



Psychotherapy and Counselling Federation of Australia

Continuing professional development course endorsement guidelines

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For further information, please email endorsement@pacfa.org.au.

Proposals for amendments or additions to this document should be sent to the Head of Education.

PACFA acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of this nation. We pay our respects to Elders, past and present, as the Traditional Owners of the lands on which we work and live. Our office is on the land of the Wurundjeri Woi-wurrung people of the Kulin nation in Naarm/Melbourne and we thank them for their enduring and continuing contribution to the life of this place. We recognise that First Peoples' sovereignty was never ceded.

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Continuing professional development course endorsement guidelines

1. Introduction

The Psychotherapy and Counselling Federation of Australia (PACFA) supports access to high-quality continuing professional development (CPD) courses to its registrants and members to advance professional skills and respond to the changing professional environment.

This aligns with PACFA's strategic plan, which identifies PACFA's mission as to:

- register and certify suitably qualified and skilled practitioners,
- accredit appropriate training and education programs, and
- provide resources and a professional network for the development of counsellors, psychotherapists, and Indigenous healing practitioners.

PACFA's mission is achieved through the provision of accredited core and specialised training programs, endorsement of CPD courses, and provision of a professional network for registrants and members.

This document is structured to guide you through our CPD course endorsement policy, provide detailed application guidelines and outline the benefits associated with different categories of endorsement.

Please note this document is intended to be read in conjunction with the accompanying guidance notes, which provide additional details and explanations to assist you in understanding and applying the guidelines effectively. Together, these documents form a comprehensive framework for the endorsement of CPD courses.

For a visual representation of the CPD endorsement application process, please refer to the CPD endorsement application process flowchart.

2. Continuing professional development course endorsement policy

2.1 PACFA Board approved continuing professional development philosophy

PACFA is dedicated to fostering diversity, equity and inclusion in the area of professional therapeutic practice. We are determined to support a wide range of therapeutic approaches and practices, reflecting the richness of perspectives within the profession.

PACFA's membership is inclusive and we welcome members from various therapeutic backgrounds, spanning empirical, determinist, humanist, post-modern, existential and transpersonal philosophies.

Our commitment to diversity means recognising the value of all psychotherapies and counselling modalities, including psychologists focused on cognitive behavioural therapy, psychiatrists integrating pharmacological treatments with psychodynamic methods, somatic psychotherapists and counsellors who incorporate holistic, transpersonal or Indigenous knowledge in their practice, and practitioners with lived experience.

PACFA believes that therapeutic approaches, when applied thoughtfully and ethically, can be beneficial to the right individual in the right context. To this end, all PACFA registrants and

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members are expected to adhere to PACFA's registration standards, prioritising ethics, safety and client autonomy.

Within the PACFA community, no one approach is excluded nor favoured over another. PACFA strives to be a place of belonging for all, underpinned by a shared commitment to professional excellence and ethical practice. Through this, we aim to acknowledge, celebrate and support the diversity within the profession, ensuring that PACFA remains a vibrant, inclusive community dedicated to the wellbeing of all whom it serves.

As part of the endorsement process, PACFA will include a standard disclaimer alongside each website listing. This disclaimer helps to ensure transparency and encourages course participants to approach the training content thoughtfully, considering the diverse perspectives within the professional community. The standard disclaimer will read as follows:

Disclaimer:

The content of this endorsed CPD course is provided by the external course provider. Attendees are encouraged to approach the material with an open mind and consider diverse perspectives, particularly those from lived experiences related to the topics discussed. For feedback regarding the course, please contact the course provider directly.

2.2 Policy for endorsement of continuing professional development courses

As part of achieving our strategic plan, PACFA aims to highlight education, training and CPD courses that support our registrants and members to advance in the profession.

PACFA may promote education, training and high-quality CPD courses that meet our requirements through eNews, the PACFA website, social media or strategic partnerships.

These requirements include:

1. accreditation as a core or specialist training program,
2. endorsement as a CPD course, or
3. CPD course delivery by an organisation in a strategic partnership with PACFA.

For partnership events, inclusion in eNews, on social media, or the website is at the discretion of PACFA's CEO.

