

Registration Application: Checklist

Before applying for membership, please ensure you have [checked your eligibility](#) and have the below documents ready.

1. Certified* copy of your transcript
2. Certified* copy of your qualification certificate (also known as a Testamur)
3. Evidence of continuing professional indemnity and public liability insurance (only required if not applying for the PACFA Insurance)
4. National Police Check dated no earlier than 3 months prior to the application (not required for overseas applicants)
5. Working With Children's Check (if applicable)
6. Two certified* Proof of identity documents
7. Evidence that your course meets the PACFA Registration Standards (not required for Accredited courses/ Applications with a VETASSESS outcome letter/Applications from current non-practicing members)
 - a. Documents such as student guidebooks, unit outlines, or a letter from your institution
 - b. Evidence of student placement hours: 40 client contacts, 10 supervision, using our [supervision and client contact verification form](#)

Additional Documents Required for Overseas Qualifications.

8. VETASSESS Outcome letter (applicable only for Overseas Qualifications)
9. Certified copy of the English language test results listed on PACFA's [English Language Skills Standard](#) (applicable only for Overseas Qualifications)

If applying for Clinical membership, please provide the following in addition to the above:

- Evidence of 750 hours of client contact (accrued after graduating from your counselling/psychotherapy course); and
- Evidence of 75 hours of supervision on this client's contact

You can use the [supervision and client contact verification form](#), or provide a letter from your supervisor(s) and/or workplace(s).

Evidence of continuing professional indemnity and public liability insurance

When initially applying for registration, you must declare that you will purchase the PACFA Member Insurance Policy* as part of your application, alternatively provide evidence of your current professional indemnity and public liability insurance.

If you are in private practice this will involve the provision of a certified Certificate of Currency relating to your insurance, and if employed, you are required to provide a letter from your employer stating that you are covered by the employer's professional indemnity and public liability insurance.

For further information, read the PACFA [Professional Indemnity Insurance Standard](#)

***Upon application approval, you will be sent information on how to purchase PACFA Member Insurance Policy.**

Evidence of Nationally Coordinated Criminal History Check

PACFA has adopted the same criminal history registration standard as the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#).

Members can decide whether they want to provide a pre-existing Check or order a new one. Previous Checks dated less than 3 months prior to the application are acceptable.

To submit a National Police check, you need to contact an ACIC-accredited body or an [Australian police agency](#) that can submit a police check on your behalf. You can find more information on how to obtain a National Police Check on the [Australian Criminal Intelligence Commission Website](#).

For further information, read the PACFA [Criminal History Standard](#).

Purchasing a National Police Check via PACFA partner Australian National Character Check

Australian National Character Check is one of the ACIC-accredited bodies. Visit the PACFA page on the Australian National Character Check website [here](#).

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

Learn more about acquiring a Working With Children Check on the [ACIC website](#).

For further information, read the PACFA [Criminal History Standard](#).

Proof of Identity Documents

Two certified proof of identity documents are required when applying for PACFA registration, one form of primary identity proof and one form of secondary identity proof.

Please provide one of the following **Primary** Sources of Identity:

- Australian passport
- Foreign passport
- Australian driver licence (please copy both sides)
- Department of Immigration and Border Protection ImmiCard

Please also provide one of the following **Secondary** Sources of Identity:

- Medicare card
- Enrolment with the Australian Electoral Commission
- Australian tertiary student photo identity document
- Certified academic transcript from an Australian university
- Commonwealth or state/territory government photo identity card
- Foreign government issued documents (e.g. driver licence)
- DFAT issued Certificate of Identity
- DFAT issued Document of Identity
- DFAT issued United Nations Convention Travel Document
- Security Guard/Crowd Control photo licence
- Evidence of right to a government benefit (DVA or Centrelink)
- Consular photo identity card issued by DFAT
- Police Force Officer photo identity card
- Australian Defence Force photo identity card
- Aviation Security Identification Card
- Maritime Security Identification Card
- Firearms licence
- Credit reference check
- Australian secondary student photo identity document
- Trusted referees report
- Tax File Number

For further information, read [Proof of Identity Standard](#).

*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:

- Solicitor
- Barrister
- Police officer
- Medical practitioner
- Employee of Australia Post
- Pharmacist
- Justice of Peace (JP)
- Judge

My eQuals is used by universities throughout Australia and New Zealand. It is a secure and trusted provider of certified digital documents. As such, **documents provided through My eQuals do not need to be certified.**

When providing documents through My eQuals, ensure that membership@pacfa.org.au is an approved recipient and provide the membership team with the access pin if password-protected.