



2025 CPSC Student Registration and Affiliation General Information and Application Policy



Registered students in pastoral counselling studies at accredited training institutions, who do not yet have any SAQA/DHE accredited qualifications in Theology/Pastoral Counselling/Social Work/Psychology, etc., qualify and may apply for this type of Associated affiliation.

BENEFITS OF BELONGING TO A PROFESSIONAL BODY WHILST STUDYING:

- You will already be affiliated with a professional body and will have access to all the perks the paying affiliates have, e.g., conferences, workshops, webinars, seminars, etc.
- You will not have to pay any other fees until you register for a Designated Affiliation.
- You will receive the CPSC and ACRP newsletters and other publications.
- You will not have to earn CPSC CPD (*Continuing Professional Development*) points but can already join all the activities and events where CPSC CPD points can be earned. Students will receive 20 CPSC CPD points at the end of every successfully completed year of study and the CPSC CPD points will stay valid for 2 years.
- You will receive a certificate stating that you are a CPSC Student Affiliate and member of the specialist pastoral counselling council of the ACRP (*Association of Christian Religious Practitioners*).

STUDENT AFFILIATION PROTOCOL:

- Registered students in pastoral studies have no annual subscription fee to pay, and only need to pay the R250 application fee.
- Registered students in pastoral studies must **submit proof of registration** at the accredited training institution.
- Students need to send an update **every year** until studies are completed.
- Full-time students have no registered CPSC scope of practice as they are still studying. They may operate within their level of training, which will determine their training scope of practice, but **must in all circumstances always operate only under full supervision.**
- Student affiliates have no annual compulsory CPSC CPD points requirement.
- **PLEASE see the Student Classification (page 3) to ensure that you apply for the correct type of affiliation.**

PLEASE submit your Student Affiliation application in this exact order:

1. ID document
2. Fully filled out application form (pages 2 – 4) in numerical order.
3. TWO signed testimonials on formal letterheads.
4. Proof of current registration at an accredited training institution.
5. R250 application fee. Please send your proof of payment to our Financial Officer, Anita, at finance@cpsc.org.za

Banking details:

Bank: Nedbank | Account type: Cheque account

Account name: CPSC | Account number: 1020501553

Branch code: 136305

Please use your name and surname as reference

NB All the above-mentioned documents must be submitted:

- ***facing in the same direction and***
- ***scanned together in portrait format***
- ***as one single pdf document***.

IMPORTANT:

- Please complete the application form either by **TYPING** in the information, or by filling it out using **black** ink and **BLOCK** letters.
- Please do not omit any fields!
- The declaration and the POPI Act Agreement need to be completed and hand-signed before submission.
- Please remember to attach 2 signed letters of reference or testimonials on formal letterheads:
 - * A pastor, colleague, study leader or employer are good choices.
 - * Family members, friends and clients may not be used as references.
 - * At least one, but preferably both, of the two testimonials should be less than one year old.
- Please remember to attach a copy of the ID Document to the pdf document.
- Incomplete applications cannot be processed.
- Cellular phone photos of documents cannot be accepted due to quality loss.
- Student affiliations need to be renewed annually by sending proof of registration for the following year until studies have been completed.
- CPSC Student Associated Affiliation Certificates will only be issued after proof of studies for the new study year had been submitted.
- After completion of the qualification an application for a *designated affiliation* needs to be submitted to obtain a designation and linked scope of practice.

If you need more information, kindly contact Ilse: admin@cpsc.org.za

STUDENT CLASSIFICATION AND AFFILIATION:

1. THE BONA FIDE STUDENT:

Studying is the student's full-time "occupation".

- ❖ Must complete the 2025 Student Affiliation application form in full.
- ❖ Pays R 250 application fee.
- ❖ This student has NO Scope of Practice.
- ❖ All practical work must be done under supervision of lecturer or other supervisor identified and assigned by the educational institution.
- ❖ NO practical work or counselling may be done without full supervision!

2. THE PART-TIME STUDENT:

This student has a job/career/other responsibility and therefore cannot study full-time.

There are THREE FURTHER DISTINCTIONS to use to decide on the correct type of affiliation.

A. THE PART-TIME STUDENT with a THEOLOGICAL DEGREE:

- ✚ This student IS INVOLVED in Ministry/Counselling, OR
- ✚ The student is already qualified/able to practice pastoral counselling as part of his/her theological qualification.

- ✚ This student needs to apply for a Designated Affiliation.
- ✚ Applicant pays R250 application fee + relevant annual registration fee according to the level of affiliation awarded during the evaluation process.

