



2025 CPSC Associated Affiliation Registration and General Information and Application Policy



SOME BACKGROUND INFORMATION:

- * For 26 years the objective and dream of **SAAP** (*South African Association for Pastoral Work*) was to obtain professional recognition.
- * The main reason for this objective was to have a professional body that would protect both the counsellor and the public.
- * SAAP has now evolved into **CPSC** (*Council for Pastoral and Spiritual Counsellors*).
- * CPSC functions within the *Association of Christian Religious Practitioners (ACRP)*.
- * ACRP has been recognised as a professional body by **SAQA** (*South African Qualifications Authority*) for the professionalisation of Christian Religious Practitioners in South Africa, and as such we at CPSC need to adhere to their requirements and regulations.

TYPES OF AFFILIATION WITH CPSC:

We currently offer **three types** of registration at CPSC: *designated affiliation*, *associated affiliation*, and *student affiliation*.

I. Designated affiliation:

- This is the correct type of affiliation for any person with training in, and who is involved with, pastoral counselling.
- If you have a qualification in Theology, but your main daily work is more pastoral counselling related than general ministry related, a *designated affiliation* is also the correct type of affiliation to apply for.
- Should the evaluation committee however find that the application is more general ministry related, your application will be referred to **CGMP** (*Council for General Ministry Practitioners*).

II. Associated affiliation:

- This type of affiliation is for those individuals who are not actively involved in pastoral counselling, but who want to stay affiliated to keep abreast of developments, etc.
- It is also the correct type of affiliation for someone who is already registered with another related statutory council (e.g. HPCSA or SACSSP) or professional body (e.g. ASCHP) and who would like to add the Christian character to their practice.

III. Student affiliation:

- This is the type of affiliation all **registered** students in Pastoral/Christian counselling at an accredited institution may apply for. (*Please request the separate information document re Student Affiliation if applicable.*)

Protocol for Associated Affiliation applications:

IMPORTANT:

APPLICANTS MAY ONLY APPLY FOR REGISTRATION WITH ONE OF ACRP'S COUNCILS.

GENERAL:

- ! All the required documents for a CPSC Associated Affiliation application must please be **scanned** as a **single pdf-document**.
- ! ***Please do not send the application form and documents as separately scanned single pages!*** *If you struggle, please scan at least the application form and testimonials as one pdf document with the remaining documents as another.*
- ! All the pages must be:
 - scanned in **portrait format**
 - submitted in **numerical order**
 - facing in the **same direction**.
- ! Please note that **cellular phone photos cannot be submitted** as they are blurred and illegible once printed and will therefore not be accepted.
- ! Please complete the form in **BLOCK LETTERS** with **black ink**. Either **TYPE** in the spaces or **WRITE** as clearly as possible.
- ! Please fill out the application form **in full** -- please try to not omit any sections as these forms have been structured as per SAQA requirements with compulsory fields.
- ! The DECLARATION and the POPI ACT AGREEMENT must be completed and **hand-signed** before submission.
- ! **Incomplete** forms and/or forms without the proof of full payment cannot be processed.
- ! The whole application, preparation and registration process can take between 4 to 6 weeks as applications form part of a sequence and will be processed in the order they were received.
- ! Please determine whether your application had been received by the CPSC Admin if you have not received response from the administrative office within 7 days.
- ! As the registration of an Associated Affiliation application with CPSC is handled internally and exclusively by the CPSC Admin, all questions regarding the CPSC registration process and progress should be directed to the CPSC Admin office – admin@cpsc.org.za

PLEASE INCLUDE:

- A copy of your ID document
- The names and details of TWO references (e.g., pastor, colleagues, study leader or employers) and attach a signed letter of reference or testimonial from each 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 and should reflect your work ethic if you are involved in counselling in any way or manner.
- Proof of your registration at another professional/statutory council/body
- Please attach Proof of Payment of the total amount as determined by the application date – please refer to page 6 of this *2025 CPSC Associated Affiliation Registration and General Information and Application Policy Document*. (R250.00 administration fee plus the Annual CPSC Subscription and ACRP affiliation fee.)

PLEASE SUBMIT YOUR APPLICATION IN THIS EXACT ORDER:

1. A copy of your **ID document**:
2. The completed **2025 CPSC Associated Affiliation application form**.
3. **Two hand-signed** reference letters/testimonials on formal letterheads.
4. Proof (copies) of statutory councils (e.g. HPCSA or SACSSP), or professional body (e.g. ASCHP), that you are affiliated/registered with.
5. **Proof of Payment** of the R250.00 application fee plus the relevant registration fee. (*Please refer to pages 6 – 8 of this 2025 CPSC Associated Affiliation Registration and General Information and Application Policy Document.*)

Kindly submit your application exactly according to the protocol supplied above. Applications that do not comply, will be returned to the applicant.

Guidelines for completing the Associated Application form:**Page 1:****Please note the 2 categories of Associated Affiliation:****A. The applicant is committed to the CPSC objective, but no longer actively involved in any counselling.**

- * Pensioners no longer in active practice, but still committed to the CPSC objective, can also apply for (or change to) this category.
- * No compulsory CPSC CPD points and no Scope of Practice apply to this category.

B. The applicant is both qualified for, and actively involved in counselling, but is already registered with a SA statutory council or professional body involved in counselling.

