



Psychotherapy and Counselling Federation of Australia

Reactivation Policy (transitional period)

Effective January 2026

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Document version control

Version	Description	Originator	Reviewed	Approved	Date	Next review
1.0	Reactivation Policy (transitional period)	Registration & Membership Manager	CEO	CEO	January 2026	January 2028

PACFA acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of this nation. We pay our respects to Elders, past and present, as the Traditional Owners of the lands on which we work and live. Our office is on the land of the Wurundjeri Woi-wurrung people of the Kulin nation in Naarm/Melbourne and we thank them for their enduring and continuing contribution to the life of this place. We recognise that First Peoples' sovereignty was never ceded.

1. Overview

Intent	To manage the integration of lapsed members returning to PACFA in preparation for National Standards
Duration of policy	2 years
Applicable to	All lapsed members seeking registration
Implementation Responsibility	Registration & Membership Manager
Date	January 2026

2. Purpose

PACFA registrants often experience periods of lapsed registration for professional or personal reasons. Applicants whose registration has lapsed within the last five 5 years may apply for reactivation of their registration and membership. This policy defines the eligibility framework and requirements for reactivation of registration, ensuring that registrants demonstrate current professional competence and ethical readiness and fitness for practice prior to returning to practice.

Registrants on an approved Leave of Absence are excluded from the operation of this policy and are subject to the [Leave of Absence Policy](#).

3. Eligibility

Applicants' eligibility for reactivation may depend on the timing of their lapsed registration.

3.1 Registration lapsed within the last three (3) years

Applicants whose PACFA registration has lapsed within the last three (3) years are eligible for reactivation on the completion of the process outlined in this policy.

Applicants in this category are not required to submit Recency of Practice evidence.

3.2 Registration lapsed for more than three (3) years and up to five (5) years

Applicants whose PACFA registration has lapsed more than three (3) years ago but less than 5 years ago are eligible for reactivation on the completion of the process outlined in this policy with the additional provision of compliance with the [Recency of Practice standard](#).

3.3 Registration lapsed for more than five (5) years

Applicants whose PACFA registration has been lapsed for more than five (5) years are not eligible for reactivation under this policy.

4. Application and Fees

Applicants must complete and submit the [PACFA Reactivation Application Form](#), together with all relevant documentation as outlined in the Reactivation Application Checklist, and pay any relevant fees prior to assessment. Applicants will be notified of the outcome of their application.

5. Registration Status

Where registration has lapsed, the approved applicant's registration commencement date will reset to the date of reactivation. Continuous registration may only be recognised where:

- A Leave of Absence has been taken
- All outstanding registration fees for the lapsed period are paid; and
- Evidence is provided demonstrating compliance with PACFA's annual supervision, CPD, and Recency of Practice requirements for the entire lapsed period.

6. Submission of application for reactivation

To submit an application for reactivation an applicant must complete the correct form and use the PACFA website to upload required documentation. All reactivation applications are subject to assessment by PACFA.

PACFA retains authority to:

- Assess eligibility for reactivation
- Determine the adequacy and relevance of evidence submitted
- Approve, refuse, or impose conditions on reactivation

Eligibility does not guarantee approval. Decisions are made in accordance with PACFA's standards and policies.

Reactivation decisions may be appealed using the standard appeal processes.

7. More Information

For more information about this process contact the Registration and Membership Manager or Membership team at membership@pacfa.org.au

8. Associated Links

1. [Registration Standards & Associated Registration Standards](#)
2. [PACFA Reactivation Application Form](#)
3. [Reactivation Application Checklist](#)

Recency of Practice requirements (extracted from [Recency of Practice standard](#))

Applicants must demonstrate current professional practice equivalent to either:

- 150 hours of practice per year, or
- 450 hours of practice across the previous three (3) years.

Recognised practice may include, but is not limited to, client work, supervision (receiving or providing), management, teaching, research, consultancy, or professional policy and governance work relevant to PACFA registration.

For more information, please refer to the [Recency of Practice Standard and FAQs](#).