



Christian Counsellors Association of Australia

Contact details. Ring before you start, or when you have any questions.	
nsw@ccaa.net.au	02 9999 3448
vic@ccaa.net.au	03 9563 8063
qld@ccaa.net.au	07 3398 4866
sa@ccaa.net.au	0409 897 977
wa@ccaa.net.au	08 9277 6060
tas@ccaa.net.au	03 6229 6731

Graduate, Clinical Application Form

Use this form to join CCAA as a Graduate Member or Clinical Member. You have 5 options. Join CCAA as a:

1. Graduate or Clinical Member, and list on the PACFA Register

Complete this form and the [PACFA Register Application](#). CCAA Graduate or Clinical Membership is a prerequisite for PACFA registration. However, by completing both forms now you can simultaneously join CCAA and PACFA, saving doubling up of paperwork and signoffs.

2. Graduate or Clinical Member, if already listed on the PACFA Register

Complete this form only.

3. Graduate or Clinical Member, but NOT list on the PACFA Register

Complete this form and the [PACFA Register Application](#). CCAA needs the details from the [PACFA Register Application](#), but we will not forward it to PACFA.

4. Student or Associate

If not qualified to join as a Graduate Member, complete the [Associate Application](#) form on the [Membership](#) page.

Name: _____ Address: _____
 Phone: _____ Email: _____

Level applied for: Graduate Member Clinical Member

Student / Associate	<ul style="list-style-type: none"> ▪ Sign declaration of faith and provide reference of Christian Standing ▪ Sign commitment to the CCAA Code of Ethics ▪ Application Fee and Annual Subscription fee ▪ If counselling, undertake regular supervision
Graduate Member	<p>In addition...</p> <p>Counselling Training</p> <ul style="list-style-type: none"> ▪ A Bachelor Degree, or equivalent, with 300 hours face-to-face training in counselling over 3 years OR a Postgraduate qualification with 200 hours face-to-face training in counselling over 2 years ▪ AND 10 hours of Training Supervision linked to 40 hours of counselling internship or Client Contact <p>Theological or Biblical Studies</p> <p>A minimum of 125 contact hours (3 to 4 semester subjects) of an approved Theological or Biblical studies course OR a structured interview. This is not required for applicants in NSW which has an alternate process.</p> <p>Counselling Training</p> <p>Complete a total of 50 hours of Training Supervision linked to 200 hours of counselling internship or Client Contact. You may be asked to provide additional evidence of competence for your application.</p> <p>Each 12 months</p> <ul style="list-style-type: none"> ▪ Supervision: A minimum of 10 supervision hours and 100 hours of counselling ▪ Professional Development – 15 hours or PD points per year ▪ Professional Indemnity Insurance
Clinical Member	<p>In addition...</p> <p>Post-Training Supervision and Counselling (in addition to Counselling Training)</p> <ul style="list-style-type: none"> ▪ 75 hours of supervision relating to 750 hours of counselling over a minimum of 2 years.

Supervisor's Assessment (Graduate/Clinical only)

This page is to be completed by each supervisor who has provided substantial supervision for counselling over the last 12 months. This is a requirement for CCAA **Graduate** and **Clinical** applicants, and must be completed for each new level.

Supervisee _____

Please rate your supervisee's counselling from 1-5 for each of the following.

Circle a number 1 to 5: 1 Inadequate 3 Adequate 5 Excellent. Leave blank if you do not know.

- 1 2 3 4 5 Connectedness
- 1 2 3 4 5 Comfort with feelings and beliefs that might be different to their own
- 1 2 3 4 5 Absence of harmful interventions
- 1 2 3 4 5 Empathy & Tracking
- 1 2 3 4 5 Ability to guide or encourage movement
- 1 2 3 4 5 Sense of direction
- 1 2 3 4 5 Ability to identify "stuck spots"
- 1 2 3 4 5 Ability to recognise, follow & challenge client's irrational thinking or "magical thinking"
- 1 2 3 4 5 Ability to empower the client
- 1 2 3 4 5 Understanding of psychological concepts and how to use them
- 1 2 3 4 5 Ability to identify & implement counselling theory
- 1 2 3 4 5 Understanding of theological/biblical issues & how to implement
- 1 2 3 4 5 Integration of psychology & theology
- 1 2 3 4 5 Awareness of professional boundaries & transference
- 1 2 3 4 5 Awareness of appropriate & inappropriate dependency
- 1 2 3 4 5 No harm to individual
- 1 2 3 4 5 In supervision: prepared, focused, able to self-reflect, respond appropriately and accept challenge

Supervisor's Methods of Assessment

Please tick which manner(s) of assessment apply to your supervision:

- Verbal interview
- Presentation of video
- Observation
- Presentation of audio
- Role play
- Other

Ethical Practice

The following questions are about the protective measures your supervisee takes against risk and complaint.

- Yes No Does your supervisee work with dual relationships? (CCAA Code of Ethics, Section 4*)
- Yes No If 'Yes', are you satisfied he/she takes sufficient protective measures, and gains informed consent?
- Yes No Does your supervisee use any ministries listed in CCAA Code of Ethics, Section 4.2.3*?
- Yes No If 'Yes', are you satisfied he/she clearly distinguishes them from counselling, and gains written informed consent?
- I have included further comments on ethical practice and protective measures on the back of this sheet or attached.

