



CCAA Application Checklist

Before you begin your application, please ensure you have checked your eligibility and that you have the following documents ready to upload:

1. **Certified*** copies of your original qualification/s and full transcripts of your Counselling training.
2. **Certified*** copy of your qualification certificate (also known as a Testamur)
3. Evidence of continuing professional indemnity and public liability insurance
4. **National Police Check*** dated no earlier than 3 months prior to the application (not required for overseas applicants)
5. **Working With Children Check*** (if applicable)
6. Supporting documents for the placement with a minimum of 40 client contact hours of face-to-face counselling practice with 10 hours of supervision held during the course.
 - Evidence of student placement hours: 40 client contacts, 10 supervision, using our [supervision and client contact verification form](#)
 - Documents such as student guidebooks, unit outlines, or a letter from your institution

Please carefully go through each step in the application in sequence as incomplete applications may cause unnecessary delays.

Certified documents

* A certified document is a copy of an original document, that has been signed by an authorised witness. The authorised witness must see both the original document and the copy and certifies that the copy is an exact match. Authorised witnesses vary by state and territory, however some common professions that can certify documents are:

- o A Justice of peace
- o A police officer
- o A Medical practitioner
- o An employee of Australia Post
- o A Pharmacist

Christian faith community

CCAA expects its members to be practising Christians. You will be asked to indicate the Christian church or faith community you are a part of and provide the contact details for a leader of that church or community as a referee, by providing their name, a phone number and an email address.



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Statement of Faith

CCAA asks that all their members agree to the following statement to join the Association:

"I declare my faith in Jesus Christ and I hold to the historic truths of the Christian faith as outlined in the Bible, the Word of God, and the [Apostles' Creed](#), and I am committed to participating with other believers in a Christian Faith community."

Professional indemnity and public liability insurance

CCAA expects you to upload the PII Certificate of Currency once you start seeing clients privately or a letter from your employer once you have commenced employment. If you already have valid PII please upload the details below, otherwise this information can be added later.

CCAA and insurance.com.au have partnered together to provide insurance solutions for CCAA members at discounted rates. CCAA's partnership with insurance.com.au allows members to access comprehensive insurance at competitive prices. Learn more about acquiring insurance [here](#).

National Police Check

*All CCAA Members are required to have a Nationally Coordinated Criminal History Check (formerly 'National Police check').

The NCCHC is valid for 3 years and must be re-applied for.

If you are a PACFA member, then we recommend that you use the PACFA partner [Australian National Character Check \(ANCC\)](#).

If you are NOT a PACFA member, then ACIC holds a list of both government agencies and accredited bodies who can issue the NCCHC. Refer to their list here: www.acic.gov.au/national-police-checking-service/i-need-check-myself.

Working With Children Check (if working with children and adolescents)

*All CCAA Members are required to have a valid **Working With Children Check** if they work with anyone under the age of 18.

A WWCC is generally valid for 5 years and contains the date of expiry on the certificate/email. Learn more about acquiring a Working With Children Check on the [ACIC website](#).

PACFA Application Checklist

If you are interested in joining PACFA as a "Member Association Member", please check their [website](#) for further information regarding eligibility and requirements. A copy of PACFA's Application Checklist can be found [here](#).