



PORTAL INSTRUCTIONS

NEW APPLICATIONS

New Application

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 again to Confirm. A message will be displayed to check your email

The screenshot shows a form titled "OPEN AN ONLINE ACCOUNT WITH CCAA". It has two input fields: "Name" with the value "John Citizen" and "Email Address" with the value "johnc@gmail.com". At the bottom, there are two buttons: "Register" (circled in red) and "Cancel".

The screenshot shows the CCAA Sign In page. It features the CCAA logo at the top. Below it, there are two input fields: "User" and "Password". A green "Sign In" button is positioned below the password field. At the bottom, there are links for "Forgot password?" and "Register" (circled in red).

2. Check your email account

You will receive an email from CCAA Online (ccaa.stripe@gmail.com) 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.

If you do not receive the emails, please check that you do allow cookies.

The screenshot shows a form titled "SET NEW PASSWORD". It has two input fields: "Password *" and "Confirm Password *". At the bottom, there is an "OK" button.

The screenshot shows an email from "CCAA Online" with the subject "Welcome to CCAA Online". The email body contains the CCAA logo, a greeting "Hi John Citizen,", and a message: "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." Below the message is a blue button labeled "Create Password" (circled in red).

3. The login screen will appear as in step 1. Enter your email and your password. Press "Sign In". By rights you will now be in the portal.

The screenshot shows the CCAA Sign In page after password creation. It features the CCAA logo at the top. Below it, there are two input fields: "User" with the placeholder "your email address here" and "Password" with masked characters. A green "Sign In" button is positioned below the password field. At the bottom, there are links for "Forgot password?" and "Register".

3. PLEASE ENTER YOUR BASIC DETAILS

Name

1. All to be filled in – use your legal first name here. When you do your application, you can put in other names, including preferred first name.

Contact Details

2. Put in at least one phone number, but as many as applicable.
3. Make sure you press **Save**
4. This will then go to Point 4

4. The Portal - WELCOME TO CCAA ONLINE

Across the top is;

1. **Edit Personal Info** – this has all your basic details – Names, address, phone number/s. It also contains your Brief bio, which if a registered member with a profile on FCC, it will be what will appear on the website. There is also a place to upload a photo, which will appear on the FCC. Please ensure the photo is square and at least 400 x 400 pixels.
2. **Change Password** – if you want to change your password at any time – this is the place to go.
3. **Logout** – Click on when you have finished on the portal.

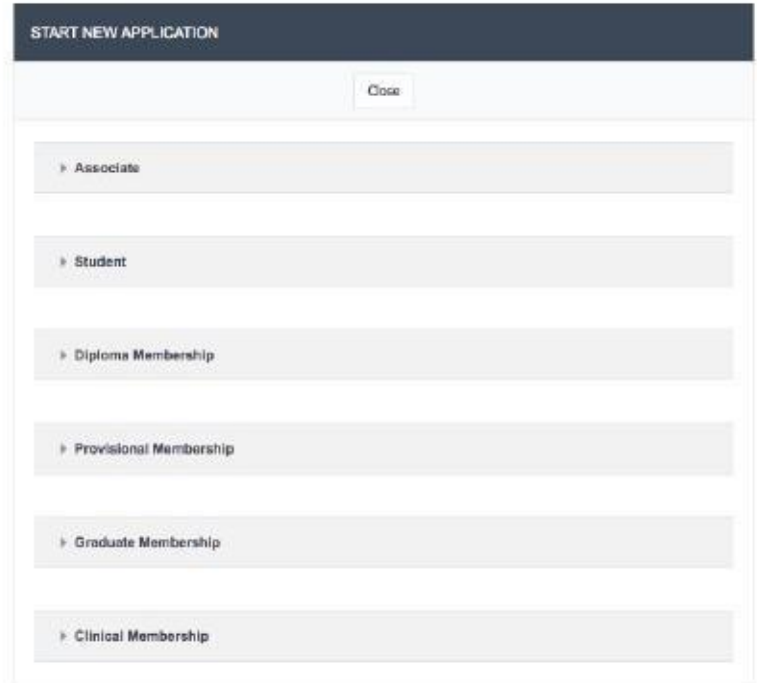
As you are a new user then will be nothing in MY APPLICATIONS or MY RENEWALS.

4. **Click on New Application** – this will open a range of levels you can apply for as shown below. Pick the one you want to apply for.

5. Applications

All Levels

1. At the start of each application you will be given details of what is required to meet this level.
2. All sections are required to be clicked on the link and ensure they are checked and then SAVE to ensure accuracy of information.
3. Click on Back to return to main menu.
4. There is no particular order they are required to fill in.
5. You will require a Referee for your application. Download form from website and send to the person. They can return to you to upload or to online@ccaa.net.au
6. Certificates, transcripts and logs will be required to be certified. These can be done by a variety of people. Please refer to the following link for more information: <https://www.ahpra.gov.au/registration/registration-process/certifying-documents/>
7. If any area does not meet the criteria required it will show Error. Some places you will be given a place to give reasons why something does not quite meet the criteria.
8. When you have completed all sections, you will be able to Submit to CCAA.



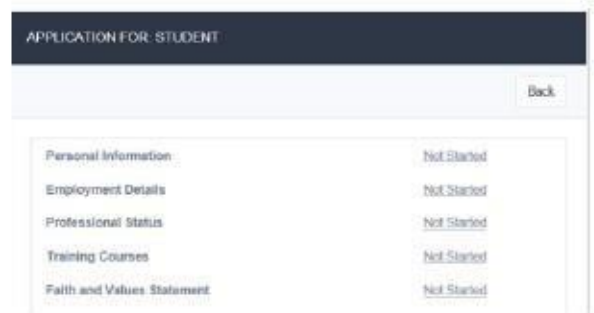
Associate Application

1. Basic affiliation which does not require any specific information of practice etc.



Student Application

1. Basic affiliation which does not require any specific information of practice etc.
2. You will be required to including a current counselling course that you are presently doing.



Diploma Application

1. This level requires more information as it is a Registered Level with CCAA.
2. You will still be studying, however have begun counselling in a professional manner.
3. You will be expected to be working in a practice.
4. You will be required to be having supervision with an accredited supervisor.
5. Have Professional Indemnity Insurance your own or by employer.

APPLICATION FOR: DIPLOMA MEMBERSHIP	
	Back
Personal Information	Not Started
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Professional Status	Not Started
Training Courses	Not Started
Current Supervisor	Not Started
Ethical Conduct	Not Started
Faith and Values Statement	Not Started
Payment	Not Paid

Provisional Application

1. A registered member of CCAA and able to list on the Find a Counsellor.
2. Completed a degree in Counselling, which had 10 hours of supervision relating to 40 hours of counselling.
3. You may be employed or self-employed or both.
4. Listing your supervisor/s who will support you in your growth as a counsellor.

APPLICATION FOR: PROVISIONAL MEMBERSHIP	
	Back
Personal Information	Not Started
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Professional Status	Not Started
Training Courses	Not Started
Current Supervisor	Not Started
Ethical Conduct	Not Started
Faith and Values Statement	Not Started
Payment	Not Paid

Graduate Application

1. Similar to Provisional except that you have completed 50 hours of supervision relating to 200 hours of counselling during your training.

APPLICATION FOR: GRADUATE MEMBERSHIP	
	Back
Personal Information	Not Started
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Professional Status	Not Started
Training Courses	Not Started
Current Supervisor	Not Started
Ethical Conduct	Not Started
Faith and Values Statement	Not Started
Payment	Not Paid

Clinical Application

1. You have completed training with the required number of hours including the counselling and supervision hours required to become a Provisional Member.
2. You have been practicing for a minimum of 2 years with at least 75 hours of supervision relating to 750 hours of counselling.
3. You have completed a **Theological Integration Workshop** and completed **Theological Integration Supervision** with an accepted supervisor (these are shown on website). You will be required to submit a report from them regarding this.
4. Often this level is an upgrade from Provisional or Graduate and training will already be in the system.
5. If applying at this level it will be important to have certified copies of your training and logs of hours, especially supervision.

APPLICATION FOR: CLINICAL MEMBERSHIP	
	Back
Personal Information	Not Started
Professional Indemnity Insurance	Not Started
Employment Details	Not Started
Professional Status	Not Started
Training Courses	Not Started
Current Supervisor	Not Started
Supervision Hours	Not Started
Theological Integration Workshops	Not Started
Theological Integration Supervision	Not Started
Ethical Conduct	Not Started
Faith and Values Statement	Not Started
Payment	Not Paid

6. Make a Payment

Preferred payment method is via the secure Portal payment scheme.

1. Please fill in your details below and click on the **PAY \$\$\$** This will vary depending on what level of membership/affiliation you apply for.
2. If you would prefer to pay by Direct Debit or Cheque then please click on the **Request Manual Payment** (Admin Fees apply).
3. Click back.
4. Check that all areas are showing as completed. If correct the top of the window will show 'Click here to Submit to CCAA'.

MAKE A PAYMENT

Request Manual Payment Back

CCAA Secure Online Payment

Hi John Citizen, please enter your card details below to make payment.

If payment is not made by June 30th, a \$10 penalty fee will apply.

Name
John Citizen

Address
79 The Street

Suburb
Hometown

State
SA

PostCode
5000

Card number

Expiration mm/yy CVC

PAY \$30

The final and crucial step is now to submit your application.

1. Please "Click here to Submit to CCAA". A pop-up box will appear with applicant's agreement – read through and agree to these statements – then click on 'Submit'. This will send the application to "Pending Application" in the system and notify the office that it is now ready to be reviewed.
2. Prior to this your application will be stored as a Draft – this can be accessed by the office to check. If you have concerns, contact by email online@ccaa.net.au or phone on 08 7099 2277.

RENEWAL FOR: CCAA ACCREDITED 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	Office

Congratulations you have completed your application for CCAA

Final steps

3. The office will check each section and mark as okay (or contact you if more information is required).
4. When all details have been checked, the Membership Chair will be notified and will do any final checks and then 'Approve' the application.
5. This will generate an email of your acceptance and a link to your final invoice for subscription for the year to the end of June.
6. Once paid you will be forwarded a link to your Certificate.
7. Your invoice for taxation purposes is available online too.



