

C.CET Application: Frequently Asked Questions



How do I apply for membership with C.CET?

- › To apply for C.CET membership you must first be a PACFA registrant.
- › Complete the C.CET Application Form (refer to the [PACFA website](#) – Application Resources) and email this (along with supporting documents) to collegeapplication@pacfa.org.au.

Where can I find information on C.CET's Membership Criteria?

- › C.CET's Membership Criteria can be found [here](#).

How long will it take to process my application?

- › The application process occurs over several stages, including an eligibility screening and assessment by the Membership Assessment Panel (MAP). Throughout this process, you may be contacted to discuss your application, and PACFA and/or the MAP may request additional documentation. The processing time for applications is approximately 4–6 weeks.

What application or membership fees will I need to pay?

- › PACFA's Colleges offer certification of advanced specialist training to registrants who meet the College's entry requirements. Annual membership of the College of Creative and Experiential Therapies is available to eligible registrants (application and membership fees apply). For the current College application fee and membership fee rates, please refer to the [PACFA website](#) – Schedule of Fees.

Who are the C.CET applications assessed by?

- › Applications are assessed by the Membership Assessment Panel (MAP). The MAP comprises a frequently rotating roster of C.CET's Leadership Group.

How are the C.CET applications assessed?

- › Refer to the College Application Journey (refer to the [PACFA website](#) – Application Resources).
- › Applications are received by PACFA's Practice Team, who carry out an initial eligibility screening.
- › Applications are de-identified prior to the Membership Assessment Panel session.
- › The MAP will assess the de-identified application and make a decision based on the information supplied.

What supporting documentation do I need to attach to the application?

- › **Appendix 1 (Capabilities Matrix):** Attach relevant documentation to support each of the capabilities listed. Evidence types include (but are not limited to): Statement of results, letter of reference from employer or supervisor, practice logs, portfolio, personal statement, Curriculum Vitae, Certification of attendance.
- › **Appendix 2 (Qualifications & Training Weighting Table):** Attach relevant documentation for each category that you are claiming points in. Evidence types include (but are not limited to): Transcript of results, completion certificates, letter of recommendation from supervisor, supervision log or letter of confirmation signed by supervisor, certificate of attendance, certificate of membership.

How do I label the supporting documentation to be attached to the application?

- › Please limit document names to one or two words where possible – e.g. 'C.V.', 'Masters', 'Grad Diploma', 'Supervision log', etc.
- › If using the same evidence multiple times, please label the evidence and refer to this throughout the application form as needed – e.g. 'Document A' = 'Masters'.
- › If referencing multiple qualifications, please label these 'Certificate A', 'Certificate B', etc.

Which Creative and/or Experiential Therapies Associations are 'recognised' in Appendix 2, Category E of the application?

- › Australian Music Therapy Association (AMTA) austmta.org.au
- › Australian New Zealand and Asian Creative Arts Therapies Association (ANZACATA) anzacata.org
- › Dance Movement Therapy Association of Australasia (DTAA) dtaa.org.au
- › The Australian and Aotearoa New Zealand Psychodrama Association (AANZPA) aanzpa.org
- › If your association is not included in this list, the association will be assessed as part of the application.

If I am applying under Category E (Appendix 2 – Qualifications & Training) as a member of a recognised Creative and/or Experiential Therapies association, do I still need to complete Appendix 1 – Capabilities Matrix?

- › Yes. For an application to be assessed, the Membership Assessment Panel requires:
 - Appendix 1 (Capabilities Matrix) to be completed, along with supporting evidence.
 - Appendix 2 (Qualifications & Training Weighting Table) to be completed, with a total of 100 points to be evidenced.

If I have not been a member of another Creative and/or Experiential Therapies association previously, can I still apply for membership with C.CET?

- › Yes. In Appendix 2 (Qualifications & Training Weighting Table) you will need to show 100 points in any three of Categories A-D (along with the relevant supporting evidence).

I am teaching a unit/course/program, can I use this in my application?

- › Teaching experience can be used in Appendix 1 (Capabilities Matrix) under the 'Vocational Experience' column of the application form.
- › Teaching experience should not be used in the 'Education & Training' column of the application form, as this pertains to education/training that you have received (not provided).
- › Please attach an outline of the relevant course/unit as supporting documentation, when submitting the finalised application.

Can I use placement experience from my studies as 'Vocational Experience' in my application?

- › Yes, as long as you have graduated from your course.
- › You will need to provide a Testamur, course outline and transcript as supporting evidence.

Do I need to provide transcripts and hours of placement as evidence in my application?

- › To assist in the assessment of your application, please submit all relevant transcripts and course outlines in your application.
- › You do not need to show hours of placement unless you are referencing your placement example in your vocational experience (Appendix 1).

What do I do if I need help with my application?

- › If you would like further clarification on any of the membership criteria, please contact C.CET directly at ccet@pacfa.org.au
- › If you would like to know if your specific qualifications and training or vocational experience is relevant, you will need to submit an application to be assessed. Please read the application form and supporting documents to provide examples and correctly labelled evidence that you feel best fit the capability or qualifications and training weighting table. If you have not provided enough information, you will be advised as part of the application process.

* Please note: while the leadership group can support you in completing your application, they cannot advise you if your application will be approved or not prior to the assessment.

How will I be notified of my application result?

- › If successful, you will receive a welcome letter confirming admission to C.CET.
- › If your application does not meet the required criteria (as determined by the MAP) – a member of the Leadership Group will contact you to either seek further information, or to advise that your application does not meet the eligibility criteria at this time.

How do I appeal a decision?

- › An appeal is to be lodged within 28 days of the decision with the PACFA Head of Practice, via practice@pacfa.org.au or by letter to the Head of Practice at the PACFA office. The appeal must clearly state the grounds for appeal. Appeals will be heard by an appropriate appeal panel.

If my application is successful, will I receive a badge?

- › College badges are currently in development and due for release in 2024. Watch this space!