

College of Psychotherapy Membership: Application Instructions



This application form should be completed as part of the application process for membership of the College of Psychotherapy.

Please note, membership of the College of Psychotherapy is only open to PACFA Registered Clinical registrants.

Please complete this application form and send the completed form to collegeapplication@pacfa.org.au, along with all relevant supporting documentation.

Please note, the application process may take approximately 4–6 weeks. For resources to support your application, please refer to the resource documents available on the College of Psychotherapy page on the [PACFA website](#).

Application Information

Acceptance to the College of Psychotherapy provides members with certification of advanced specialist training. Members of the College of Psychotherapy are permitted to use the 'Registered Clinical Psychotherapist' (RCP) title. All training included in your RCP application must be additional to the training undertaken to join PACFA originally. The first 400 hours of training included in your initial PACFA application cannot be used again for the 450 hours required in psychotherapy to gain the RCP title.

PACFA encourages applicants to submit any supporting documents along with the application form. Please note, if you are unable to find old documentation and believe it is in PACFA's files, this may extend the application period.

If you have any questions regarding membership of the College of Psychotherapy, please email psychotherapy@pacfa.org.au.

Documents required for application

- › Prepare a written case study of a long-term client – approximately **1,500 words** in length, with a pseudonym used and any identifying information removed to protect client confidentiality.

The case study should be centred on a client's psychotherapeutic journey as a whole or one theme of their journey. Applicants should integrate their clinical intervention with the theoretical framework of their psychotherapy modality and include:

- A description of the applicant's own psychotherapy training, philosophy, and practice experience
 - A brief introduction and background of the case
 - Presenting issues
 - Working hypothesis or emerging purpose for the work
 - Clinical interventions integrating the theoretical framework of your psychotherapy modality
 - Establishment of the psychotherapeutic relationship and any developments or difficulties throughout the course of the work together
 - Transference and countertransference or other relational frameworks of reference: client's and clinician's internal experience, somatic emotional and cognitive responses
 - Ending the psychotherapeutic relationship (if your case study includes the client's journey as a whole) or process
 - Conclude with self-reflection, including your key learnings and what you might do differently in the future (if anything).
- › Provide certified copies of your transcript(s) and graduation certificate(s) for each course included in the application.
 - › Provide evidence of personal psychotherapy hours: [Personal Psychotherapy Verification Form](#) or a letter from training institution.
 - › Provide evidence of supervision hours: A signed supervision log, or a letter from your supervisor.
Note: A screenshot of supervision hours logged on PACFAs member portal is unable to be accepted as evidence. A signed letter or form must be supplied.

APPENDIX 2: QUALIFICATIONS & TRAINING

PSYCHOTHERAPY TRAINING DETAILS			
Course Information	Course 1	Course 2	TOTAL
Psychotherapy modality/modalities			
Training provider name			
Course name			
Level of training program (e.g. Grad Dip, Masters, private training etc.)			
Length of training program (hours of study)			
Total hours of face-to-face synchronous learning (in person or online)			
Country where psychotherapy study was undertaken			
Duration of Training			
How long did it take you to complete this training (in years)?			
When did you complete this training (month/year)?			
Specify how many hours of theory was studied within the course?			
Specify how many hours of client contact was included within the course?			
Specify how many hours of supervision was required for the course?			
Specify how many hours of personal psychotherapy was required for the course?			
Total hours of psychotherapeutic training completed across all courses (must be greater than 450 hours):			

APPENDIX 3: PSYCHOTHERAPEUTIC FORMATION AND CASE STUDY

PSYCHOTHERAPEUTIC FORMATION	
Name, contact details and qualification of personal psychotherapist (if more than one, please list):	
Please specify the hours of personal psychotherapy you have undertaken since you started practicing (during training) as a psychotherapist (total hours):	TOTAL HOURS: <input type="text"/> <i>Please supply the PACFA Verification Form or a letter from your training institution confirming. Note: If supplying a letter, please ensure this contains the information required by the Verification Form.</i>
Name, contact details, and main qualification of supervisor who has provided supervision for the 50 hours specified (if more than one, please list):	
Please specify the total hours of supervision you have undertaken within 8 years of the commencement of your course/s.	

WRITTEN CASE STUDY
Please attach a written case study of a long-term client. It should be approximately 1,500 words in length, with a pseudonym used and any identifying information removed to protect client confidentiality (refer to Page 2 of this form). <i>Note: Please provide case study as a separate attachment when submitting your application form.</i>

SUPPORTING DOCUMENTATION CHECKLIST	
<i>Please confirm the below supporting documentation has been attached to your application:</i>	
Written case study of a long-term client (see Page 2 of this form for further information).	<input type="checkbox"/>
Certified copies of your transcript(s) and testamur(s)/graduation certificate(s) for each course included in the application.	<input type="checkbox"/>
Evidence of personal psychotherapy hours: Personal Psychotherapy Verification Form or letter from training institution.	<input type="checkbox"/>
Evidence of supervision hours: A signed supervision log, or a letter from your supervisor. <i>Note: A screenshot of supervision hours logged on PACFA's member portal is unable to be accepted as evidence. A signed letter or form must be supplied.</i>	<input type="checkbox"/>

APPLICANT INFORMATION	
Applicant Name	
PACFA Registration Number	

Once you have completed this form, please email your supporting documents to collegeapplication@pacfa.org.au.

I declare that all information provided is true and correct to the best of my knowledge.

Signature:

Date: