



Transfer of Membership from PACFA  
Instructions for using the Portal.

## 1. Log On

Log on to the Portal at <http://online.ccaa.net.au/login>

Click on Register

1. A pop-up box with the heading – OPEN AN ONLINE ACCOUNT WITH CCAA
2. Enter your Name and your email address (Your email address will be your login).
3. Click on **Register** – usually asked to do this again to Confirm. A message will be sent to your email account

**OPEN AN ONLINE ACCOUNT WITH CCAA**

Name	<input type="text" value="John Citizen"/>
Email Address	<input type="text" value="ccaa.rob@gmail.com"/>
I have read and agree to the <a href="#">privacy policy</a> <input checked="" type="checkbox"/> Yes	

## 2. Check your email account

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

1. Click on the link – **Create Password**
2. 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 emails please check that you do allow cookies as well as check your SPAM folders).

**SET NEW PASSWORD**

Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>



Hi John Citizen,

You have just requested to create a new account with CCAA Online. Please click on the link below to create your password and finish your registration.

[Create Password](#)

Best Regards,  
The CCAA Membership Team

3. Once you have clicked on OK, there will be a new page with the heading – PLEASE ENTER YOUR BASIC DETAILS.

### 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 Work Phone 04-1234-5678 Home Phone  
0412-345-678 Mobile Phone

1 The Street Street Address \* Brisbane Suburb \*  
8000 Postcode \* Queensland State \*

\* Required field(s)

### 4. PACFA membership transfer

1. This will not be a New Application, but an Import of PACFA Membership.
2. Click on the **Import PACFA Membership**. (Note: Details from the PACFA portal are not accessible by CCAA).
3. 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.
4. Click on the level you are currently with PACFA.

CCAA ONLINE John Citizen  
Current Membership Level: N/A Member Number: N/A Member Status: Profile Only

Edit Personal Info Change Password Logout

Membership / Affiliate Applications

Upgrades for Membership can be done anytime of the year, however once Renewals have commenced on April 1st - your renewal is required to be finalised before an upgrade can be started or completed.

MY APPLICATIONS  
New Application Import PACFA Membership  
No Applications Found

The following screens will appear for each of the membership levels. All sections are to be completed before the Application can be submitted to CCAA for processing. Ensure you click Save before going back to the front screen.

#### Provisional Membership

- **Personal Information** – update any details including how you would like the Journal delivered – all members receive it digitally but can have a hard copy.
- **Professional Indemnity Insurance** – insert details as well as upload your COC &/or letter from employer.
- **Employment Details** – Please check yes and fill out if you are an Employee or in Private Practice.
- **Professional Status** – Please fill in the details and attach your current PACFA Membership Certificate
- **Current Supervisors** – Please list all your current supervisors and their details.
- **Ethical Conduct** – A few questions about your ethical conduct to be completed. If you have any questions that are marked as 'No' you will be asked for more information for us to assess. Generally, this will not be any issues, as you are currently a PACFA member.
- **Faith and Values Statement** – Please complete this section and ensure that you have asked the relevant person to send through the Confidential Reference.
- **Payment** – Please complete the payment section – easiest to pay via the portal or can be done by Direct Debit. This is the application fee – no other fee will be required for the rest of the financial year.

APPLICATION FOR: PROVISIONAL MEMBERSHIP (PACFA IMPORT)

Back

Personal Information	Not Started
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Professional Status	Not Started
Current Supervisor	Not Started
Ethical Conduct	Not Started
Faith and Values Statement	Not Started
Payment	Not Paid

## Clinical Membership

- Complete all the sections as per Provisional Membership and,
- **Theological Integration Workshop** – this is shown as Optional. We do require all our Clinical Members to have done either a workshop or training in their course on Integration. We will allow for this to be completed within the following 12 months.
- **Theological Integration Supervision** – as above. The Supervision Assessment form can be found on the website – For Members – Forms and Documents.

## Accredited Supervisor

Complete all the sections as per Clinical Membership

APPLICATION FOR: CLINICAL MEMBERSHIP (PACFA IMPORT)

Back

Personal Information	Not Started
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Professional Status	Not Started
Current Supervisor	Not Started
Theological Integration Workshops	Optional
Theological Integration Supervision	Optional
Ethical Conduct	Not Started
Faith and Values Statement	Not Started
Payment	Not Paid

## 5. Completing the Application

1. Once all sections are showing Complete or Paid, the flashing blue button at the top of the screen will appear as well as notification of your application being ready to Submit.
2. Click on the Button. A pop-up box will appear with the applicant's agreement – read through and change to click 'Yes' and then on 'Submit'. This will change to "Pending Application" in the system and will notify the office of your application is ready to be reviewed.
3. Prior to this, your application will be stored as a Draft, which you will see via your Portal profile. The office can see your Draft but will not be able to access until it has been submitted.
4. If you have any concerns, please contact the office on [online@ccaa.net.au](mailto:online@ccaa.net.au) or 08 7099 2277.