- * The applicant does not need a designation with CPSC as the body/council he/she is already registered with provides a registered Scope of Practice.
- * No compulsory CPSC CPD points apply to this category as this applicant will already have to comply with the CPD requirements of the statutory council/professional body registered with.
- * This statutory/professional council/body already registered with also determines the applicant's Scope of Practice.

Please indicate your type of Associated Affiliation clearly with an X in the appropriate box.

Please note:

CPSC provides no Scope of Practice to Associated Affiliates.

BLOCK 1:**1. PERSONAL DETAILS:**

- * Page 2: Please remember to fill in your **title**.

BLOCK 2:**2. PRESENT POSITION:**

* Page 3: Please ensure that you mark the correct choice with an X.

- NB. If you are involved in counselling, you may not register as a CPSC Associated Affiliate if you have not already registered with another **related** statutory council (e.g. HPCSA or SACSSP) or professional body (e.g. ASCHP).

You may register as a CPSC Associated Affiliate if you receive your Scope of Practice from another professional body /statutory council and do your CPD through this council/body.

- If you are involved in counselling, but not already registered with another **related** statutory council (e.g. HPCSA or SACSSP), or professional body (e.g. ASCHP), you need to please apply for a CPSC Designated Affiliation.

BLOCK 3:**3. REFERENCES:**

* Page 3:

- Please provide the names and details of **TWO** references.
- The letters of reference or testimonials from these two individuals must be hand-signed.
- The letters of reference or testimonials must be on formal letterheads.
- It is important that the letters of reference or testimonials report on your work ethics, as well as your involvement in clerical activities.
- Family members, friends and/or clients may not write a testimonial for you. Your pastor/other religious leader, employer, supervisor, or chairperson of the church council at the congregation you belong to, are all good choices to act as references.
- At least one of these testimonials must be less than one year old.

BLOCK 4:**4. PROFESSIONAL BOARDS AND ORGANISATIONS:**

*page 3:

- Please provide information about associations, organisations, professional bodies, etc. that you are affiliated/registered with.
- Please remember to attach proof of your registration at a professional or statutory council or body.

POPI ACT AGREEMENT:

*page 4:

- Please complete and **hand-sign** the Popi Act Agreement.

BLOCK 5:**5. DECLARATION:**

*page 4:

- Please read the Declaration carefully.
- It is a SAQA requirement that personal details are kept updated to remain in good standing.
- Please see fee structure on page 5 of the Associated Affiliation Application Form and here below:

| | |
|---|--|
| Administration fee -- <i>irrespective of application date.</i> This is added to the annual CPSC Subscription which includes the ACRP Affiliation fee. | R250.00 |
| Total annual subscription for applications received <u>January - April 2025</u> (<i>1st 4-month term</i>): | R250.00 (administration & application fee) +R400.00 (registration fee) =R650.00 |
| Total annual subscription for applications received <u>May - August 2025</u> (<i>2nd 4-month term</i>): | R250.00 (administration & application fee) +R300.00 (registration fee) =R550.00 |
| Total annual subscription for applications received <u>September - December 2025</u> (<i>3rd 4-month term</i>): <i>This is treated as a 2026 application. The 2026 annual fee will already apply as this registration will be valid from the registration date in 2025 until the 31st of December 2026.</i> | Fees will be added after the ACRP Financial Committee meeting. |

CPSC BANKING DETAILS:

Account Name: CPSC (The Council for Pastoral and Spiritual Counsellors)
Bank: Nedbank
Branch: Woodlands
Code: 136-305
Account number: 1020501553

- * Please use your **surname and initials as reference** in the correct field **to beneficiary** whenever a deposit is made into this account.
- * The registration process commences on receipt of the **application fee of R250** + the applicable **annual registration fee** based on the term of application. An application will **NOT be processed** without proof of payment of the above-mentioned fees.

INFORMATION ABOUT REGISTRATION FEES:

- * An EFT is the most desirable method of payment. Please use this route if possible.
- * For correct allocation, please use your name and surname as reference to beneficiary.
- * An Associated Affiliation is valid until 31 December of the application year.
- * The application fee and the subscription fee need to be paid before the registration process can begin.
- * 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.
- * Applications received from September – December 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 also a SAQA requirement.
- * The certificate issued will be renewed simultaneously with the annual renewal of affiliation with validity until 31 December.
- * Associated 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 therefore affiliates must be suspended if fees are still outstanding by 30 June.

PROCESS AFTER SUBMISSION OF APPLICATION:

- When your correctly presented application for an associated affiliation had been received, it will be prepared and printed.
- Applications received in the fourth quarter of 2025 are considered as 2026 applications and the registration will then be valid until 31 December 2026.
- As soon as the application and registration payment had been received, the registration process will be completed, and your Associated Affiliation certificate and registration number will be issued and emailed to you.
- Renewal notices regarding CPSC subscriptions are distributed annually in October.

OTHER INFORMATION:

- Any questions regarding the CPSC registration process and progress should be directed to the CPSC Administrative Office: admin@cpsc.org.za
- Please note that the whole application, preparation 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 had been received by the CPSC Administrative Officer if you did not receive a response from the Administrative Office within 7 days of submitting your application form and supporting documents.
- Kindly submit your application exactly according to the protocol supplied on page 3 of this document. Applications that do not comply, will be returned to the applicant.
- Please email the completed application form, the required supporting documents and proof of payment of the R250 application and relevant subscription fee to Ilse at admin@cpsc.org.za



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