- ✚ Applicant will receive a SAQA-registered professional title according to qualification & experience.
- ✚ Will receive CPSC Scope of Practice and supervision requirements.
- ✚ Supervisor already involved in student's work setting can supervise all practical work undertaken by the part-time student.

B. THE PART-TIME STUDENT IN AN UNRELATED CAREER (e.g. Teaching)

- * This student is NOT INVOLVED in any counselling.
- * The student wants to add a pastoral counselling qualification to their profile.

- * This student may apply for the CPSC Student Affiliation.
- * Student pays only the R 250 application fee.

- * This student has NO Scope of Practice.
- * ALL practical work must be done under supervision of lecturer or other supervisor identified and assigned by the educational institution.
- * NO practical work or counselling may be done without supervision!

C. THE PART-TIME STUDENT IN AN UNRELATED CAREER (e.g. Teaching)

- ❖ This student IS INVOLVED in counselling due to work responsibilities, e.g., as school counsellor.
- ❖ The student wants to add a pastoral counselling qualification to their profile.

- ❖ This student needs to apply for a Designated Affiliation.
- ❖ Applicant pays R250 application fee + relevant annual registration fee according to the level of affiliation awarded during evaluation process.

- ❖ This applicant will receive a SAQA-registered professional title according to qualification & experience.
- ❖ Will receive CPSC Scope of Practice and supervision requirements.
- ❖ Supervisor already involved in student's work setting can supervise all practical work undertaken by the part-time student.
- ❖ Schools usually have a multidisciplinary team to manage the supervision of school counsellors, and this may continue for the individual's practical work.

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.



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

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 pre-graduate and registered students in Pastoral/Christian counselling at an accredited institution may apply for.

GENERAL:

- ! All the required documents for a Student Affiliation application must please be **scanned** as a single pdf-document.
- ! ***Please do not send the application form as separately scanned single pages!***
- ! All the pages must be:
 - scanned in **portrait format**
 - submitted in **numerical order**
 - facing in the **same direction**.
- ! Please note that **cell 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.

PLEASE SUBMIT YOUR APPLICATION IN THIS EXACT ORDER:

- ! A copy of your **ID document**:
- ! Pages 2 – 4 of the 2025 CPSC Student Associated Affiliation **application form**.
- ! **Two hand-signed reference letters**/testimonials on letterheads.
- ! **Proof of studies** in Christian/Pastoral Counselling at an accredited training institution.
- ! **Proof of Payment** of the R250.00 application fee.

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

BLOCK 1:**2. PERSONAL DETAILS:**

* Page 2:

Please remember to fill in your **title**.

BLOCK 2:**1. PRESENT POSITION:**

* Page 3:

Please pay specific attention to the questions asked on page 3.

IF YOU ARE ALREADY INVOLVED IN COUNSELLING, OR ALREADY HAVE A QUALIFICATION IN CHRISTIAN/PASTORAL COUNSELLING, YOU NEED TO APPLY FOR A DESIGNATED AFFILIATION.

BLOCK 4:**4. PROFESSIONAL DEVELOPMENT:**

* page 3:

Please provide information about future plans regarding professional development.

BLOCK 5:**5. PROFESSIONAL BOARDS AND ORGANISATIONS:**

* page 3:

Please provide information about statutory councils (e.g. HPCSA or SACSSP) or professional body (e.g. ASCHP), that you are affiliated/registered with.

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.

POPI ACT AGREEMENT:

* page 4:

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



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SAQA Registration number PB0000110

BLOCK 10:**10. 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 hand-sign the declaration.

FEES 2025:

* page 5:

PLEASE DO NOT SCAN AND SUBMIT THIS PAGE!

- Students pay a once off application fee of R250. No other fees are payable until registration as a Designated Affiliate.
- An EFT is the most desirable method of payment. Please use this route if possible.
- For correct allocation, please use your surname and initials as reference to beneficiary.
- The application fee needs to be paid before the registration process can begin.

PROCESS AFTER SUBMISSION OF APPLICATION:

- As soon as the correctly presented application for a Student Associated Affiliation and the application payment had been received, the registration process will be completed, and your Student Associated Affiliation certificate and registration number will be issued and emailed to you.
- Any questions regarding the CPSC registration process and progress should be directed to the CPSC Administrative Office: admin@cpsc.org.za
- 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 2 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 fee to Ilse at admin@cpsc.org.za

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 **R250 application fee**. An application will **NOT be processed** without proof of payment of the application fee.*