

PACFA 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 (required from 1st Jan 2023)
5. Working With Children's Check (if applicable)
6. Two certified* Proof of identity documents
7. VETASSESS Outcome letter (applicable only for Overseas Qualifications)
8. Evidence that your course meets the PACFA Registration Standards (not required for Accredited courses/ Applications with a VETASSESS outcome letter/Applications from current Non-practising members)
 - Documents such as student guidebooks, unit outlines, or a letter from your institution
 - Evidence of student placement hours: 40 client contact, 10 supervision, using our [supervision and client contact verification form](#)

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

1. Evidence of 750 hours of client contact (accrued after graduating from your counselling/psychotherapy course); and
2. 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, or 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](#)

***How to purchase the PACFA Member Insurance Policy via insurance.com.au**

Visit the [PACFA page](#) on the insurance.com.au website [here](#).

Once on the insurance.com.au PACFA page, select Get a Quote and follow the prompts. Ensure when asked if you are part of an association, you select PACFA to receive your eligible discount.

For more information, or if you require assistance with insurance, contact insurance.com.au on 1300 468 730 or support@insurance.com.au.

National Police Check

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

Members have a choice whether they want to provide a pre-existing Check or order a new one. Previous Checks which are dated less than 3 months prior to the application is 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 [Australian Criminal Intelligence Commission Website](#). 'Urban Verified' is an example of one of the ACIC-accredited bodies that members can choose. PACFA has partnered with [Urban Verified](#) to provide convenient access to a Nationally coordinated criminal History Check (formerly 'National Police Check').

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

***How to purchase National Police Check via PACFA partner Urban verified**

Visit the PACFA page on the Urban verified website [here](#)

Checks purchased via the portal will not be sent automatically to PACFA. Instead a report of the overall result (without any personal identifying information) will be provided so PACFA can update your record. This will happen within 7 days and you will be able to see this on your Member Portal. PACFA will not see the Check documentation, or any information provided to Urban Verified. If you would prefer you can upload a pre-existing Check using the Member Portal.

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.**

Primary Sources of Identity

Please provide one of the below:

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

Secondary Sources of Identity

Please also provide one of the below:

- 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:

- A Solicitor
- A Barrister
- A police officer
- A Medical practitioner
- An employee of Australia Post
- A Pharmacist
- A justice of Peace (JP)
- Judge