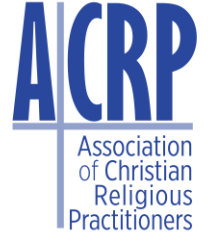




COUNCIL FOR PASTORAL AND SPIRITUAL COUNSELLORS (CPSC)



APPLICATION FORM FOR DESIGNATED AFFILIATION (2022)

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)

Fax: 0865 105 840

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 and practical and supervision hours

- Please complete the form in block letters with black ink or type
- Please do not omit any fields or sections and please fill out the application form in full
- The declaration on page 5 needs to be completed and hand signed before submission
- Very important: Please submit the 5 pages of the application form in numerical order, the ID, two signed reference letters on letterheads and proof of qualifications as requested in the application form, **scanned together in portrait format as one single pdf document.** **The pdf should please be in the order stated above with all the pages facing in the same direction. If you struggle, please scan at least the application form and testimonials as one pdf document with the remaining documents as another but no single page scans can be submitted**
- **Cellular phone photos of documents can not be accepted due to quality loss.**
- Please attach TWO signed testimonials on letterheads as requested as part of the pdf document
- **Please remember to attach a copy of the Identification Document as part of the pdf document/s**
- Please also attach the Proof of payment of the R200.00 application fee (2022)
- Incomplete filled out forms or forms submitted without the applicable fee cannot be processed

Please submit the fully completed application form with hand signed declaration on page 5 by email to the CPSC Administrator Ilse Grünwald, email address admin@cpsc.org.za

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	
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, supporting document attached 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? YES _____ NO _____ (1) If YES in (a) and YES in (b) 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 Addendum A and B on pages 8 and 9-10)

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), 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 name 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

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

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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 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 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 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 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

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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 as explained on page 7.

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): _____

FEES 2022/23

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
2022 Application fee, non-refundable (paid with application) irrespective of quarter	200.00	200.00	200.00
Total annual subscription for application received January-March 1 st quarter	355.00	515.00	770.00
Total annual subscription for application received April-June 2 nd quarter	267.00	387.00	555.00
Total annual subscription for application received July-September 3 rd quarter	178.00	258.00	385.00
Total annual subscription for application received October-December 4 th quarter This is treated as a 2023 application and the 2023 annual fee will apply as this will already be a registration valid from first registration date in 2022 until 31 December 2023	370.00	535.00	800.00

BANKING DETAILS

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

NOTES

- **An EFT is the most desirable method of payment, if at all possible please use this route**
- **A non-refundable application fee (R200.00 2022) is payable** with submission of the **CPSC application at CPSC for all levels of application**
- **The application process commences with this payment**
- **Forms can only be viewed and printed after the application fee has been received**
- **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
- 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
- **NB For correct allocation, please use your name and surname as reference to beneficiary and please attach the proof of payment to the application**
- **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 above)
- **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**

- 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 CPSC Executive may **cancel** affiliation if annual subscription is **in arrears for three months (after 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, workshops** etc as the affiliate chooses as well as **writing articles** for the CPSC Notes, doing **book reviews** or by doing **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 the mentor and mentee. There are specified CPSC CPD forms available to report earned CPSC CPD points to the Administrator to add to the CPSC CPD register.
- **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 specifically pastoral counselling content and award CPSC CPD points accordingly, one point per one nominal hour of applicable content.
- **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 required by SAQA**
- CPD points awarded to any course by **another professional body or council or organisation can't automatically be used for CPSC CPD points** and courses attended **won't automatically give 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** 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)

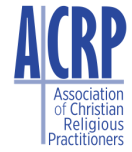
Summary 2018-03-29

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 	Secondary study beyond entry level Continuing secondary study Entry to Bachelors 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



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



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

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

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

CONSENT FORM

My personal details may be disclosed as follows:

1. Name, surname and title.....
2. E-mail address.....
3. Contact number(s).....
4. Web address.....
5. Geographical area of work.....
6. Province.....
7. 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**.....

(Not typed, hand-signed)