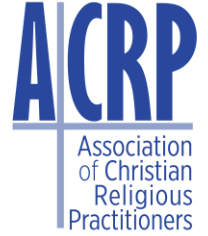




COUNCIL FOR PASTORAL AND SPIRITUAL COUNSELLORS (CPSC)



APPLICATION FORM FOR DESIGNATED AFFILIATION (2019)

(a) **NEW ACRP AND CPSC DESIGNATED AFFILIATION**

The applicant has the required qualifications and experience in pastoral counselling to apply for a designation

✉ 704
Newlands, Pretoria
0049
Email: admin@cpsc.org.za
☎ 082 600 6578 Office (am)
Fax: 0865 105 840
www.cpsc.org.za

(b) **UPGRADE OF AN EXISTING CPSC SUB-CATEGORY**

The applicant is already registered with CPSC but wishes to upgrade the sub-category

- NB Please clearly indicate (a) or (b) with an "X" in the applicable box
- Please complete the form in block letters with black ink or type
- Please do not omit any fields
- The declaration on page 5 needs to be completed and signed before submission
- Please submit the application with all the required supporting documents, information, proof of qualifications, ID and reference letters as requested in the application form **scanned as a single pdf document. Cellular phone photos of documents can not be accepted due to quality loss. Please do not send single scanned pages but at least scan the application as one pdf document and then the supporting documents as one pdf document**
- Please attach TWO testimonials on letterheads as requested as part of the pdf document
- **Please remember to attach a copy of the ID Document as part of the pdf document**
- Please also attach the Proof of payment of the R180.00 application fee (2019)
- Incomplete filled out forms or forms submitted without the applicable fee cannot be processed

1. PERSONAL DETAILS	Title	Gender
Surname	Initials	Disability (SAQA Field)
Full name(s)	ID number	Race (African/Coloured/Indian/White) (SAQA Field)
Preferred name	Date of birth	Passport number

Postal address	Street address and city		
Postal Code	Province	Country	
Tel no (work)	Tel no (home)		
Fax no	Cell no		
Religious affiliation (optional)	E-mail address		
	Website		
Highest relevant qualification obtained, date awarded & training institution IMPORTANT Please provide the Title of Thesis (Master's or Doctorate)		Home language	
		Other languages	
<p>Have you ever been under disciplinary action by any professional organization or licensing board YES _____ NO _____</p> <p>Have you ever had a felony conviction? YES _____ NO _____.</p> <p>If yes on any of the above, please give a brief description of the offence and the action taken.</p>			
2. PRESENT POSITION			
Position/Occupation	Date commenced		
Institution/Employer	Person to whom accountable		
<p>YEARS INVOLVED IN MINISTRY : Years Months</p> <p>Description of your work and special field(s) of interest e.g. addictions, marriages, trauma, etc.</p> <p>(a) Are you actively involved in pastoral counselling? Please indicate clearly with X: YES _____ NO _____</p> <p>(b) Are you suitably trained in the field of pastoral counselling? YES _____ NO _____</p> <p>(1) If YES in (a) and YES in (b) designated affiliation is the correct type of affiliation for you</p> <p>(2) For all designated affiliates 20 CPSC CPD points per year are compulsory and the applicant is free to choose activities from the approved CPSC CPD activities to obtain these CPSC CPD points</p>			

3. CPSC SUB-CATEGORY APPLIED FOR, structured according to the ACRP registered designations (please refer to Addendum A and B on pages 8 and 9-10)

ACRP Designation	Religious Practitioner	Advanced Religious Practitioner	Religious Professional			Religious Specialist	
CPSC Sub-Category	1	2	3	4	5	6	7

4. ACADEMIC RECORD

Provide information on relevant training completed as indicated in 2 (b) and include certified copies of academic certificates

VERY IMPORTANT Note that all foreign/overseas/online/unaccredited qualifications have to be evaluated by the Directory for Foreign Qualifications at SAQA (South African Qualifications Authority) to be matched with accredited South African qualifications on the National Qualifications Framework (NQF), prior to applying for CPSC accreditation. This is the applicant's own responsibility.

