



Australian Counselling Association Inc - ABN 122 427 11 378
PO Box 88 Grange QLD 4051 Ph: 1300 784 333 www.aca.asn.au

ACA Membership Application Form

To ensure you fill in this application fully and supply the required documents please carefully go through each step in sequence. Incomplete applications will be returned to the sender and this may cause unnecessary delays and/or

This application form should only be filled out once you have read and understood the ACA Membership Application booklet.

Step One

Qualification Definitions

The following information will help you to understand how ACA defines qualifications and therefore where your qualification sits in relation to membership.

Diploma/Adv Diploma = An ACA accredited course (or equivalent if completed prior to 1 July 2010) as per the ACA Accreditation Standards document delivered by a **Registered Training Organisation** or equivalent if completed pre 1 July 2010.

Degree = 3 year or 4 year ACA accredited (or equivalent if completed prior to 1 July 2010) Bachelors or a 2 year full time Masters Degree that has a pre-requisite of being underpinned by a counselling qualification/experience delivered by a registered Higher Education Provider and/or Registered Training Organisation that has been approved to deliver higher education training.

Post Graduate = ACA accredited (or equivalent if completed prior to 1 July 2010) Graduate Diploma, Vocational Graduate Certificate/Diploma delivered by a registered Higher Education provider and/or Registered Training Organisation that has been approved to deliver higher education and /or vocational training and has been accredited with ACA.

Note: Graduate Certificates as a standalone qualification will not meet the requirements of entry standards.

PhD as a standalone qualification that is not underpinned by an ACA approved course of training will not be accepted.

Applicants who have graduated from a relevant training course since 1st of July 2010 will need to have completed an ACA accredited course before being eligible for membership. Applicants who have completed a non ACA accredited course after 1st of July 2010 may sit an examination to demonstrate eligibility for membership to ACA. Further information is available on this entry strand on request.

Applicants who graduated from a relevant training course before 30th of June 2010 will need to have completed an appropriate counselling qualification that met ACA pre 2010 ACA training standards. If you completed a degree **pre 2000** then it will be assessed on an individual basis. If you are unsure as to whether your qualification meets these requirements you can send in your transcript of training for assessment.

Overseas qualifications will be assessed individually however they must be accompanied with a certified transcript of training, employment history and supervisor reports.

Applicants who have completed a non ACA accredited course may apply for membership after completing the ACA Skills Assessment test. For further information contact ACA.

Step 2

Categories of Membership

Now you have determined where your qualification sits you need to determine whether you wish to be registered and if so as a practicing or non - practicing member. The following discusses each of these categories and their implications.

Registered: A registered member is a member who has had their name entered on the ACA National Register and has been allocated a personal registration number. Practicing and non practicing members can be registered. Registration reflects accountability to ACA, the public, peers, and government as well as to the profession as a whole. Registration is seen by the public as a licence to practice and as a form of quality control by peak bodies.

- **Non – Registered:** A non registered member is a member who has not met the criteria for registration and therefore is not permitted under the ACA banner to practice counselling in any form unless as part of a formal training requirement. Generally these will be student and associate members.
- **Practicing member:** This category is for members who wish to be registered and will be engaged in delivering formal counselling as part of your employment (paid or unpaid) or as a private practitioner. If you are you need to be registered as a practicing member.
- **Non- practicing:** This category is for members who wish to be registered however, will not be practicing formal counselling as part of their employment or be engaged in private practice. This category is primarily for those counsellors whose primary employment within the counselling industry is teaching, lecturing or research but not actual practice.

Step 3

Registered Practicing & Non-practicing Membership

Once you have determined whether you wish to be a registered practicing or non practicing member you will need to determine at which level you are eligible to apply for. If you are applying for membership as a non registered member go to step 4.

Registered Practicing levels: These levels are only open to applicants who are actively practicing and come with an annual professional development requirement of 25 points per membership year and 10 hours of clinical/professional supervision per membership year. These will be at a pro rata rate for the first year of membership if this application is completed between 30th September and 30th June. The following criteria must be read in conjunction with the above

Counsellor Level 1 \$180

- Has graduated from an ACA Accredited Course or equivalent at the Diploma or Advanced Diploma level.

Counsellor Level 2 \$200

- Has graduated from an ACA Accredited Course or equivalent at a Diploma/Advanced Diploma Level and
 - o has a minimum of 2 years post qualification professional experience; or
 - o Completed 1 years post qualification experience and completed a Vocational/post Graduate qualification in Counselling;and has completed a minimum of 50-hours Professional/Clinical Supervision.
- OR,
- Has graduated from an ACA Accredited Course of study at minimum Degree Level.