Profile on Website

Find a Christian Counsellor - Registered Members only

Once accepted as a registered member you will be able to list on our find a counsellor on the website. You will find this on your portal log in page.

1. Short Bio

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).

2. 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.

The screenshot shows a form titled 'Public Information'. It has three main sections: 'Qualifications' with a text input field containing 'M Counselling, BA Christian Counselling'; 'Short Biography' with a rich text editor containing two paragraphs about Rob's counselling approach and focus on men's issues; and 'Photo (used on public website)' with a photo of Rob and a 'Select File...' button.

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

1. **My categories** – this opens up a list of areas that people can search for particular areas.
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.

The screenshot shows a table titled 'PUBLICLY LISTED PRACTICES'. It has columns for 'Id', 'Business Name', and 'Suburb'. There is one row with '5', 'LifeWell South Wellness Centre', and 'Clowelly Park'. There are buttons for 'My Categories', 'Push Changes to Website', 'Add', and 'Back'.

	Id	Business Name	Suburb
	5	LifeWell South Wellness Centre	Clowelly Park

4. 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.

The screenshot shows a form for selecting categories. It has four main sections: 'Personal Counselling', 'Couples Counselling', 'Family Counselling', and 'Counsellor's'. Each section has several checkboxes for different sub-categories.

Personal Counselling	<input type="checkbox"/> Addictions	<input checked="" type="checkbox"/> Anger Management	<input type="checkbox"/> Anxiety
	<input checked="" type="checkbox"/> Childhood Abuse	<input checked="" type="checkbox"/> Depression	<input checked="" type="checkbox"/> Emotional & Physical Abuse
	<input type="checkbox"/> Emotional Crisis	<input checked="" type="checkbox"/> Grief, Loss, Trauma	<input type="checkbox"/> Healthy Boundaries
	<input checked="" type="checkbox"/> Life Transitions	<input type="checkbox"/> Parenting	<input type="checkbox"/> Relationships
	<input type="checkbox"/> Self Esteem	<input type="checkbox"/> Sexual Issues	<input checked="" type="checkbox"/> Stress Management
	<input checked="" type="checkbox"/>		
Couples Counselling	<input type="checkbox"/> Affairs, Trust Issues	<input type="checkbox"/> Emotional Crisis	<input type="checkbox"/> Family Conflict
	<input type="checkbox"/> Parenting	<input type="checkbox"/> Pre-Marriage	<input type="checkbox"/> Separation/Divorce
	<input checked="" type="checkbox"/>		
Family Counselling	<input type="checkbox"/> Adolescents	<input type="checkbox"/> Children	<input type="checkbox"/> Communication
	<input checked="" type="checkbox"/> Conflict	<input type="checkbox"/> Mediation	<input type="checkbox"/> Parenting
	<input checked="" type="checkbox"/>		
Counsellor's	<input checked="" type="checkbox"/> Female Counsellor	<input type="checkbox"/> Male Counsellor	

Practice Locations

1. Practice Name – initially this has been set with your name. Some have been updated with the Practice Name from your 2018 Renewals. Please enter details according.

2. Publicly Displayed Address

a. Straight forward.

b. Postcode – this was not always used in the previous FCC. In the input of data to the portal it is often blank. It is a required field and therefore important to enter the postcode.

c. **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. 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

4. Ensure you **SAVE**. You can also Add another practice address.

5. Press ‘Back’ 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.

6. Press ‘Back’ again will return you to the main screen, where you can log out.

The screenshot shows a web form for entering practice details. At the top, there are buttons for 'Delete', 'Add New', 'Save', and 'Close'. The form is divided into several sections:

- Practice Name:** A text input field containing 'LifeWell South Wellness Centre'.
- Publicly Displayed Address:** A section with a 'Legacy Address Field' (containing 'Not used now') and a 'Street Address' field (containing '1204 South Road'). Below this is a 'Suburb *' field (containing 'Clovelly Park'), a 'State *' dropdown menu (set to 'SA'), and a 'Postcode *' field (containing '5042').
- Google Maps Pin:** A section with a 'Google Maps Pin Address *' field (containing '1204 South Road Clovelly Park SA 5042') and a 'Check Google Maps Location' button with a location pin icon. A 'Google Maps' button is also present.
- Contact Details:** A section with fields for 'Website' (https://www.life-well.net.au/south.html), 'LinkedIn' (https://www.linkedin.com/in/sub-salmon-25514536), 'Email' (roo@lwswc.com.au), 'Phone' (04 0689 2977), and 'Facebook' (https://www.facebook.com/markzuckerberg).

A note at the bottom of the form states: '* Required fields(s)'

The screenshot shows the 'PUBLICLY LISTED PRACTICES' section. At the top, there are buttons for 'My Categories', 'Push Changes to Website', 'Add', and 'Back'. Below this is a table with the following data:

	Id	Business Name	Suburb
	5	LifeWell South Wellness Centre	Clovelly Park