Supervisor Details

Name _____

Signed by Supervisor _____ Date _____

* **CCAA Code of Ethics** (read full Code on www.ccaa.net.au)

- 4.2 Counsellors must avoid dual relationships that could impair their professional judgement or increase the risk of client exploitation. This prohibition protects the client and reduces trouble with transference and counter-transference dynamics. Specifically, this means that counsellors will not provide counselling for those with whom they have the following relationships: sexual or romantic, family, close friends, employees, trainees or supervisees. Some dual relationships are not per se unethical, but are presumed troublesome and should be avoided whenever possible. Relationships in this category would include: business, church/ministry, fraternal clubs, students and other such acquaintances. Counsellors have the responsibility of proving a justified dual relationship by showing that the client:
 - 4.2.1 has given informed consent (and understands how the relationship might be harmed as counselling proceeds);
 - 4.2.2 will not be harmed or exploited through the counselling process;
 - 4.2.3 will recognise that counselling is a different process to Prayer Ministry or Prayer Counselling and that all types of Prayer Ministry including Theophotic, Word of Knowledge, Spiritual Discernment, Prophecy and other similar practices are not counselling per se; they are practices of the Christian Church. Those engaged in such Prayer Ministries who are untrained counsellors are not covered by this Code of Ethics. There is a distinction between people who engage in Prayer Ministries and those who engage in Counselling.
- 4.3 Counsellors do not terminate counselling to engage in dual relationships of any kind.
- 4.4 Counsellors do not enter into closer relationships with former clients without reflecting on, and in most cases discussing with the former client, the potential adverse impact of closer relations on possible future counselling. Some counsellors and their former clients will agree that future counselling will be done by someone else if they decide to pursue another kind of relationship.

Supervisor's Assessment (Grad/Clinical)



Christian Counsellors Association of Australia

This page is to be completed by each supervisor who has provided substantial supervision for counselling over the last 12 months. This is a requirement for CCAA **Graduate** and **Clinical** applicants, and must be completed for each new level.

Supervisee _____

Please supply the following information regarding the supervisee's functioning as a counsellor.

- A. The applicant's strengths as a counsellor.
- B. Issues / concerns in which the applicant is currently exploring under supervision.
- C. The applicant's demonstrated awareness of times when work with a particular client presents issues which, for the applicant, need to be resolved through supervision and / or personal counselling for the applicant.
- D. The applicant's demonstrated awareness of situations that call for referral to, or intervention by a professional person with specialised knowledge (eg General Practitioner, Psychiatrist, Admitting Doctor, Psychiatric Emergency Team, etc.)
- E. The applicant's attentiveness to, and willingness to discuss, ethical issues that arise in the work from time to time.
- F. Your Comments: (If insufficient space, please include in a separate sheet.)

I have known the applicant in a professional capacity for

_____ months / years.

What do you know of this applicant's professional profile?

I confirm that the applicant is in good standing with the community and highly regarded professionally.

Yes No If No, please comment:

Supervisor Details

On the basis of what I know of this Applicant's work, I know of no reason why this applicant should not be admitted as a CCAA Graduate Member or Clinical Member (*delete whichever does not apply*).

Name _____ Years of Clinical Membership _____

Counselling Qualifications _____ Professional Memberships _____

Phone _____ Email _____

Signed by Supervisor _____ Date _____

Theology (Graduate/Clinical only)



Theological or Biblical Studies

This is a CCAA requirement for Graduate and Clinical applicants, **except for NSW which has an alternate process.**

	Tick one box
I opt to provide details of qualifications or training in Theological or Biblical Studies (excluding integration subjects), ie at least 125 contact hours (3 to 4 semester subjects) of an approved Theological or Biblical studies course.	Yes <input type="checkbox"/>
OR I opt for a structured interview in which I will	Yes <input type="checkbox"/>
<ol style="list-style-type: none"> 1. submit evidence of 'other' training that is deemed equivalent to the above (for how to do this, please read "Theological Requirements" on the Membership page of www.ccaa.net.au), and 2. answer questions regarding foundational theological and biblical concepts such as sin, salvation, redemption, faith, interpretation of scripture, justification by faith and so on. 	

Please outline **qualifications** or training in Theological or Biblical Studies, or **deemed equivalent**.

Attach academic transcripts and other evidence.

Full course name	
Training body	
Length of course (years)	
Date of Course Completion	

Subjects studied	Contact hours
Total Contact hours = (should be at least 125)	

Confidential Reference – Christian Standing



Christian Counsellors Association of Australia

This is a CCAA requirement for Graduate and Clinical applicants, unless previously provided.
To be completed by minister, pastor or other.

Applicant's name: _____

Level applied for: Graduate Member Clinical Member

To the Referee: Please complete your details and responses below:

Name: _____

Address: _____

Phone No. Home: _____

Work: _____

Mobile: _____

Email: _____

Have you known the applicant more than 12 months? Yes No

What is your relationship to the applicant? Minister, pastor, etc _____

What is the applicant's Church/Faith Group? _____

Can you confirm that the applicant is in regular fellowship with other Christians? Yes No

Do you have confidence in the applicant's Christian integrity? Yes No

Do you support this applicant joining CCAA at the above level? Yes No

Signed: _____ Date: _____

For further details about CCAA, visit www.ccaa.net.au.

Helplines for Application Enquiries		Postal Address to mail completed paper work	
nsw@ccaa.net.au	02 9999 3448	CCAA (NSW)	PO Box 3, PALM BEACH 2108
vic@ccaa.net.au	03 9563 8063	CCAA (VIC)	PO Box 12, ORMOND 3204
qld@ccaa.net.au	07 3398 4866	CCAA (QLD)	PO Box 1894, CARINDALE 4152
sa@ccaa.net.au	0409 897 977	CCAA (SA)	PO Box 572, GOODWOOD 5034
wa@ccaa.net.au	08 9277 6060	CCAA (WA)	4 James Place, GUILFORD 6055
tas@ccaa.net.au	03 6229 6731	CCAA (TAS)	PO Box 246, LINDISFARNE 7015