	Qualification	Date awarded	Name of training institution	Training institution physical address
High School				
College				
Seminary				
University				
Other				

5. REFERENCES – TWO LETTERS OF REFERRAL

Provide the name and details of **TWO** references (e.g. pastor, colleagues or employers), with a letter of reference or testimonial from each on a FORMAL LETTERHEAD. Family members, friends and clients may not be used as references. **NB One or both of the two testimonials should be less than one year old**

Name	Address	Tel/Cell no	E-mail address	Nature of relationship

--	--	--	--	--

6. RECORD OF SUPERVISION

- Give details of supervision received in the table below
- Provide a **LETTER(S)** from your supervisor(s) as proof

Working definition of supervision:

Supervision is used in counselling, psychotherapy and other mental health disciplines, as well as many other professions engaged in working with people. It consists of the practitioner meeting regularly with another professional e.g. an ACRP designated Religious Specialist (CPSC Sub-category 6 or 7) to discuss casework and other professional issues in a structured way. This is often known as clinical supervision or consultation. The purpose is to assist the practitioner to learn from his or her experience and progress in expertise, as well as to ensure good service to the client or patient and the practitioner's personal safety. A professional not designated by ACRP and CPSC, may apply to the CPSC Executive for approval to act as supervisor.

Supervisor name	NB Supervisor qualification	Supervisor contact details	Number of hours supervision received

7. RECORD OF RELEVANT PRACTICAL EXPERIENCE (add separate page if necessary)

Practical hours refers to actual Pastoral and Spiritual Counselling that has been done and accumulated as hours of 'experience' in order to receive accreditation with CPSC. These practical hours of counselling experience is then what the practitioner would take to supervision to discuss as 'casework'.

Institution name	Contact person	Contact details	Basic nature of work (keywords only)	Period

--	--	--	--	--

8. PROFESSIONAL DEVELOPMENT

What are your plans for further development of your professional knowledge and skills?

9. PROFESSIONAL BOARDS AND ORGANISATIONS

State the organisations/associations you are affiliated with

State the professional boards/bodies (e.g. HPCSA and SACSSP.) you are registered with, as well as your registration number(s)

10. DECLARATION

I, _____, as a Christian counsellor share a commitment to Biblical truth and Pastoral excellence. I am committed both to the integration of Biblical theology with the principles of counselling and to the development of excellence in my own counselling and practice.

I accept the principles and values of the Association of Christian Religious Practitioners (ACRP) and the Council for Pastoral and Spiritual Counsellors (CPSC) and I understand the responsibilities and obligations of my designated affiliation to ACRP and CPSC.

I agree to abide by its Code of Ethics and Practice, operate within the prescribed CPSC Scope of Practice for my awarded designation and I will participate in and contribute to the activities of the Council.

I agree to attend Continuing Professional Development activities to earn the compulsory 20 CPSC CPD points per year.

In joining CPSC as an affiliate, I accept the responsibility to pay my annual dues to remain in good standing and I undertake to cancel my affiliation in writing when wanting to do so. I understand that I will be liable for the subscription for the year in which the affiliation is cancelled.

I also understand that officials of CPSC and ACRP will review and act upon this application and I agree to comply with action that such officials, the Council and its officers and agents may take with such review and I agree to hold such officials, the Council and its officers and agents harmless with respect to any reasonable action they may take during such review.

I undertake to keep the CPSC Office informed of any change in my address and/or particulars.

I hereby declare that the information provided in this form is correct and can be verified on request. **I have included a copy of my identity document.**

Date: _____

Signature (not typed): _____

Submit the completed application form to the CPSC Admin Officer by e-mail to cpsc@acrpafrica.co.za or admin@cpsc.org.za or fax to 0865 105 840.

