



NZCCA Membership Application Guide

Version updated 20 December 2024

i. Key Information

This Application Guide has been created to assist you with the Provisional and Full Membership application process, addressing FAQs, instructions for submitting the application, and generally helpful information.

We recommend that you reference this guide as you complete the application.

Please note that applications submitted using this Guide as the template will not be accepted. Instead, please use the Application .docx file available as part of the application pack on the [Application in Document Format](#) webpage. Please submit your application typed, as handwritten applications will not be accepted.

This Application Guide will first walk you through what is required in the application, section-by-section (01-10). Additional instructions and information about submitting your application can be found at the end of this Guide (A-D).

Before you start, we encourage you to skim through this Application Guide, giving particular attention to what is required in sections 2, 3 and 8.

We also recommend that you are clear that you meet the eligibility criteria as set out on our [Information for Provisional and Full Applicants](#) webpage.

If you have any questions at any stage of the application process, please feel free to email Hannah Acheson (NZCCA Membership Coordinator) at hacheson@nzcca.org.nz.

01. Personal Details

I am applying for:

- Provisional Membership
- Provisional Membership (via pre-approval pathway for students)
- Full Membership
- Full Membership (via Full Membership of another NZ professional body)

Pepeha/Mihimihi (optional)					
First Name				Last Name	
Preferred Name (if different)					
Physical Address	Street Address			RD No.	Post Code
	Suburb		Town/City		Region
Phone Number					
Email Address					
Gender				Date of Birth	
Ethnicity					
Iwi (if applicable)					

How to choose application pathway

Please see the [Information for Provisional and Full Applicants](#) webpage for the eligibility criteria, and the respective webpages for information on the alternative pathways ([pre-approval](#) and [Full Membership of another NZ professional body](#)).

02. Qualifications

Please provide the following information for any formal tertiary counselling qualifications that you have attained or are in the process of attaining.

Qualification One

Qualification title	
Training institution	
Location	
Date completed	

Qualification Two (as applicable)

Qualification title	
Training institution	
Location	
Date completed	

Evidence to upload

For each qualification that you list, please have the following documentation ready to upload:

- A transcript of your academic record(s) which includes the names of papers and your results
- Your qualification certificate
- A letter from your training institution verifying the number of practicum hours you have completed (if applicable)
- Your NZQA International Qualification Assessment report (only required if your counselling-related qualification(s) was not gained by an NZQA-approved training institution in New Zealand, or was gained from an overseas training institution)

All qualification documents need to be in English and/or te reo Māori. If they are in a different language, please provide official translations into English.

Other tips

If you would like to outline more than two qualifications, you are welcome to copy and paste the tables.

If you are applying under an alternative pathway, you do not need to upload these documents at the time of applying. However, these documents will need to be emailed to Hannah (hacheson@nzcca.org.nz) before final approval can be processed.

If you outline more than one qualification, please email the evidence for the subsequent qualifications to Hannah (hacheson@nzcca.org.nz) at the time of submitting your application.

Practicum verification letters do need to be requested from your training institution.

For more information

Please see our [Information for Provisional and Full Applicants](#) webpage for our qualification criteria. If you have any further questions, please email Hannah (hacheson@nzcca.org.nz).

03. Counselling and Supervision Hours

A. Counselling Hours

1. I have met the 200 client hours practicum requirement.
 Yes No
2. Total number of client hours completed post-training [Full Membership application only]:
3. Total number of face-to-face counselling hours completed in the last 12 months:

B. Supervision Hours

1. Number of hours of NZCCA-approved external supervision in the past 12 months:
2. Number of hours of supplementary supervision in the past 12 months:
3. Total number of hours of supervision in the past 12 months:

Provisional Membership – eligibility requirements

Provisional Membership applicants will need to have completed at least 200 client hours as part of their counselling practicum (see question A1)

In the past 12 months, these client hours need to be supervised at a ratio of at least 1:20 supervision-to-client hours, or monthly (whichever comes first).