Counsellor Level 3 \$220

- Has graduated from an ACA Accredited Course of study at minimum Degree Level.
- Has 3-years post qualification counselling experience, including a minimum 750 client contact hours.
- Has completed a minimum of 75 hours of post qualification Professional/Clinical Supervision
- Requires a statutory declaration declaring client contact hours

Counsellor Level 4 \$250

- Has graduated from an ACA Accredited Course of study at minimum Degree Level.
- Has 6-years post qualification counselling experience, including a minimum 1,000 client post qualification contact hours.
- Has completed a minimum of 100 hours of post qualification Professional/Clinical Supervision
- Requires a statutory declaration declaring client contact hours

The following examples can be used once you have familiarized yourself with the requirements for each level.

Examples:

- o You hold a Diploma or Advanced Diploma and have either never practiced or have not accumulated a minimum of 50 hours of post qualification supervision; you are eligible for membership at level 1.
- o You have completed a Diploma or Advanced Diploma of Counselling and have one year of post qualification experience and have also completed a Vocational or HE Graduate Certificate/Diploma and have accumulated 50 hours of professional supervision since completing your Diploma. You are eligible for level 2.
- o You hold a Graduate Diploma of Counselling and no other ACA approved qualification; you are eligible for level 1 unless since you have completed your qualification you have accumulated more than 50 hours of supervision then you are eligible for level 2.
- o You hold a Graduate Diploma of Counselling and also a relevant Bachelors degree that has been recognised previously for employment as a counsellor, you have been employed as counsellor with supervision for over 5 years and have over 750 hours of client contact and 75 hours of supervision; then you are eligible for membership at level 3.
- o You hold a Bachelor/Masters of Counselling which was completed less than 3 years ago; then you are eligible for membership at level 2.
- o You completed an ACA approved degree (bachelor/masters) more than 3 years ago and have accumulated more than 75 hours of supervision and over 750 hours of client contact; then you are eligible for level 3.
- o You have just completed your Masters in Counselling and also hold a degree in another discipline such as Social Work, Behavioural Science or Psychology; then you are eligible for level 2.
- o You hold a Bachelor of Counselling and have over 750 hours of client contact and 75 hours of documented supervision; you are eligible for level 3.
- o You have recently completed a Bachelors/ Masters degree in Counselling but have been practicing/employed as a supervised counsellor for at least 10 years and wish to have your previous practice acknowledged; then apply on a separate application under the grandparent clause.

- You completed Graduate Diploma in Counselling and then went on to complete a Masters degree which required you to undertake supervised practice. You accumulated 20 hours of supervision during this time. Is the supervision you completed acceptable to ACA as post qualification supervision. Yes as the Grad Diploma would be considered as your initial qualification any supervision completed after this would be counted.
- You completed a Diploma of Counselling in 2004 and then went on to complete a Bachelor of Counselling in 2008. You have been practicing as a counsellor since 2004, does the client contact time and supervision count as of 2004 or 2008. We count your first ACA approved course of training as the point when client contact time and supervision start from and as the Diploma was an ACA approved course of study at the time 2004 would be your start date for client contact time and supervision.
- You hold no ACA approved qualifications however have been employed and/or practiced as a supervised counsellor for more than 10 years; then apply on a separate application under the grandparent parent clause.
- You completed a Bachelors Degree which you believe is relevant prior to 2000 and have since completed a Grad Diploma in Counselling your application will be assessed individually.

Non-Practising Registered categories: ACA has 2 non-practicing categories for registered members these are; Proficient and Academic. Members under this category who practice counselling in any form whilst registered under this category will face disciplinary action. Non practicing members are not required to complete annual supervision or OPD requirements. All non practicing members must use the post nominal MACA (NP) to indicate non practicing status.

Academic members are generally employed as lecturers within the higher education sector or researchers who hold a relevant PhD or ACA approved Masters Degree but do not practice counselling.

Proficient members hold an ACA approved qualification and are either:

- employed as lecturers, tutors or involved with research within the Vocational or Higher Education sector and hold a minimum of a Diploma qualification, or
- Registered members who are not practicing due to being on
 - a hiatus from their usual employment or occupation

Proficient \$220.00

Please attach a certified (by JP) copy of your qualification and transcript of training and an employment contract outlining your usual employment. If you are on hiatus please attach a letter outlining your situation.

Academic \$220.00

Please attach a certified (by JP) copy of your qualification and transcript and a letter from your employer stating you are employed as a lecturer.

Australian Register of Counsellors and Psychotherapist (ARCAP) ACA is a signatory and full member of ARCAP. All current full members of ACA; level 1 to 4, proficient, academic, are eligible to be listed on ARCAP. ACA does not charge any fees to enter members onto ARCAP.

If you have completed Step 3 skip Step 4

Step 4

Non Registered Categories

There are 2 categories of non registered members, student and associate.