FOR OFFICE USE : INFORMATION REGISTRATION COMMITTEE

Date of approval	
Designation and subcategory awarded	Designation 1/2/3/4 Subcategory 1/2/3/4/5/6/7
Highest qualification evaluation is based on	RPL: YES NO
Date of registration and registration number	2019P00
Renewal date of designated affiliation and certificate	31 December 2019
Designation certificate number	CPSC D00 /19
Name & signature registration officer	

FEES 2019

All annual CPSC Subscriptions include the ACRP Affiliation fee and this will be transferred by CPSC to the central ACRP account	Designated affiliation CPSC Subcategory 1 - 2	Designated affiliation CPSC Subcategory 3 - 4	Designated affiliation CPSC Subcategory 5 - 7
Application fee, nonrefundable (paid with application) irrespective of month	180.00	180.00	180.00
Total annual subscription for application received January-March	310.00	455.00	680.00
Total annual subscription for application received April-June	230.00	340.00	510.00
Total annual subscription for application received July-September	155.00	230.00	340.00
Total annual subscription for application received October – December	75.00	115.00	170.00

BANKING DETAILS

Nedbank, Woodlands
 Account holder SAAP
 Account number 1020501553
 Branch code 136-305

NOTES

- **Application fee (R180.00 2019) payable** with submission of the **CPSC application at CPSC for all levels of application as the same admin processes apply**
- **The application process commences with this payment**
- **Forms can only be viewed and printed after the application fee has been received**
- **Accreditation/designation fee** will be invoiced for after approval and confirmation of the **category**,
- **ACRP Affiliation fee** is included in the annual subscription
- Recognition of Prior Learning (RPL) and assessment will be **considered individually if needed**
- Formal **RPL might incur further costs** if external evaluation routes are involved
- Cheques must still be made payable to SAAP (crossed and marked “not transferable”)
- **NB For correct allocation, please use your name and surname as reference to beneficiary**
- **Designated affiliation is valid until 31 December** of the application year and the first affiliation is pro-rata calculated where applicable based on the quarter of application.
- **Renewal date for CPSC Affiliation is 31 December**

- **Payment of the full annual CPSC subscription for the following year (which includes the annual ACRP affiliation fee) before 31 March is necessary to remain in good standing**
- **The certificate issued will be renewed simultaneously with the annual renewal of affiliation with validity for 12 months until 31 December**
- **Designated affiliates are liable for annual subscription of the full year in which resigned**
- **According to SAQA legislation CPSC Executive may cancel affiliation if annual subscription is in arrears for three months (31 March) and affiliates must be suspended if fees are still outstanding by 30 June.**
- **CPSC CPD points can only be credited if the annual subscription has been paid**
- **It is a SAQA requirement that personal details are kept updated to remain in good standing**
- **The annual ACRP affiliation fee will be paid by CPSC to the central ACRP account**
- **Annual CPSC CPD points are compulsory for all designated affiliates and can be obtained by attending CPSC approved and evaluated courses, seminars, conferences etc as the affiliate chooses as well as writing articles for the CPSC Notes, doing book reviews or further studies. CPSC CPD Presenters who develop and present new courses will be rewarded with double points. Other presentations will earn the presenter 50% of the awarded points once per year per course**
- **20 CPSC CPD points must be earned annually of which 3 should be for Ethics, applicable Legislation or Human Rights matters as per SAQA requirement. These points will remain valid for a two year period**
- **The CPSC evaluation committee evaluates courses etc for pastoral counselling content and award CPSC CPD points accordingly.**
- **Only courses that have been evaluated by the committee will have CPSC CPD points awarded to them and only these courses will then provide the correct type of CPD points for CPSC affiliates**
- **Affiliates with sub-designation 5, 6 and 7 may have their details added to the CPSC Website for referral**
- **Written consent needs to be provided on the consent form on page 11 (Only cat 5, 6 and 7)**

Please note that the whole application, preparation, evaluation and registration process can take between 4 to 6 weeks as applications form part of a sequence and will be handled in the order they were received.

Please determine whether your application has been received by CPSC Admin after 7 days if you have not received response from the Admin office.

NB As registration with CPSC is handled internally and exclusively by CPSC Admin, any and all questions regarding the CPSC registration process and progress should be directed to the CPSC Admin office.