APPLICATION FOR: PROVISIONAL MEMBERSHIP (PACFA IMPORT)

Click here to Submit to CCAA

Back

Personal Information	Complete
Professional Indemnity Insurance	Complete
Employment Details	Complete
Professional Status	Complete
Current Supervisor	Complete
Ethical Conduct	Complete
Faith and Values Statement	Complete
Payment	Paid

## Congratulations you have completed your application to CCAA

## 6. 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 a 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.



### 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).

## Profile on CCAA Website

### Find a Counsellor/Supervisor – Registered Members Only.

Once accepted as a registered member (Provisional, Clinical or Supervisor) you will be able to appear on the Find a Counsellor search on the website. You will be required to set up details via the portal.

#### 1. Qualifications

Enter your qualifications here. Ensure that the information is accurate.

#### 2. Short Bio

On your personal details page is a section to do an outline of yourself and your services. It is best to write in the third person (rather than 'I' use your name. Note: you do not have to put in all your areas of practice – this will be covered later under the Categories section of the Public Places. It can be worthwhile to do your Bio on a Word Document which picks up most errors and then paste into the section. Example shown here.

- These details are found under the Public Information on your Personal Details tab on your Portal Profile.
- John's counselling is person-centered approach with a desire to help people to move through their past into a better future. John works well with singles, couples & families with a deep understanding of men's issues.
- John is an accredited Prepare/Enrich Counsellor. - working with pre-marriage and marriage/ relationships.
- Working with men's issues have been a common theme within John's counselling practice. John seeks to understand the issues underlying the behaviours. Understanding of the past gives hope for the future.
- John is also a Registered Supervisor with CCAA and a Clinical Member of PACFA.
- Business Hours:
  - Monday to Thursday 7:30 am to 8:30 pm
  - Friday 7:30 am to 5:30 pm

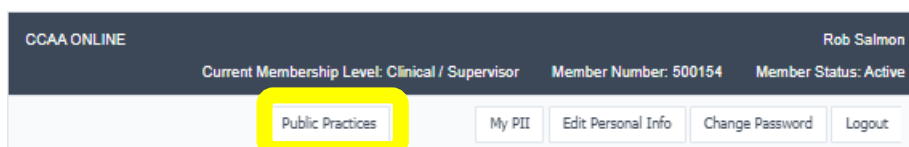
#### 3. Your photo

A photo can be uploaded here. Ensure you use a good quality photo. Less than 200 pixels will be quite grainy. Aim on a head and shoulders and where possible it is square – the system will square the photo; however, the presentation may be less desirable. If you have any difficulty with this, the office will be more than happy to work on ensuring the image works well. If you do not upload a photo an image will be shown as shown on the far right.



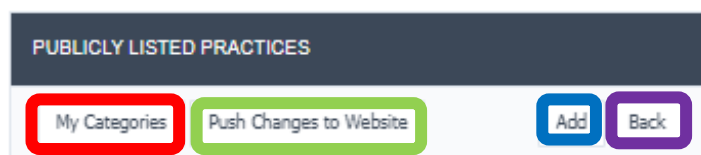
#### 4. Public Practices

By clicking on **this button**, it will open a place to set your Categories as well your Practice locations.



#### 5. Publicly Listed Practices

1. **My Categories** – this opens to areas of practice that clients can search for you on.
2. **Push Changes to the Website** – updates your profile
3. **Add (Save)** – adds new places and also saves changes.
4. **Back** – return to the main screen.



## 6. My Categories

- Personal Counselling
- Couples Counselling
- Family Counselling
- General Categories
- Other Categories
- **Please tick the boxes that are relevant to you.**
- **Ensure you are ethical in the promotion of yourself.**
- Once completed please ensure you click SAVE.

## 7. Practice Locations

Click on the Add button to add a location.

- **Practice Name** – If you work at a centre or have a practice name you would enter in here. If unsure Put your name and Counselling.
- **Google Maps Pin** – enter the full address of where you practice from. If you do not want it known by the general public – just put in suburb and state. Google Maps will work out the Latitude and Longitude. Check that is showing correctly. This is what all the searches will use to find you.
- **Publicly Displayed Address** – Please enter all the details – these are what shows to the general public on your profile.
- **Contact Details** – Helps clients to find details on you too.
  - Website – if you have a website – enter in the details. The easiest is to copy the address from your search bar – important to have the http etc. in this.
  - LinkedIn – if you have a Professional LinkedIn account put the details in here.
  - Email – your practice email address
  - Phone – Only list one phone number in here. If you have others – please list in your profile.
  - Facebook – if you have a Professional Facebook page – enter the address in here.

When complete – Press **Save**. Press back and then “Push Changes to Website”. Your profile will appear in searches.

You can add other practice locations by pressing ‘Add’.