

Recency of Practice: Annual Practice Hours

A Sample Check Sheet to Calculate Your Practice Hours



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|-------------------|------------|-----------|----------|-----------|
| Registrant's Name | | | | |
| Reporting Period | Start date | July 2025 | End date | June 2026 |

To meet the Recency of Practice Standard, a PACFA Registrant must have accrued at least:

- 150 hours of practice per year, or
- 450 hours of practice in the previous three years

If you are employed in an organisation or company, your practice hours are your hours of contracted employment.

If you are in private practice the Conversion Table is:

- 1 client contact hour (as logged on the PACFA Portal) = 2 practice hours
- 1 hour of providing clinical supervision = 2 practice hours

The 2 practice hours include session preparation, session noting and any follow up that is part of running a private practice.

With regard to supervision received, 1 hour of supervision received = 1 practice hour

As PACFA Registrants often combine several roles, the categories provided below are samples to guide you.

Choose the category below that best represents your situation

You may need to add a box to record hours of involvement, for example formal voluntary work such as being a member of a PACFA Committee, or in addition to your private practice, you lecture in a counselling or psychotherapy course

I am a Private Practitioner and I work therapeutically with clients

SAMPLE

$$\boxed{124} \times 2 = \boxed{248} + \boxed{10} = \boxed{258}$$

Client Contact Hours Supervision Received **PRACTICE HOURS**

MY PRACTICE HOURS

$$\boxed{} \times 2 = \boxed{} + \boxed{} = \boxed{}$$

Client Contact Hours Supervision Received **PRACTICE HOURS**

I am a Private Practitioner and I work therapeutically with clients and I provide clinical supervision

SAMPLE

$$(\boxed{168} + \boxed{47}) = \boxed{215} \times 2 = \boxed{430} + \boxed{15} = \boxed{445}$$

Client Contact Hours Supervision Hours Provided Supervision Received **PRACTICE HOURS**

MY PRACTICE HOURS

$$(\boxed{} + \boxed{}) = \boxed{} \times 2 = \boxed{} + \boxed{} = \boxed{}$$

Client Contact Hours Supervision Hours Provided Supervision Received **PRACTICE HOURS**

I work for an organisation or company

Record your weekly hours as outlined in your employment contract and multiply by 48 (or the annual number of weeks covered by your contract) Add privately funded supervision received out of work hours if appropriate

$$\boxed{} \times 48 = \boxed{} + \boxed{} = \boxed{}$$

Weekly Hours Supervision Received **PRACTICE HOURS**