Addendum A : Criteria for ACRP Designations

ACRP Designations (4)

Religious Practitioner

Advanced Religious Practitioner

Religious Professional

Religious Specialist

Summary 2018-03-29

ACRP Designations	Knowledge and Experience	Minimum Qualifications	Training Pathway
Religious Practitioner	<ul style="list-style-type: none"> Persons with a proven Ministry legacy but with no formal SAQA accredited ministry qualifications 	<ul style="list-style-type: none"> NQF level 4 (senior certificate) and at least three (3) years ministry experience No NQF qualifications but five(5) years of ministry experience 	<ul style="list-style-type: none"> Encouragement to enrol for a formal ministry qualification
Advanced Religious Practitioner	<ul style="list-style-type: none"> Persons with a formal NQF level 4 ministry qualification and experience 	<ul style="list-style-type: none"> Persons with a formal NQF Level 4 SAQA accredited ministry qualification and at least two (2) years of proven ministry experience Persons with less than two (2) years ministry experience will be registered as an "Advanced Religious Practitioner Intern" 	<ul style="list-style-type: none"> Entry to certificate and diploma level
Religious Professional	<ul style="list-style-type: none"> Persons with formal NQF level 5, 6, 7 and 8 ministry qualifications and experience Religious practitioners with no formal ministry qualification with at least ten (10) years of proven ministry experience, meeting the criteria set by the Council fit into this designation 	<ul style="list-style-type: none"> Persons with an NQF Level 5, 6, 7 or 8 SAQA accredited ministry qualification and two (2) years ministry experience after study or at least four (4) years of proven ministry experience during study A person with an NQF level 5 to 8 SAQA accredited ministry qualification but less than four (4) years ministry experience will be registered as a "Religious Professional Intern" 	<ul style="list-style-type: none"> Secondary study beyond entry level Entry to Bachelors degree Entry to Honours or equivalent degree Entry to Masters degree
Religious Specialist	<ul style="list-style-type: none"> Persons with formal NQF level 9 and 10 ministry qualification and experience 	<ul style="list-style-type: none"> Persons with an NQF level 9 or 10 SAQA accredited ministry qualification and at least two (2) years ministry experience after study A person with an NQF level 9 or 10 SAQA accredited ministry qualification but less than two (2) years experience will be registered as a "Religious Specialist Intern" 	<ul style="list-style-type: none"> Entry to doctoral Further research education; professional practice and/or senior counselling management

Addendum B : Criteria for CPSC designated affiliation

CPSC Sub-Categories of accreditation (7)

- Sub-category 1. Religious Practitioner in Christian Pastoral Caregiving (NQF 4 Senior Cert)
- Sub-category 2. Advanced Religious Practitioner in Christian Pastoral Caregiving (NQF 4)
- Sub-category 3. Basic Religious Professional in Christian Pastoral Counselling (NQF 5, NQF6)
- Sub-category 4. Intermediate Religious Professional in Christian Pastoral Counselling (NQF 7)
- Sub-category 5. Advanced Religious Professional in Christian Pastoral Counselling (NQF 8)
- Sub-category 6. Religious Specialist in Christian Pastoral Counselling (NQF 9)
- Sub-category 7. Advanced Religious Specialist in Christian Pastoral Counselling (NQF 10)

Summary 2018-03-29

CPSC Sub-category	Accreditation	Knowledge & Experience	Minimum Qualification	Training pathway
1	Religious Practitioner in Christian Pastoral Caregiving	<ul style="list-style-type: none"> Five (5) hours practical pastoral work and five (5) hours of supervision during a minimum of one (1) month. 	<ul style="list-style-type: none"> Basic course in the field of Pastoral and Spiritual Caregiving 	Encourage to engage in further formal training
2	Advanced Religious Practitioner in Christian Pastoral Caregiving	<ul style="list-style-type: none"> Fifteen (15) hours practical pastoral work and ten (10) hours of supervision during a minimum of one (1) month. 	<ul style="list-style-type: none"> NQF level 4 qualification in the field of Pastoral and Spiritual Caregiving offered by a South African accredited training institution or a SAQA evaluated foreign qualification. 	Entry to Certificate and Diploma level
3	Basic Religious Professional in Christian Pastoral Counselling	<ul style="list-style-type: none"> Relevant theoretical and general practical knowledge and experience of pastoral counselling Listening skills and an emphatic understanding of a situation Forty (40) hours practical pastoral counselling and twenty (20) hours of supervision during a minimum of six (6) months. Significant responsibility for quality and quantity of output; under general supervision of a qualified professional 	<ul style="list-style-type: none"> Higher Certificate (NQF level 5) in the field of Pastoral and Spiritual Counselling offered by a South African accredited training institution or a SAQA evaluated foreign qualification Diploma (NQF level 6) in the field of Pastoral and Spiritual Counselling offered by a South African accredited training institution or a SAQA evaluated foreign qualification 	<p>Secondary study beyond entry level</p> <p>Continuing secondary study</p> <p>Entry to Bachelors degree</p>
4	Intermediate Religious Professional in Christian Pastoral Counselling	<ul style="list-style-type: none"> An advanced knowledge of at least one theory of pastoral counselling and its practices/methods, as well as a general knowledge of two others Fifty (50) hours practical pastoral counselling and twenty five (25) hours of supervision during a minimum of nine (9) months. Self-directed activities under broad guidance and evaluation 	<ul style="list-style-type: none"> Bachelors degree in Ministry (NQF level 7) in future in the field of Pastoral and Spiritual Counselling offered by a South African accredited training institution or a SAQA evaluated foreign qualification 	Entry to honours or equivalent higher education training

