

Applicant Criteria

To be a Provisional Member of NZAC you need to:

Be a person of good character who has;

- 1 Completed a minimum of a Bachelor of Counselling qualification in a professional counsellor education programme.

This qualification must have both theory and supervised practice as core components and is at least NZQA approved Level 7 or above. The qualification will need to be assessed by NZQA and evidence of this must be provided.

- 2 Completed a minimum of 200 hours counselling.

This can be with individuals, couples, family, whanau.

Up to 120 hours can be telecounselling, eCounselling and facilitation and/or co-facilitation of therapeutic groups.

- 3 If you have been practicing as a counsellor in NZ and engaged with a supervisor, the relationship with the supervisor needs to be of sufficient length for the Supervisor to confidently comment on your practice.

For Counsellors applying from overseas where you are not required to be in supervision, you will need to provide a reference from a line manager or employer who can attest to your good character, practice competence and counselling hours completed.

- 4 A minimum of three hours of cultural consultation provided by someone of Māori descent comfortable with Te Ao Māori and can therefore assist the Applicant in their reflection process – see Section 7.
- 5 Agreed to work within the NZAC Code of Ethics and to be accountable to the Association while working towards Member status.

Definition: Tele-counselling/E-counselling.

Where the counsellor and client are not physically present in the same space and utilize electronic means for synchronous communication, where each person's response is responded to immediately.

This does not include asynchronous communication where there is a delay between sending a message and receiving a response e.g. email.

These are the minimum professional criteria required. Other criteria are outlined in the application pack.

Key Dates

Applications for Provisional Membership are accepted at any time of the year.

Please note however, applications are assessed at regular intervals. This means it can take up to three months from the time all materials are received at National Office for the application to be assessed.

Fees

Assessment fee

\$299.00 (incl GST)

(non-refundable if application unsuccessful)

An Invoice will be emailed to you when your application has been received by National Office.

Fees will be reviewed 1 April 2022 and may increase after this date.

General Information

- 1 All decisions made are subject to a satisfactory Aotearoa New Zealand Police Vetting Report if you have been in the country for three months.
- 2 If your application meets all requirements the Membership Committee will recommend to the National Executive that Provisional Membership be granted.
- 3 The steps for upgrade to Member begin once you are a Provisional Member.
- 4 If you have had any complaint(s) about your practice, full disclosure is required when you present your application. This will be discussed by the Membership Committee before any assessment can take place.
- 5 If you have any criminal conviction(s) full disclosure is required when you present your application. This will be discussed by the Membership Committee before assessment can take place.
- 6 Where the Police Vetting Report raises concerns in relation to the Good Character Policy for membership a candidate will be required to attend a Special Panel before the application can proceed. This will be at your own cost.
- 7 If you are not a New Zealand Citizen, you must provide evidence of either New Zealand Residency or of a valid New Zealand Work Visa. As a Provisional Member, you need to complete 300 counselling hours in New Zealand to meet the criteria for upgrade to Member.
- 8 The information gathered in this application pack will be used for the purposes of assessing your suitability to be a NZAC Provisional Member.

The information will be kept on file until you become a Member, or you resign.

Contact details will be used to send you material (newsletters, updates etc.) from the National Office or from delegated representatives of NZAC (e.g. Branch Secretaries).
- 9 If assistance is required please contact the Membership Manager: membership@nzac.org.nz or refer to the information under <http://www.nzac.org.nz/membership.cfm>
- 10 If the application is completed on paper, scan and email to membership@nzac.org.nz
- 11 The application must be fully read and discussed with your supervisor.
- 12 Do not send in your counselling log as your supervisor's report confirms they have seen it.
- 13 Do not send any original copies of qualifications or certificates. Take the originals to your supervisor or Justice of the Peace to verify and sign the copies.
- 14 Ensure you keep a copy of your application.

After submitting your application email membership@nzac.org.nz to notify NZAC your application is ready for assessment.

Please note:

NZAC Provisional Membership may be held for five years from date of confirmation. If a Provisional Member has not upgraded to Member at the end of five years, their Provisional Membership will cease unless an extension has been approved. For the duration of Provisional Membership, you are required to have a NZAC Registered Supervisor who has been a Member for a minimum of 5 years.

