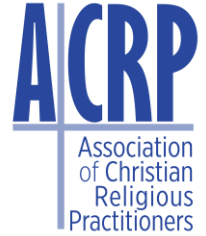




COUNCIL FOR PASTORAL AND SPIRITUAL COUNSELLORS (CPSC)



CPSC

APPLICATION FORM FOR DESIGNATED AFFILIATION (2024)

NEW ACRP AND CPSC DESIGNATED AFFILIATION

CPSC Administrator for submission of all new applications:

Email address: admin@cpsc.org.za

☎ 072 705 1183 Admin Office (am)

CPSC Finance Officer (financial matters):

Email address: finance@cpsc.org.za

www.cpsc.org.za

This new applicant has the required qualifications and experience in pastoral counselling to apply for a designation.

An individual evaluation will be done based on SAQA registered or SAQA verified qualifications, as well as practical and supervision hours.

- Applicants may only apply for registration with **ONE of ACRP's councils**.
- Please complete the form in **BLOCK LETTERS** with **black ink** (or type in the provided spaces).
- Please do not omit any fields or sections.
- Please fill out the application form in full.
- The **DECLARATION** and **POPI ACT AGREEMENT** must be completed, and **hand-signed** before submission.

Very important: Please submit the first pages of the application form (up to FEES 2024/25), your ID document, 2 signed reference letters on letterheads (see "REFERENCES – TWO LETTERS OF REFERRAL") and proof of your qualifications (see "ACADEMIC RECORD"):

- * **as one single pdf document with all of the pages:**
 - scanned in portrait format
 - in numerical order and
 - facing in the same direction.

No single scanned pages may be submitted! If you struggle, please scan at least the application form and testimonials as one pdf document with the remaining documents as another.

Cellular phone photos of documents cannot be accepted due to quality loss.

PLEASE REMEMBER TO ATTACH:

- TWO signed testimonials on letterheads.
- A copy of the Identification Document.
- The Proof of Payment of the R200.00 application fee (2024).
- Proof (copies) of qualifications.

Incomplete / incorrect forms / forms submitted without the applicable fee, cannot be processed.

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

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

3. CPSC SUB-CATEGORY APPLIED FOR, corresponding to the four ACRP registered designations: [Please refer to Addendums A and B at the end of this document.]

ACRP Designation	Religious Practitioner	Advanced Religious Practitioner	Religious Professional CPSC Sub-category 3, 4 or 5			Religious Specialist CPSC Sub-category 6 or 7	
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 copies of **accredited academic certificates**.

VERY IMPORTANT:

- * *Note that all foreign/overseas/online/unaccredited qualifications must be evaluated by the Directory for Foreign Qualifications at SAQA (South African Qualifications Authority) to be matched with registered South African qualifications on the National Qualifications Framework (NQF).*
- * *This needs to be done prior to applying for CPSC evaluation.*
- * *This is the **applicant's own responsibility**.*
- * *It is **imperative for an optimum evaluation process**.*

	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 names and details of **TWO references (e.g., pastor, colleagues, or employers), with a signed letter of reference or testimonial from each of the listed persons on a formal letterhead.**
- * Family members, friends and clients **may not be used** as references.
- * **One or both testimonials should be less than one year old.**

Title; Surname; Name/s	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 -- for example an ACRP designated Religious Specialist (CPSC Sub-category 6 or 7) or another mentor -- 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/her experiences and progress in expertise, as well as to ensure good service to the client or patient and the practitioner's personal safety. A professional pastoral counsellor or professionals in counselling in related professions, not designated by ACRP and CPSC, as well as your minister of religion/pastor/religious mentor, may also act as supervisor.

Supervisor detail: Title; Surname; Name/s	NB Supervisor qualification/s:	Supervisor contact details:	Number of hours supervision received:

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

Practical hours refer to actual Pastoral and Spiritual Counselling that has been done and accumulated as hours of experience to receive accreditation with CPSC. These practical hours of counselling experience are then what the practitioner would take to a supervisor 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, and to operate within the prescribed CPSC Scope of Practice for my awarded designation.
- 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 as explained on pages 10 and 11.
- 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 actions 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.**

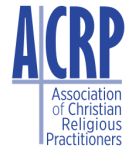
Date: _____

Signature (*not typed*): _____



CPSC
Council for Pastoral and
Spiritual Counsellors

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



email:
admin@cpsc.org.za
☎ 072 705 1183 am
Fax: 0865 105 840
www.cpsc.org.za

**WRITTEN CONSENT FOR CONTACT DETAILS TO BE
DISCLOSED ON THE CPSC WEBSITE FOR REFERRAL**

THIS ONLY APPLIES TO CPSC SUB-CATEGORIES 5, 6 AND 7

CONSENT FORM:

My personal details may be disclosed as follows:

- 1. Title:
- 2. Surname and name/s:
- 3. E-mail address:
- 4. Contact number(s):
- 5. Web address:
- 6. Geographical area of work:
- 7. Province:
- 8. Preferred field/s of focus:

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

Signature: *(Not typed, hand-signed)*

Date:



THE COUNCIL FOR PASTORAL AND SPIRITUAL COUNSELLORS (CPSC)



email:
admin@cpsc.org.za
☎ 072 705 1183
www.cpsc.org.za

POPI ACT AGREEMENT

I understand and acknowledge that the information provided in this document is provided with consent as per Section 11 of the Protection of Personal Information Act No. 4 of 2013 and may be utilised for any purpose related to the functioning of the organisation.