Students must be completing an ACA approved course of study to be eligible and must not practice counselling beyond the requirements of their training provider. The category is not open to anyone who already holds an ACA approved qualification. Students are not permitted to use the post nominal MACA after their name.

Associate membership is open to anyone who does not practice formal counselling in any form whether paid or unpaid and simply has an interest in the counselling industry. Associates are not permitted to use the post nominal MACA after their name.

Student Member: \$85

A student member is someone who is completing their **first** ACA approved course of study in counselling. Student counsellors are not to practice counselling except under the auspices of a training course, internship or filed placement with supervision. A student is not able to offer services as a therapeutic counsellor.

Associate Member: \$85

Associate members are members who have an interest in counselling however do not practice therapy. Any non practising individual may apply for this category.

Non registered members are eligible to be listed onto ARCAP.

MEMBERSHIP REGISTRATION FORM

P.O Box 88 Grange Qld 4051 Ph: 1300 784 333

All applicants to fill in this page

Personal Details:

Name: _____ D.O.B ____ / ____ / ____

Residential address: _____

Suburb: _____ State: _____ Post Code: _____

Postal address: _____ Post Code: _____

Phone number: B/H () _____ A/H () _____

Mobile: _____ Male/ Female _____

Email address: _____

Are you currently practising professional Counselling? Yes / No

Do you require an application for insurance? Yes / No

Would you like information on your nearest ACA member association for OPD and group Supervision meetings? Yes / No

Membership Details

Your Occupation: _____

Current Employer: _____

Part A:

Practising Full Registration only (Tick category)

Level 4 \$250.00 Level 3 \$220.00 Level 2 \$200.00 Level 1 \$180.00

Please attach the following documents to support your level of application:

- a. Certified (by a JP) copy of your course qualification and full transcript of training;
- b. A statutory declaration stating how many client contact hours post qualification you have attained and in what period of time (level 3 & 4 only)
- c. An original letter from your supervisor if registering as a level 2, 3 or 4 counsellor stating
 - How many hours of post qualification supervision you have completed.
 - How many hours of client contact time you have achieved (for level 3 & 4 only) and in what period of time.

This application cannot be processed without the above attached documents.

Your Supervisors Details:

Name of Supervisor: _____ Supervisor's Ph: () _____

Supervisors Qualifications _____

How many hours of professional supervision have you received, post qualification? _____

Note: An original letter from your supervisor must accompany this application stating how many hours of professional supervision you have received and how many hours of client contact time you have since completing your counsellor training if applying for level 3 or 4.

Name of Referee: _____ Referee's Ph: () _____

NB: Referee can be a peer, colleague or another professional; this person must not be your supervisor or relative by marriage or birth or someone or with whom you have a close personal relationship with. Please also include a written statement from the above referee regarding your standing within the community. Although not essential other supporting documents such as a CV, letters from previous employers, job descriptions etc will also help to establish your eligibility.

Do you have professional indemnity insurance cover? Yes / No.

Insurance provider: _____

Private health fund provider number:

PLEASE NOTE* Registered Practicing members are eligible to apply for a provider number with Medibank Private only those clients who hold the old bonus package are eligible for rebates.

Counselling is no longer included within the new package of Medibank Private ancillary services. If you wish to be issued a provider number you will need to supply 3 documents 1.) A certified current Senior First Aid Certificate 2.) A current Insurance Certificate 3.) A cover letter with your Private practice address on it NO PO Boxes allowed. You can apply for a provider number at a later date, if you wish to please ensure you send all documents together, or you will not gain a Provider Number.

Entry onto ARCAP: All full members are eligible for entry onto ARCAP, there are no admin fees connected with this:

I wish to have my details entered onto the ARCAP register

Part B:

Non-Practising Registration only (Tick category)

Proficient \$220.00

Please attach a certified (by JP) copy of your qualification and transcript. This application cannot be processed without it.

Academic \$220.00

Please attach a certified (by JP) copy of your qualification and transcript and a letter from your employer stating you are employed as a lecturer. This application cannot be processed without it.

GO TO Part D.

Part C

Non-Registered Member

Student \$85.00

Please attach a copy of your acceptance letter or any other document that identifies you as a student with your training provider.

Associate \$85.00

Please explain why you wish to be an Associate member of ACA: _____

Part D

Conduct: All applicants must complete the following questions. The term counsellor in Part D refers to anyone who has practiced counselling as part of their current or past positions as: psychotherapist/social worker/ psychologist/psychiatrist/medical practitioner/allied health worker/mental health worker/case worker or any other position where counselling skills were required.

A “yes” answer to any of the following will not necessarily preclude you from registration/membership. If you answer “no” to any of the following and it is found at a latter date you have mislead ACA you will be deregistered immediately. Please circle either year or no to each question to indicate your situation. All information will be kept confidential. Please supply full details of any question where you have circled “yes”.