Applicant Checklist

- Your written application
- Supervisor's report
- Cultural Consultant's Report
- Letter from your employer/s
- Enclosed copies of any personal disclosure statements or other advertising material such as business cards if applicable
- Letter from other professional association, if applicable, confirming there are no complaints about your practice
- A verified copy of your counselling qualification
- Sealed academic transcript
- NZQA verification of qualification
- Evidence of police clearance from your country of origin, if applicable
- Evidence of a valid working visa or New Zealand residency
- Completed NZ Police Vetting Report if resident in NZ for three months or more



Date received (Official use only)	
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Section 1

Provisional Membership Application with Overseas Counsellor Qualifications

First Names	
Family Name	
Your preferred name	
Date of Birth	
NZ Citizenship status	
Ethnicity	
Iwi / Hapu (if applicable)	
Postal Address	
Town / City	
Post Code	
Home Phone Number	
Work Phone Number	
Mobile Number	
E-Mail Address	
Website (if applicable)	

Section 2

Please circle responses as applicable.

Criminal Conviction or Charges Declaration

Do you have any criminal convictions or are you under investigation, or have any charges pending in New Zealand or in any other country, other than minor traffic infringements?

Yes	No
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If “**Yes**” attach a detailed statement explaining the above.

NOTE: All applicants with previous convictions may be required to be interviewed by a Special Panel in accordance with the NZAC’s Good Character Policy before any decision about membership can be made. This will be at your own cost.

Professional Conduct Declaration

- 1 Are you or have you ever been the subject of formal professional disciplinary proceedings that have been upheld in New Zealand or another country?
- 2 Are you or have you ever been the subject of a complaint that was upheld to the NZ Health and Disability Commissioner, or an equivalent officer in another country?
- 3 Have you ever applied, withdrawn or been declined for registration as a health practitioner?
- 4 Are you currently a member of any other professional association representing counselling, psychotherapy, health or social services field?

Yes	No
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Yes	No
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Yes	No
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Yes	No
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Name of professional association: _____

You are required to supply a letter from this association to say that you were/are not subject to any concern(s) / complaint(s) about your practice.

- 5 Have you previously been a member of any other professional association representing counselling or psychotherapy?

Yes	No
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Name of professional association: _____

You are required to supply a letter from this association to say that you were/are not subject to any concern(s) / complaint(s) about your practice.

If you have answered “**Yes**” to any of the questions above attach a detailed statement outlining the issues and any sanctions.

Applicant Declaration

I declare that the information provided in this application is true and correct and I will uphold the NZAC Code of Ethics. I authorise NZAC to contact any person or organisation named in this application about any matter relevant to my application.

I also confirm that I have fully discussed in supervision:

- a. Any previous criminal convictions, or any charges pending that I have, other than minor traffic infringements.
- b. Any complaint/s or concern/s raised by any other professional associations.
- c. Any complaint/s or concern/s raised in current or former employment.

Applicant's name: _____

Applicant's signature: _____

Date: _____ / _____ / _____

If you do not disclose all information, or are dishonest in the information given, your application may be declined.

Police Vetting Request Form

<https://www.police.govt.nz/sites/default/files/publications/pvs-vetting-request-and-consent-form.doc>

POLICE VETTING REQUEST NOTES

The Approved Agency is NZAC.

The agency representative/delegate or identity referee can be:

a person of standing in the community - e.g. registered professional, religious or community leader, Police employee, person registered with the Approved Agency eg NZAC Registered Supervisor

- Be over 16yrs of age
- Not be related to a partner/spouse
- Not be a co-resident of the applicant

Section 1 Completed by the agency representative/delegate or identity referee.

Sections 2 & 3 Applicant to complete and sign.

On completion of the 3 Sections upload the Vetting forms to the Application or scan and email to membership@nzac.org.nz

Section 3

Counsellor Education

Provide the following:

- a. A verified transcript from your education provider.
- b. Verified copy of your qualification.
- c. Evidence of NZQA assessment of the qualifications New Zealand equivalence.

