



# NZCCA Upgrade to Full Membership Application Guide

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Version updated 24 February 2025

## i. Key Information

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This Application Guide has been created to assist you with the Upgrade to 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 (01-05). 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 the supervision requirements as laid out in section 2.

We also recommend that you are clear that you meet the eligibility criteria as set out on our [Upgrade Application Information](#) webpage before beginning the application.

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](mailto:hacheson@nzcca.org.nz).

## 01. Personal Details

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

### **Membership Number**

You can find your Membership Number on your Membership Certificate and Annual Practising Certificate/s (APC). It can also be found at the top of your profile. It is a four-digit number.

## 02. Counselling and Supervision Hours

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### A. Counselling Hours

1. Date training completed:	
2. Total number of face-to-face counselling hours completed since training completed:	
3. Total number of face-to-face counselling hours completed in the past 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 (i.e. question 1 + B):	

#### **'Post training' hours (question A1-2)**

The date that you completed your training is the date that you received confirmation from your training institution that you have officially met their requirements and are eligible to graduate. You can count the hours from this date. You don't need to wait until after your graduation ceremony or your Provisional Membership was approved to being counting your post-training.

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.

### **Supervision requirements (section B)**

Upgrade applicants need to demonstrate that they have been meeting their supervision requirements as a Provisional Member before they apply to Upgrade. These supervision requirements include:

- Have at least 6 supervision sessions with their NZCCA-approved external supervisor annually (question B1)
- Maintain a 1:20 supervision ratio (i.e. 1 supervision session per 20 client hours) – see next header for how to calculate this

Please see the [Supervision Requirements](#) webpage for more information.

All the supervision that you have completed in the past 12 months contributes to your supervision ratio. Supplementary supervision (question B2) includes:

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

### **Calculating supervision ratio**

You can calculate your supervision ratio yourself prior to applying! This can be done by:

[question A3] divided by [question B3] = [result, should be 20 or less]

The result goes after the “1:” – if the result is 20 or less, then you have met the 1:20 supervision ratio. If it is greater than 20, then please email Hannah ([hacheson@nzcca.org.nz](mailto:hacheson@nzcca.org.nz)) to discuss next steps.

### **For more information**

If you have any further questions, please email Hannah ([hacheson@nzcca.org.nz](mailto:hacheson@nzcca.org.nz)).

## 03. Counselling Experience

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Please outline each clinical counselling position that you have had since attaining NZCCA Provisional Membership, 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)	

#### **Helpful information**

Please note that you only need to outline the positions you have had since attaining NZCCA Provisional Membership.

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

## 04. Development Since Attaining NZCCA Provisional Membership

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### A. Personal Development

Reflect on how you have developed personally as you have gained experience as a counsellor. What have you learned about yourself since attaining NZCCA Provisional Membership? (300 words).

### B. Professional Development

Reflect on how you have developed professionally as you have gained experience as a counsellor. What have you learned about professional practice since attaining NZCCA Provisional Membership? (300 words).

#### **Helpful information**

Please note how sections A and B are distinct – section A asks about personal development and section B asks about professional development.

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

## 05. Declarations

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I certify that I have read and agree to continue 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.
- 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 pending charges (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.
- 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](mailto:hacheson@nzcca.org.nz)).



## A. Continuing Professional Development (CPD)

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Alongside your application, please complete and submit an up-to-date CPD log for the current CPD period.

Please refer to the [CPD Requirements](#) webpage for our CPD requirements and framework, including what is/isn't considered CPD. You will need to demonstrate that you are meeting these requirements.

**For more information**

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

## B. Supervisor's Report

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To support your application, please submit a Supervisor's Report from your NZCCA-approved External Supervisor. The Supervisor's Report template is 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. They will need to have seen you for at least 6 sessions in the past 12 months.

This is a compulsory component of the application process. Applications are not reviewed until the Supervisor's Report is received. The Supervisor's Report should be the last component of the application completed before you submit your application, as your NZCCA-approved External Supervisor should be viewing your completed application when they complete their Report.

### **For more information**

Please see our [Supervision Requirements](#) webpage, or email Hannah ([hacheson@nzcca.org.nz](mailto:hacheson@nzcca.org.nz)) if you have any questions.

## C. Submitting Your Application

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

1. Application (completed)
2. CPD log (completed)
3. Supervisor's Report (completed by your NZCCA-approved External Supervisor)

To submit your application, please email these three documents to Hannah ([hacheson@nzcca.org.nz](mailto:hacheson@nzcca.org.nz)). If you are submitting your application after March 2025, please email Hannah for any updated submission instructions.

## D. Application Process After Submitting

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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. Approval at this stage leads to the interview stage.

### **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 who are part of the interviewing team.

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](mailto:hacheson@nzcca.org.nz)).