Full Membership – eligibility requirements

Full Membership applicants will need to have completed at least 200 client hours as part of their counselling practicum (see question A1), and at least a further 200 client hours post-training (see question A2).

In the past 12 months, these client hours need to be supervised at a ratio of at least 1:40 supervision-to-client hours, or monthly (whichever comes first).

NZCCA-approved external supervision (question B1)

All NZCCA Members and membership applicants need to have at least one NZCCA-approved external supervisor. In the six months prior to applying, all membership applicants need to have at least monthly supervision with this supervisor.

Your NZCCA-approved external supervisor(s) will complete your Supervisor's Report as part of this application (please see section B at the end of this Guide).

If you do not know whether your current external supervisor is NZCCA-approved, please ask them. If they are not, they will need to meet the requirements at the top of and complete the [Supervisor application form](#).

If you do not have a current external supervisor, you will need to have met the supervision requirement for six months of at least monthly supervision with an NZCCA-approved external supervisor before you can submit your application. You can find a list of current NZCCA-approved supervisors on our [Find a Supervisor](#) webpage. Alternatively, feel free to make your own enquiries to supervisors in your area. If they are not already NZCCA-approved, they will need to meet the requirements at the top of and complete the [Supervisor application form](#).

Supplementary supervision (question B2)

All the supervision that you have completed in the past 12 months contributes to your supervision ratio. Supplementary supervision includes:

- External supervision from someone who is not NZCCA-approved
- Internal
- Cultural
- Group

Full Membership 'post training' hours (question A2)

All client hours completed before you officially complete your counselling qualification are considered client hours completed during training. Client hours completed over and above the 200 hours practicum requirement do not transfer to the further 200 hours post-training required for Full Membership. For example, if you completed your studies with 230 client hours, you would need a total of 430 client hours before you can apply for Full Membership.

For more information

Please see our [Supervision Requirements](#) webpage. If you have any further questions, please email Hannah (hacheson@nzcca.org.nz).

04. Counselling Experience

Please outline each clinical counselling position that you have had, starting with the most recent.

Position 1

Name of setting (agency, church etc.)	
Position held	
Duration (approximate dates)	
Average client hours per week	
Name of clinical supervisor/s (internal and/or external)	

Position 2 (as applicable)

Name of setting (agency, church etc.)	
Position held	
Duration (approximate dates)	
Average client hours per week	
Name of clinical supervisor/s (internal and/or external)	

Position 3 (as applicable)

Name of setting (agency, church etc.)	
Position held	
Duration (approximate dates)	
Average client hours per week	
Name of clinical supervisor/s (internal and/or external)	

For more information

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

05. Christian Faith

Describe your relationship with Jesus. How does this relationship influence your daily life and your counselling practice? (100 to 200 words).

For more information

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

06. Personal Development and Awareness

Describe 1-3 examples of your own personal development, and discuss how these experiences have affected or informed your practice as a counsellor (300-500 words).

Helpful information

Personal development may include:

- Personal counselling, spiritual direction, or life coaching
- Personal development courses or workshops

Please note that this is not the space to discuss professional development (CPD) – please see section A at the end of this Guide.

If you are applying for Full Membership via Full Membership of another NZ professional body, you do not need to complete this section.

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

06. Ethical Practice

Describe a client situation that you experienced that made you stop and think about the ethical implications. Describe how you handled the situation. Making reference to the [NZCCA Code of Ethics and Practice](#), discuss at least two of the ethical considerations involved (300-500 words).

Helpful information

If you are applying for Full Membership via Full Membership of another NZ professional body, you do not need to complete this section.

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

07. Bicultural Awareness

Discuss your understanding of Te Tiriti o Waitangi and how it influences your counselling practice, covering the following (300-500 words):

- Briefly outline your training.
- Briefly outline your understanding of Te Tiriti o Waitangi and biculturalism.
- Discuss how you personally apply this understanding to your practice.