5	Advanced Religious Professional in Christian Pastoral Counselling	<ul style="list-style-type: none"> • In-depth knowledge of at least three theories on pastoral counselling and experience of its practices and methods • Detailed knowledge of the theory of a specific pastoral counselling methodology and model • Seventy five (75) hours practical pastoral counselling and thirty (30) hours of supervision during a minimum of twelve (12) months. • Self-directed and sometimes directive and managing 	<ul style="list-style-type: none"> • Honours degree or equivalent (NQF level 8) in Ministry • In future in the field of Pastoral and Spiritual Counselling offered by a South African accredited training institution or a SAQA evaluated foreign qualification 	Entry to masters or equivalent higher education training
6	Religious Specialist in Christian Pastoral Counselling	<ul style="list-style-type: none"> • Specialised and in-depth knowledge of a specialised and complex pastoral counselling/therapy discipline • Proven ability to integrate pastoral counselling theories in practice • Hundred and sixty (160) hours practical pastoral counselling and fifty (50) hours of supervision during a minimum of eighteen (18) months. • Complete accountability for determining, achieving, evaluating and applying all personal and group output 	<ul style="list-style-type: none"> • Masters degree (NQF 9) in the field of Pastoral and Spiritual Counselling offered by a South African accredited training institution or a SAQA evaluated foreign qualification 	Entry to doctoral and further research education; professional practice and/or senior counselling management
7	Advanced Religious Specialist in Christian Pastoral Counselling	<ul style="list-style-type: none"> • Specialised and in-depth knowledge of a specialised and complex pastoral counselling/therapy discipline with specialisation in Pastoral and Spiritual Counselling focused on different clinical settings of human suffering and challenges regarding life skills and the human quest for meaning and dignity in life. • Two hundred (200) hours practical pastoral work during a minimum of twenty four (24) months and seventy five (75) hours of supervision. • Proven ability to integrate pastoral counselling theories in practice • Complete accountability for determining, achieving, evaluating and applying all personal and group output 	<ul style="list-style-type: none"> • Doctorate (NQF 10) in the field of Pastoral and Spiritual Counselling offered by a South African accredited training institution or a SAQA evaluated foreign qualification 	Further research, education, professional practice and/or senior counselling management



**THE COUNCIL FOR PASTORAL
AND SPIRITUAL COUNSELLORS (CPSC)**



☒ 704
Newlands, Pretoria
0049

email:
admin@saap.za.net

☎ 082 600 6578

Fax: 0865 105 840

WRITTEN CONSENT FOR CONTACT DETAILS TO BE
DISCLOSED ON THE CPSC WEBSITE FOR REFERRAL
ONLY CPSC SUB-CATEGORY 5, 6 AND 7

CONSENT FORM

My personal details may be disclosed as follows:

1. Name and title.....
2. E-mail address.....
3. Contact number(s).....
4. Web address.....
5. Geographical area of work.....
6. Preferred field of focus.....

I,, herewith approve that my personal details be published on the CPSC website and be provided if a referral is requested.

Signature..... **Date**.....