

## Non-Active Policy

### Non-Active Status

Non-active status means that the counsellor is not practising either paid or voluntarily, in any way in any counselling-related field.

#### **DEFINITION OF COUNSELLING PRACTICE**

Counselling practice is defined under the Code of Ethics as follows:

*'... This Code applies to all NZAC Members and Provisional Members in the full range of their professional practices. Professional practice may include work in roles of: counsellor, supervisor, therapist, trainer, educator, researcher, advocate, mediator, consultant, manager, coach, community worker, group facilitator, mentor, psychotherapist and spiritual advisor.*

*The generic terms "counsellor" and "counselling" apply to all professional roles undertaken by members...'*

Reference: NZAC Code of Ethics – Introduction Page 25

#### **General Information:**

1. Membership status of non-active counsellors is to be maintained but flagged as Non-Active in the National Office database.
2. Non-active status is granted on an Annual basis. Each year the counsellor must sign Section B of the Annual Declaration and send in the non-active subscription.
3. If a complaint is made when a counsellor is non-active, NZAC deals with the matter as for a Member or Provisional Member as appropriate.
4. During non-active status the counsellor may not participate in any NZAC roles (e.g. Executive, Committee, Branch Committee, Interview Panel).
5. Returning to Active Status requires completion of a Police Vetting form.

## **Returning to active status within 5 years**

**Members Section: All options require completion of a Police Vetting form.**

### **Option 1**

**Procedure for returning to active Member status within 5 years – for counsellors who choose to be non-active but remain on NZAC database and receive NZAC material.**

1. Complete a reinstatement request form – available from the website or National Office and return to National Office. The counsellor will be sent the appropriate annual declaration and an invoice for the yearly subscription fee. An Annual Practicing Certificate will be issued when the Annual Declaration is completed and the fees received.

### **Option 2**

**Procedure for counsellors who have had their membership ceased for either non-payment of fees and/or incomplete Annual Declaration.**

1. Contact National Office to see what requirements are outstanding prior to being ceased. This may include completing Annual Declaration/s and paying any outstanding subscription/s. The counsellor will be sent a reinstatement request application. This included a reinstatement fee of \$50.
2. On receipt of reinstatement fees, the counsellor will then be reinstated and sent an invoice for the current financial year and an Annual Declaration form. An Annual Practicing Certificate will be issued when the Annual Declaration is completed and the fees received.

### **Option 3**

**Procedure for counsellors who choose to resign their membership and then request to return to active Member status within 5 years.**

1. Complete a reinstatement request form – available from the website or National Office and return to National Office. There is a reinstatement fee of \$100 payable at time of application.
2. Once the reinstatement fee and completed forms are returned, a police vetting process and an ethics check will be completed.
3. The counsellor will be sent an invoice for the current financial year as well as an Annual Declaration form. An Annual Practicing Certificate will be issued when the Annual Declaration is completed and the fees received.

**Returning to active Member status after 5 consecutive years of non-active status: All options require completion of a Police Vetting form.**

**Option 1**

**This option is for counsellors who have not engaged in any supervised counselling practice for a period of five years.**

**Counsellors will be re-admitted to Provisional Member status for a minimum of 12 months.**

1. Complete a reinstatement request form – available from the website or National Office and return to National Office.
2. There is a reinstatement fee of \$100 payable on application.
3. Once the reinstatement fee and completed forms are returned, a police vetting process and an ethics check will be completed.
4. After a minimum of twelve months, the counsellor can apply to upgrade to Member status by completing the following:
  - a. a brief application outlining the counsellors practice during the past year.
  - b. a completed supervisors report.

Contact the Membership Manager to have a pack sent to you.

5. The counsellor will be sent an invoice for the current financial year as well as an Annual Declaration. An Annual Practising Certificate will be issued when the Annual Declaration is completed and the fees received.

**Option 2**

**For those who have continued to be involved in supervised counselling practice but with another counselling related professional body**

1. If the counsellor has been either overseas or have been a full Member of another counselling related professional body and can provide evidence of ongoing supervised practice for the majority of the time period, then the counsellor will complete a reinstatement request form – available from the website or National Office and return to National Office. The counsellor will be sent the appropriate Annual Declaration and subscription fees for that year.
2. There is a reinstatement fee of \$100 payable with the reinstatement request.
3. Once the reinstatement fee and completed forms are returned, a police vetting process and an ethics check will be completed.

The counsellor will be sent an invoice for the current financial year as well as an Annual Declaration. An Annual Practising Certificate will be issued when the Annual Declaration is completed and the fees received