Eligibility requirements

All membership applicants must have completed at least **30 hours** of bicultural/Treaty of Waitangi training or experience. A marae visit should be included, an overnight stay is recommended but not essential.

Helpful information

If you are applying for Full Membership via Full Membership of another NZ professional body, you do not need to complete this section.

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

08. Professional Associations

1. What has drawn you to applying for NZCCA Membership at this time? (100 words max)
2. I certify that:
 - I have not previously been refused membership of any professional body, either in New Zealand or overseas (including NZCCA).
 - I have not been the subject of any professional complaints, past or present, in New Zealand or overseas.
3. Please outline the following information of any professional bodies that you have been a member of, past and present (this may include past membership of the NZCCA):

If applicable, please provide details of membership refusal.
If applicable, please provide an overview and the outcome of the complaint.
(a) The name of the professional body: (b) The year/s of your membership: (c) Your level/s of membership:

Evidence to upload

For each professional body that you list, please have the following documentation ready to upload:

- If current, your membership certificate(s)
- A letter from any past or present professional association(s) confirming that you have not been, and are not currently, subject to any concerns or complaints about your practice.

Other tips

The letter of no concerns/complaints can take some time to receive. Request it early in the application process, but you do not need to wait until you receive it before you submit your application. It is needed before final

approval can be processed, so please email it to Hannah
(hacheson@nzcca.org.nz).

09. Criminal History and Police Vetting

Consent

I certify that I have no criminal convictions, that I am not under investigation, and I am not aware of any charges pending in Aotearoa/New Zealand or in any other country (other than minor traffic infringements).

If applicable, please provide a detailed statement outlining any charges(s) and/or conviction(s) below.

Evidence to upload – NZ Police Vetting Request and Consent Form

Please have the following documentation ready to upload:

- An NZ Police Vetting Request and Consent Form (available as part of the application pack on the [Application in Document Format](#) webpage)
- At least two forms of ID

For the **NZ Police Vetting Request and Consent Form**, please complete:

Questions 1.4, 1.5, 1.7 and 1.8 (as applicable), and Sections 2 and 3.

- Quick tip – if you counsel children, you can tick ‘Yes’ and ‘Core worker’ for Questions 1.7 and 1.8 respectively. You can read the Children’s Act 2014, section 23(1) [here](#).
- Please ensure that Section 3 is dated within two months of the date that you apply.

For the **two forms of ID**, these may be one of the following:

- Your driver licence
- Your passport
- Your birth certificate
- Your marriage certificate (if your name has changed due to marriage)
- Your firearms licence

- Document(s) supporting any additional changes of name

At least one form of identification must be a photo ID (e.g. driver licence, passport). If you have neither of these, please use another form of official photo ID.

All IDs must be scans verified by one of the following:

- A Justice of the Peace (JP)
- An Officer of the Court (including a Solicitor), or
- A Minister of Religion

10. Declarations

I certify that I have read and agree to abide by:

- [NZCCA Code of Ethics and Practice](#)
- [NZCCA Rules of the Association](#)
- ['Who We Are' Statement](#)
- [CPD Requirements](#)
- [Supervision Requirements](#)

I also certify that I:

- Identify as Christian (i.e. someone who knows, loves and serves Jesus).
- Will pay the relevant fees as outlined in the [Subscription Fees](#) webpage.
- Understand that satisfactory completion of an Annual Practice Review is required for ongoing membership, involving meeting the CPD and supervision requirements.
- Have discussed this application in full with my NZCCA-approved External Supervisor(s), and they have completed their Supervisor's Report(s). As part of this process, I have disclosed:
 - Any complaint(s) and/or concern(s) raised by any other professional bodies or employer(s), past or present.
 - Any previous criminal convictions, or any charges pending that I have (other than minor traffic infringements).
- I give consent for NZCCA to contact any person or organisation named in this application about any matter relevant to my application. This includes any past or present training institution(s), professional association(s), place(s) of practice, and supervisor(s).
- In submitting this application, I declare that I have disclosed all relevant information, and that the information provided in this application is true and correct.