1. Are there any complaints of professional misconduct currently under investigation or concluded in relation to your current or past positions as a counsellor? **Yes/ No**

2. Are you aware of any formal complaints made against you in regard to your practice as a counsellor or any other previous profession to any Professional Association, registration board or a government authority such as a Health Rights Commissioner at any time, regardless of them being actioned or the outcome? **Yes/ No**

3. Have you ever been refused entry/admission to a Professional Association or a registration board because of reports of professional misconduct? **Yes/ No**

4. Have you ever been dismissed/deregistered/remanded or had action bought against you from a Professional/peak body, association or registration board due to a complaint made against you? **Yes/ No**

5. Have you been convicted of a criminal offence that involved a gaol sentence, white collar crime, assault, drugs, Children or sexual offences? **Yes/ No**

6. Are you currently under investigation by a Government Commission, State, Territory or Federal Police? **Yes / No**

7. Have you ever had an application to work with Children refused? **Yes / No**

If you answered ‘Yes’ to any of the above question please attach a statement outlining the details including any findings, court outcomes and/or penalties.

Part E

All applicants to fill in Membership Agreement and have their signature witnessed:

I, (print name) _____, agree to:

- a. abide by the Objectives, Code of Conduct, disciplinary code and regulations of the Australian Counselling Association Inc (ACA),

- b. to never paint ACA, its staff, members or corporate sponsors in a poor light without first attempting to reconcile any issues with ACA in the first instance,
- c. give my permission if I indicated on this application for my name to be placed on the ACA National Register that is accessible to the public,
- d. receive the electronic ACA Ezine including limited blasts from corporate sponsors,
- e. my details to be placed on the Find a Counsellors web page (if applicable), and
- f. any authorised representative of ACA to contact my supervisor or any other person whom I have nominated to support this application, for verification purposes.

I also swear that the information provided in this application is accurate and true at the date of signing and I have read and understand the Membership Policies and Procedures document.

Signature _____ Date: _____

Witness to your signature to print name: _____

Witness signature: _____ Date _____

Only Applicants applying for Non-Practising category to fill in the following:

I, _____, agree that should I be applying for registration as a non-practising member or for a change of category to a Non Practising member that I will not offer or accept work regardless of being paid or not as a counsellor, nor will I give the impression that I am a current registered practising counsellor.

Signature _____ Date: _____

Witness to your signature to print name: _____ Date _____

Witness signature: _____

I, (print) _____, hereby agree that I will abide strictly by the ACA Code of Conduct, Confidentiality Charter and Rules of Membership. I also give permission for the details contained in this form to be entered into the ACA database and web based referral systems. All clients gained through this service will be informed of their rights in relation to the ACA complaints procedure.

Signature: _____ Date: ___ / ___ / ____

Please Note: Your commitment to ACA when you join is to fulfil annual mandatory requirements. Your registration will not be renewed and your name will be removed from the referral list if you do not attach your completed log book showing you have met your annual requirements when your renewal is due. Your renewal notice will be automatically sent to you prior to 1st of July of each year.

Part F

Check the below list before returning this application, ensure you have attached all relevant documents: Incomplete applications cannot be processed and will be returned.

- 1. Attach certified copies of qualifications and transcript of training.
- 2. Attach an original letter from your supervisor that states the amount of supervision hours you have received and client contact hours if applying for level 3 or 4.
- 3. Attach a letter from a referee (a referee cannot be someone with whom you have a personal relationship or are related to by marriage or birth)
- 4. Student membership, attach a copy of your enrolment letter or receipt of payment of the course.
- 5. Have you signed the membership agreement?
- 6. I request a provider number and have supplied a current Senior First Aid certificate, Current Insurance Certificate and a cover letter with my Private Practice Address on it and completed the Data Referral form:
- 7. Attach statutory declaration that is relevant to the State or Territory you currently live in if applying for membership at level 2, 3 or 4 including the following statement

“Do solemnly and sincerely declare that all statements made by me in this ACA Membership Application, are true and correct in every particular, and that all qualifications, client contact hours and supervision quoted therein, and all other documents attached to this ACA Membership Application are capable of independent verification”.

Part G

Payment Details (cross out if not applicable)

Please complete the following Payment Details (GST incl):

| | | |
|------------------------------------|---------------|--------------------------------------------|
| Registration/Membership fees | \$ | |
| Counselling Australia subscription | \$ 60.00 | <i>(optional 4 issues sent out yearly)</i> |
| TOTAL | \$.00 | |

I enclose my cheque/money order for \$ _____

Please debit my credit card to the value \$ _____

(MasterCard) (Visa)

Credit Card Number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ 3 digit security number _____

Name of cardholder: _____

Signature of cardholder: _____

Return application to: ACA PO BOX 88. GRANGE, QLD 4051