Furthermore, any information falling within the ambit of Section 28 of the Protection of Personal Information Act No. 4 of 2013 shall not be exempted from processing by virtue of the nature of the organisation and the functions which it carries out.

AGREED ON THE TERMS ABOVE AND SIGNED:

Surname and Name/s:

Signature (*not typed*): Date:



ACRP has been recognized as Professional Body by SAQA
SAQA Registration number PB0000110

Please submit the fully completed, hand-signed application form to the CPSC Administrator at admin@cpsc.org.za

FEES 2024/25**YOU NEED NOT SCAN, NOR SUBMIT, THE NEXT 6 PAGES.**

<i>All annual CPSC Subscriptions already include the ACRP Affiliation fee, and this will be transferred to the central ACRP account by CPSC.</i>			
2024 Application fee: R200 -- irrespective of quarter and CPSC category applied for. Non-refundable. Proof of Payment must accompany application.			
CPSC Designated Affiliation Subcategory awarded + corresponding annual registration fees:			
Quarter:	CPSC Designated affiliation Subcategory 1 - 2	CPSC Designated affiliation Subcategory 3 - 4	CPSC Designated affiliation Subcategory 5 - 7
Total annual subscription for applications received January-March (<i>1st quarter</i>).	385.00	555.00	830.00
Total annual subscription for applications received April-June (<i>2nd quarter</i>).	289.00	417.00	623.00
Total annual subscription for applications received July-September (<i>3rd quarter</i>).	193.00	278.00	415.00
Total annual subscription for applications received October-December (<i>4th quarter</i>). <i>This is treated as a 2025 application and the 2025 annual fee will apply as this will already be a registration valid from first registration date in 2024 until 31 December 2025.</i>	400.00	580.00	865.00

BANKING DETAILS

Bank: Nedbank,
Branch: Woodlands
Account holder: CPSC
Account number: 1020501553
Branch code: 136-305

NB: For the correct allocation, please use your name and surname as reference to beneficiary and please attach the proof of payment to the application.

- **An EFT is the most desirable method of payment**, if at all possible, please use this route.
- **The designation fee/annual subscription** until 31 December -- based on the awarded ACRP designation/CPSC subcategory -- will be invoiced after evaluation and confirmation of the **awarded category and needs to be paid to complete the registration process**.
- There is a two-month cut-off date after the final feedback was given to complete the registration process or to provide further information if requested.
- The **ACRP Affiliation fee due to the central office** is included in the annual subscription and **will be paid by CPSC** to the central ACRP account.

- **Designated affiliation is valid until 31 December** of the application year and the first annual subscription is calculated based on the application date applying a gliding scale according to the first three quarters of the year of application (please see top of the page).
- **Applications received in the fourth quarter of any year** will be treated as an application for the following year and this affiliation will then only expire on 31 December of that coming year.
- **The annual 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 which is a SAQA requirement**.
- The **certificate** issued will be **renewed simultaneously with the annual renewal of affiliation with validity until 31 December**.
- **Designated affiliates are liable for annual subscription of the full year in which resigned**.
- According to SAQA legislation and the ACRP financial policy the annual fees may not be in **arrears for more than six months** and therefor affiliates must be **suspended if fees are still outstanding by 30 June**.

- 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.

- It is a **SAQA requirement** that **personal details are kept updated** to remain in good standing.

- **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**.
- **CPSC CPD points** can only be credited if the **annual subscription has been paid**.
- Annual **CPSC CPD points are compulsory** for all **designated affiliates** and can be obtained by:
 - * attending **CPSC approved and evaluated courses, seminars, conferences, workshops** etc.,
 - * **writing articles** for the CPSC Notes,
 - * writing **book reviews**,
 - * **further accredited studies**,
 - * CPSC CPD Presenters who **develop, submit and present new material** will be rewarded with double points,
 - * 5 CPSC CPD points are also awarded annually for 5 hours of **supervision/mentoring** to both mentor and mentee.

- **The CPSC CPD Evaluation Committee** evaluates courses, workshops, etc., for **pastoral counselling content** specifically and awards CPSC CPD points accordingly.
- **Only courses** that have been **evaluated by the committee will have CPSC CPD points awarded** to them **based specifically on pastoral counselling content** and **only these courses will then provide the discipline specific CPSC CPD points applicable to CPSC affiliates as required by SAQA.**
- CPD points awarded to any course, workshop, etc. by **another professional body or council or organisation** cannot automatically be used for CPSC CPD points!
- The affiliate can **write an article for the quarterly CPSC newsletter with the consent of the presenter about such a non-evaluated course**, including a summary of some of the content of the course but then specifically highlighting both the personal value and professional applicability of the course to the pastoral counselling practice. For a lengthy course, a series of articles can be written.
- **A 600 words article will earn you 5 CPSC CPD points.** All articles are evaluated before placement in the CPSC Notes and if additional information is required you will be informed.
- 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. (Only cat 5, 6 and 7.)**
- Please ensure that **the POPI Act agreement** form, and the **DECLARATION** have been **hand-signed.**

*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 a response from the Administrative 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 Administrative Office: admin@cpsc.org.za**

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 Bachelor's degree Entry to Honours or equivalent degree Entry to Master's 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 	Secondary study beyond entry level Continuing secondary study Entry to Bachelor's degree
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"> Master's 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

YOU NEED NOT SCAN, NOR SUBMIT, THE LAST 6 PAGES OF THIS APPLICATION FORM.