Would you like to make any further comments regarding your application?

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

For more information

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

A. Continuing Professional Development (CPD)

Alongside your application, please complete and submit a CPD log going back the past 12 months. Please use the template available as part of the application pack on the [Application in Document Format](#) webpage.

Please refer to the [CPD Requirements](#) webpage for our CPD framework, including what is/isn't considered CPD.

Our [eligibility criteria](#) for both Provisional and Full Membership applicants include the requirement that a minimum of 40 hours of CPD has been completed in the past 12 months

Just Finished or Finishing Tertiary Training?

Tertiary counselling training counts as CPD, and will far exceed the 40 hours requirements. The standard rule of thumb that we use is 1 credit = 10 hours CPD. You can combine all the hours of tertiary training that you have completed in the last calendar year into one CPD entry. Reflections for this entry aren't compulsory.

If you have completed any professional development on top of or alongside your tertiary training, feel free to add this to your CPD log as well.

For more information

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).

B. Supervisor's Report

To support your application, please submit a Supervisor's Report from your NZCCA-approved External Supervisor(s). You find the Supervisor's Report template available as part of the application pack on the [Application in Document Format](#) webpage.

If you have multiple current NZCCA-approved External Supervisors, you only need a Report from your main Supervisor.

This is a compulsory component of the application process. Applications are not reviewed until the Supervisor's Report is received.

For more information

Please see our [Supervision Requirements](#) webpage, or email Hannah (hacheson@nzcca.org.nz) with any questions.

C. Submitting Your Application

To submit your application, you will need to ensure that you have the following documents ready:

1. Application (completed)
2. Qualification documents x3 (transcript, qualification certificate, practicum verification)*
3. Membership certificate of any other professional body (if applicable)
4. Letter of no complaint from any other professional body (if applicable)**
5. Police Vetting Request and Consent form (completed)
6. Two forms of verified ID (one must be photo ID)
7. CPD log (completed)
8. Supervisor's Form (completed by your NZCCA-approved External Supervisor)

*If you are applying via the [pre-approval pathway](#) or as a [Full Member of another NZ professional body](#), you can submit your application without your qualification documents. Please email them to Hannah (hacheson@nzcca.org.nz) when you have them. The documents will be needed before final approval can be granted.

**If you have requested and not yet received your letter of no complaint, you can submit your application without it. Please email them to Hannah (hacheson@nzcca.org.nz) when you receive them. The document will be needed before final approval can be granted.

To submit your application, please email all of these documents to Hannah (hacheson@nzcca.org.nz). If you are submitting your application after January 2025, please email Hannah for any updated submission instructions.

D. Application Process After Submitting

All applications will first be processed to ensure all components are attached and completed. The application fee is \$90 (incl. GST).

Review Stage

The application will be assessed by two reviewers, followed by the Membership Committee.

- For Provisional Membership applicants, approval at this stage results in Provisional Membership acceptance.
- For Full Members, approval at this stage leads to the interview.

Please note: an interview is not generally part of the Provisional Membership application process. If the Membership Committee requests an interview for your Provisional Membership application, the below information also applies to you.

Interview Stage

Upon approval for the interview stage, you will receive an interview outline. This includes the questions and other key interview information to help you to prepare. The interview will be with two NZCCA Full Members.

Following the Membership Committee's review of the interviewers' comments, and presuming there are no concerns, the application will be approved.

The interview fee is \$320 (incl. GST) to defray Association expenses incurred. Applicants bear any travel costs associated with the interview. Interviews are held in most main cities, or may be via video conferencing.

For more information

If you have any questions, please email Hannah (hacheson@nzcca.org.nz).