Section 4

Membership of your Professional Counselling Association

Provide the following:

- a. Verified evidence of current membership of your professional association.
- b. A letter from your professional association to confirm that you have not been, nor are currently the subject of any complaint about your professional practice.

Section 5

Employment Details

Provide the following:

- a. A letter from your employer/s supporting your application and which confirms your competency in that position and that you have not been nor are currently subject to any ethical concerns or complaints. This includes paid and/or voluntary work undertaken.
- b. A brief job description of your current or previous employment.

Section 6

Counselling Practice

Provide a copy of your CV outlining your counselling practice.

If you have any material advertising your practice enclose this with your application.

Section 7

Te Tiriti o Waitangi

Have a minimum of three hours of cultural consultation provided by someone of Māori descent comfortable with Te Ao Māori and can therefore assist the Applicant in their reflection process. The kōrero needs to include;

- a. Te Tiriti o Waitangi and the significance it has in Aotearoa New Zealand today.
- b. The impact of colonisation on Maori.

Write a statement which reflects on your kōrero with your cultural consultant.

Write about your commitment to take the learning into your everyday counselling practice (*Guide: One page*).

Cultural Consultant to complete form found on NZAC website: Membership, Information and Guidelines.

Section 8

Supervision

Provide a letter of support from your most recent supervisor.

This needs to include:

- a. Name and Professional Association of Supervisor.
- b. Confirmation of the supervision arrangement, frequency and length of contract.
- c. A brief report about the Supervisor's knowledge of your practice.

Section 9

Police Clearance

Provide a Police clearance from the country where you have lived and evidence of permanent residency to New Zealand or a valid New Zealand Work Visa.

Section 10

Further Information

Other information you would like included in your application.

Supervisor's Report

Complete Parts A & B in collaboration with the Applicant

If you have been practicing as a counsellor in NZ and engaged with a supervisor, the relationship with the supervisor needs to be of sufficient length for the Supervisor to confidently comment on your practice.

The Supervisor must be a member of NZAC or similar professional association, who has been a Member for five years and who has been the Applicant's Supervisor for at least the past 12 months. 20 hours of supervision are required before application, 10 of which may have been provided by your education provider.

For Counsellors applying from overseas where you are not required to be in supervision you will need to provide a reference from a line manager or employer who can attest to your good character, practice competence and counselling hours completed.

Part A

Name of Applicant: _____

Name of Supervisor: _____

Professional Association: _____

1 Frequency of supervision

2 Start and end date of supervision contract
Start date:

End date:

3 Total number of hours of supervision undertaken to date

4 Do you have administrative or statutory responsibility for the Applicant's work?

Yes	No
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If "Yes" explain this relationship.

In total, the Applicant needs to have completed a minimum of 200 hours counselling practice.

5 Total number of counselling hours undertaken by the Applicant

6 Total number of hours as a facilitator and/or co-facilitator of therapeutic group/s

7 Total number of hours telephone and online counselling practice

8 Counselling Log seen

Yes	No
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9 The Supervisor is required to discuss with their Supervisee at least two recordings or observations of the Supervisee's work with clients.

Your experience of the Applicant's work has been from:

Video Audio Observing counselling session/s

10 To your knowledge has the Applicant ever been or is currently, the subject of a concern or complaint about unethical or unprofessional conduct?

Yes	No
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If yes, please explain.

Part B

Please respond in detail to the following;

- 1 The extent to which the Applicant demonstrates core counselling skills, e.g, the ability to establish and maintain a therapeutic counselling relationship with clients.

- 2 The Applicant's commitment to the ongoing process of self-reflection.

- 3 The Applicant's engagement with the supervision process.

- 4 Do you believe the Applicant understands the implications of the NZAC Code of Ethics? What evidence supports this belief?

- 5 Any further comments you wish to make.

Supervisor Declaration

This application confirms my experience of this Applicant and their work. I have recently viewed/heard recordings of the Applicant's work. I have sighted the Applicant's completed application form and log of face-to-face practice. To the best of my knowledge, the information contained is true and correct and this person is of good character and is fit to practice.

Supervisor's name _____

Supervisor's signature _____

Date: _____ / _____ / _____