

Provisional Members - 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 the completion of a police vetting form.

Provisional Members have a **5-year period** in which to upgrade to Member status. The period that the counsellor can be non-active is therefore shorter - up to **3 years in total**.

This will allow time for the counsellor to meet the requirements of upgrading within the 5 year time period.

Non-active status is granted on an annual basis.

The financial year is 1 April – 31st March.

The counsellor is sent an annual subscription and an Annual Declaration form to be completed each year.

Procedure for seeking non-active status.

If you wish to be non-active and meet the requirements as outlined on page 1 of this document, the counsellor must sign Section B of the Annual Declaration form and send in the non-active subscription fee.

Returning to active status within the same financial year

If the counsellor wishes to return to active practice **during the year**, 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 Practising Certificate will be issued when the Annual Declaration is completed and the fees received.

What if the counsellor has had 3 years non-active?

If the counsellor has been non-active for **three years then there are 2 options:**

- a. Go back to regular supervised counselling practice.
- b. Resign and have the option of reapplying under the current membership criteria.