



Psychotherapy & Counselling  
Federation of Australia

## **Suspension and Reactivation Policy for PACFA Members and Registrants**

PACFA has developed a process to enable members to choose to suspend their membership or registration and to reactivate within a five year period if they wish to return to PACFA. The option of reactivating within five years is also automatically extended to Members and Registrants who do not complete their PACFA renewals at the normal renewal time.

From time to time, practitioners let their membership or registration go, either because they were not able to meet the annual PD and supervision requirements, or simply because they did not get their renewal paper work ready on time.

Given that PACFA holds the documentation relating to the original membership or registration application, it is not necessary to apply from scratch if you wish to reactivate your PACFA membership or registration.

The suspension and reactivation process makes it very easy for practitioners to return to PACFA membership or registration when your circumstances change, without having to reapply.

Reactivation applications must be made within 5 years of the membership or registration being suspended. There is a fee to be paid at the time of reactivating a suspended membership or registration. See the [Schedule of Fees](#) for details of the fee.

For Members and Registrants whose membership or registration is suspended but who do not meet the requirements of the [PACFA Training Standards 2018](#), reactivation may be possible via grandfathering. Grandfathering allows for recognition under the previous Training Standards in limited circumstances.

If your training does not meet the requirements of the PACFA Training Standards 2018, please review the [Grandfathering page at the website](#) to see if you are eligible for grandfathering. The deadline to reactivate via grandfathering is 31 December 2023 when the grandfathering option expires.

### **How to suspend your PACFA membership or registration**

To suspend your PACFA membership or registration for up to five years, please advise the PACFA Office via email to [register@pacfa.org.au](mailto:register@pacfa.org.au).

Members and Registrants who do not renew their PACFA membership or registration by the final due date for renewals will also be given the option of reactivating within the five year period.

PACFA Members in practicing membership categories and other PACFA Registrants may apply to suspend their registration for up to five years in the following circumstances:

- You have not met PACFA's annual membership/registration renewal requirements
- You are experiencing financial difficulties and therefore cannot continue your membership/registration

If you choose to suspend your membership or registration you are no longer listed on the PACFA Register and are not endorsed by PACFA to practice. You cannot represent yourself as a PACFA Member or Registrant or use the PACFA logo or post-nominal.

## **How to reactivate your PACFA membership or registration**

You can reactivate PACFA membership or registration any time within 5 years of it being suspended.

There is no need to provide proof of Continuing Professional Development or supervision completed while your membership was suspended. However, you will be required to commit to complete PACFA's annual renewal requirements for supervision and CPD as a condition of reactivation. For details of the requirements, see the [Renewal Requirements](#) page at the PACFA website.

To apply to reactivate your membership or registration, please follow this simple process:

1. Complete the [PACFA Reactivation Application Form](#) and pay the Application Fee
2. Provide proof of:
  - current professional indemnity insurance
  - current Member Association membership (only applies to Registrants belonging to PACFA MAs)
3. Complete declarations that you agree to meet PACFA's membership/registration requirements:
  - Abide by the PACFA Code of Ethics and Constitution
  - Complete the annual supervision and CPD requirements

## **Insurance cover when your membership or registration is suspended**

Individual PACFA Members are advised that you are ***not eligible to access PACFA's preferential rates for professional indemnity insurance*** with Insurance House when your membership is suspended.

Please note, if you are an individual PACFA member and you have taken up the option of PACFA's Master Insurance, we will notify Insurance House that you are no longer a PACFA Member and your insurance cover will be cancelled.

PACFA Registrants who belong to a PACFA Member Association are eligible to access an individual policy via Insurance House at preferential rates ***only if you maintain membership of a PACFA Member Association.***

If you intend to continue practicing without a professional association membership, PACFA strongly recommends that you make alternative insurance arrangements.