completed. Click on this button and a pop-up box will appear with applicant's agreement – please read through these and change to YES as agreement to them. Click on the 'Submit' – this will send your renewal to the office, as submitted under our 'Pending Renewal'.

- If showing 'Draft' – it has not been submitted.

MY RENEWALS

Renewal Year	Membership Type	Status	Initial Application Fee	PDF Certificate
2018	Clinical / Supervisor	Complete	Paid	Download
2019	Clinical / Supervisor	Complete	Paid	Download
2020	Clinical / Supervisor	Draft - click to edit	Paid	Download

- If showing 'Submitted- - it is ready to be processed.

MY RENEWALS

Renewal Year	Membership Type	Status	Initial Application Fee	PDF Certificate
2018	Clinical / Supervisor	Complete	Paid	Download
2019	Clinical / Supervisor	Complete	Paid	Download
2020	Clinical / Supervisor	Submitted	Paid	Download

14. Prior to submitting your renewal, it will be stored as a Draft – if required, the office can check – please let the office know if this is the case. The portal will show you where your application is at. We cannot assess your renewal while it is in Draft.

- This is showing the status of your application.

MY RENEWALS

Renewal Year	Membership Type	Status	Initial Application Fee	PDF Certificate
2018	Clinical / Supervisor	Complete	Paid	Download
2019	Clinical / Supervisor	Complete	Paid	Download
2020	Clinical / Supervisor	Processing	Paid	Download

Congratulations you have completed your renewal for this year.

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 renewal and a link to your certificate.
4. Your invoice for taxation purposes is available online too.



Certificate of Registration

This is to certify that

Rae Turner

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 2020

Member No. 400267

A handwritten signature in black ink that reads "John Andersen".

John Andersen
National President



A handwritten signature in black ink that reads "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).

Profile on the Website

Find a Counsellor Public Information

1. Qualifications

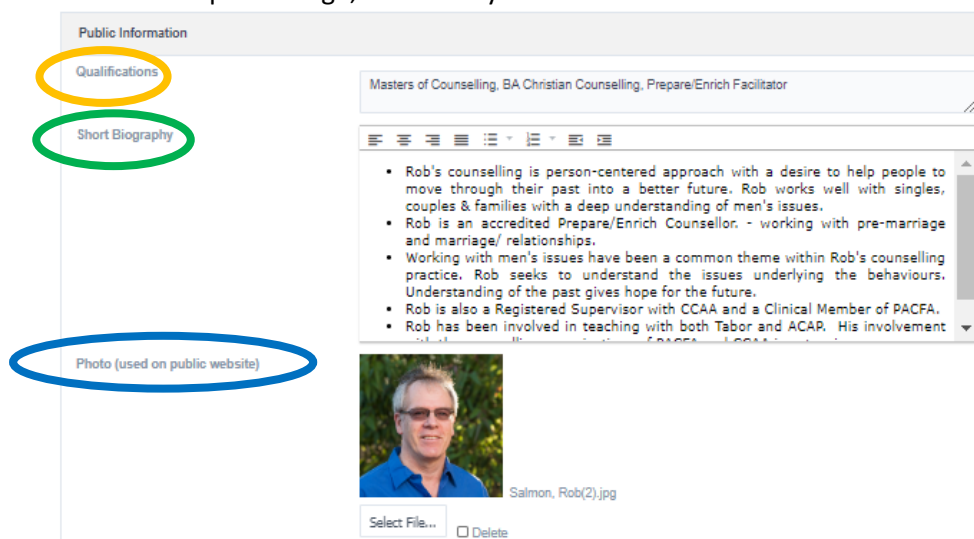
Put in relevant degrees etc.

2. Short Biography

On your personal details page is a section to do a brief outline of yourself and your services. It is best to write in the third person (rather than 'I' use your name). Typing into a Word document first can help to pick up spelling and grammar areas and then paste into the site. Dot points can be very helpful in separating information.

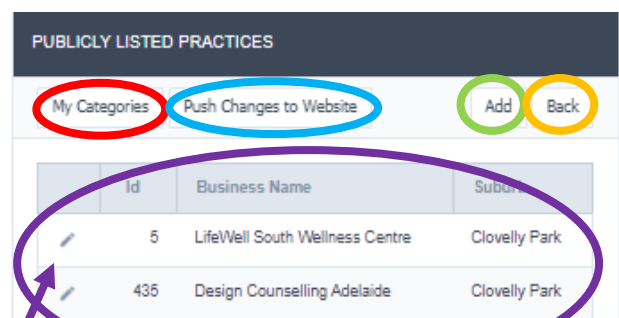
3. Your photo

A photo can be uploaded here. Ensure it is a good quality photo, however not more than 500 pixels. It is best to use a square image, and usually of head and shoulders



4. Clicking on the 'Public Practices' at the top of the screen will open this box.

1. **My categories** – this opens a list of areas that people can search for areas of practice.
2. **Push Changes to Website**. Important to do after saving so details are updated on the site.
3. **Add** (Save). Ensure you save any changes.
4. **Back** – return to main screen
5. **Practice Locations** – list of the different sites you may work from. Click on **pen** on left to alter.



5. My Categories

1. Personal Counselling
2. Couples Counselling
3. Family Counselling
4. Counsellor's Gender
5. General Categories
6. Other Categories
7. Please tick the boxes that are relevant to you.
8. Ensure you are ethical in your promotion of yourself and ensure you **Save**

6. Practice Locations

1. **Practice Name** – initially this has been set with your name. Some have been updated with the Practice Name from your 2019 Renewals. Please enter details according.
2. **Google Map Pin** – Enter the full address that Google will use to find your practice. Click on 'Google Maps' and check that it has pinned it correctly – if not, move the pin to the correct spot.
3. **Publicly Displayed Address**
 - a. Straight forward.
 - b. Postcode – It is a required field and therefore important to enter the postcode.
4. **Contact Details** – can be left blank.
 - a. Website – ensure all details from the address bar are entered.
 - b. LinkedIn – as above
 - c. Email – this is the email clients will use to contact you.
 - d. Phone number to contact you.
 - e. Facebook – as above
5. Ensure you **Save**. You can also **Add New** to add another practice address.
6. Press **'Exit'** which will take you back to the Public Practices – click on **'Push Changes to Website'**, which will ensure any changes are made to your public entry.
7. Press **'Exit'** again will return you to the main screen, where you can log out.

CATEGORIES FOR PUBLIC PRACTICES

Save
Exit

<p>Personal Counselling</p> <p><input checked="" type="checkbox"/> Addictions</p> <p><input checked="" type="checkbox"/> Childhood Abuse</p> <p><input checked="" type="checkbox"/> Emotional Crisis</p> <p><input checked="" type="checkbox"/> Life Transitions</p> <p><input checked="" type="checkbox"/> Sexual Issues</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Anger Management</p> <p><input checked="" type="checkbox"/> Depression</p> <p><input checked="" type="checkbox"/> Grief, Loss, Trauma</p> <p><input checked="" type="checkbox"/> Relationships</p> <p><input checked="" type="checkbox"/> Stress Management</p>	<p><input checked="" type="checkbox"/> Anxiety</p> <p><input checked="" type="checkbox"/> Emotional & Physical Abuse</p> <p><input checked="" type="checkbox"/> Healthy Boundaries</p> <p><input checked="" type="checkbox"/> Self Esteem</p>
<p>Couples Counselling</p> <p><input checked="" type="checkbox"/> Affairs, Trust Issues</p> <p><input checked="" type="checkbox"/> Pre-Marriage</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Emotional Crisis</p> <p><input checked="" type="checkbox"/> Separation / Mediation</p>	<p><input checked="" type="checkbox"/> Family Conflict</p>
<p>Family Counselling</p> <p><input checked="" type="checkbox"/> Adolescents</p> <p><input checked="" type="checkbox"/> Conflict</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/> Children</p> <p><input checked="" type="checkbox"/> Mediation</p> <p><input checked="" type="checkbox"/> Parenting</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Communication</p>
<p>Counsellor's Gender</p> <p><input checked="" type="checkbox"/> Female Counsellor</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Male Counsellor</p>	
<p>General Categories</p> <p><input checked="" type="checkbox"/> Counsellor</p> <p><input checked="" type="checkbox"/> Supervisor</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Life Coach</p> <p><input checked="" type="checkbox"/> Psychotherapist</p>	
<p>Other Categories</p> <p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Bupa/Medibank private</p> <p><input type="checkbox"/> Medicare</p> <p><input type="checkbox"/> NDIS</p> <p><input checked="" type="checkbox"/> Skype</p> <p><input type="checkbox"/></p>	

FIND A COUNSELLOR LOCATION

Delete
Add New
Save
Exit

Practice Name

LifeWell South Wellness Centre

Google Maps Pin

Google Maps Pin Address * 1204 South Road Clovelly Park SA 5042

Pin Latitude -34.9995756

Pin Longitude 138.5751645

Check Google Maps Location

Publicly Displayed Address

Street Address 1204 South Road

Suburb * Clovelly Park

State * SA

Postcode * 5042

Contact Details

Website <https://lifewell.org.au/south.html>

LinkedIn <https://www.linkedin.com/in/rob-simon-25514536>

Email rob@lswc.com.au

Phone 04 0989 7977

Facebook <https://www.facebook.com/markzuckerberg>

* Required field(s)

PUBLICLY LISTED PRACTICES

My Categories
Push Changes to Website
Add
Back