PACFA reserves the right to determine which courses, training activities or professional development opportunities are promoted to registrants and members.

3. Guidelines for continuing professional development course endorsement

In 2023, PACFA revised its approach to CPD endorsement to align with the CPD Associated Registration Standard (ARS). This alignment ensures that our assessment of CPD courses meets the rigorous standards necessary for our registrants and members to fulfill their CPD requirements effectively.

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CPD offerings, whether provided by individuals or education and training organisations, must adhere to these standards. Where a trainer is not a PACFA registrant or member, additional documentation regarding their qualifications and experience is required.

This rigorous process ensures that all endorsed CPD courses maintain a high level of relevance and quality. These courses directly support the professional development of our registrants and members and facilitate their compliance with registration renewal requirements.

Category A CPD courses provide one CPD point per hour of learning and are designed to involve active participation and engagement

Category A CPD courses are required to:

- Provide training underpinned by a coherent body of professional knowledge.
- Be within the scope of practice for a PACFA registrant.
- Be evidence-informed and directly relates to clinical practice in a clinical setting.
- Support the achievement of key competencies as outlined by the relevant college (if seeking to align with certification).
- Address matters relating to ethical conduct, diversity, and emerging practice.
- Be developed and delivered by an appropriately trained expert(s).
- Where facilitated online, include synchronous or asynchronous interaction, i.e., facilitated online discussions via email or forums with the presenter or facilitator, and/or assessment components.

Synchronous interaction takes place during the online training. Asynchronous interaction takes place at another time e.g., an online forum, or email.

Category B CPD courses provide one CPD point per hour of learning and are generally more passive in nature:

Category B CPD courses are required to:

- Provide training underpinned by a coherent body of professional knowledge.
- Be within the scope of practice for a PACFA registrant.
- Be evidence-informed and directly relates to clinical practice in a clinical setting.
- Address matters relating to ethical conduct, diversity, and emerging practice.
- Complement the existing skills of counselling and psychotherapy workforce.
- Be developed and delivered by an appropriately trained expert(s).
- Where delivered online, may be provided without an interactive component, such as through self-passed, recorded or other passive learning activities.

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4. Continuing professional development course endorsement duration and application

4.1 Standard duration CPD courses

Standard duration course endorsement is available for CPD courses of up to 37.5 hours, equivalent to five days in duration. Standard duration CPD courses must not exceed a 10-week learning period.

PACFA strongly encourages providers to submit applications for standard CPD course endorsement at least three (3) months prior to the commencement of the course. This allows sufficient time for administration, and where approved, the inclusion of the endorsed CPD course in up to two (2) editions of eNews and on the PACFA website.

It is important to note that applications received within 30 days of the course commencement date may still be accepted. However, depending on the timing of approval and publication deadlines, inclusion may be limited to one (1) edition of PACFA's eNews.

4.2 Extended duration CPD courses

PACFA recognises the importance of comprehensive CPD courses that offer in depth learning experiences. To support these educational needs, PACFA therefore offers course endorsement for extended duration CPD courses of more than 37.5 hours and up to a maximum of 20 weeks or 100 hours.

Extended duration CPD courses are professional development activities. These courses do not meet the Australian Qualifications Framework level requirements necessary for the *PACFA Specialist training program accreditation standards (currently under review)*.

PACFA requires providers of these CPD courses issue a certificate of attendance to participants recognising the course as professional development activity rather than a formal qualification. Importantly, these courses still provide significant professional development opportunities for growth and learning.

4.2.1 Eligibility for extended duration courses

PACFA offers course endorsement for CPD courses that exceed 37.5 hours and can extend up to a maximum duration of 20 weeks or 100 hours. While these courses provide substantial professional development opportunities, the CPD hours accrued from extended duration courses cannot be applied towards the entry requirements for PACFA Colleges. These courses are intended to broaden and deepen practical and theoretical knowledge and to support ongoing professional development.

4.2.2 Application timeline for extended duration courses

Providers seeking endorsement for extended duration CPD courses are encouraged to submit their applications at least four (4) months prior to the commencement of the course. This allows sufficient time for assessment and scheduling and where approved, the inclusion of the endorsed course in up to three (3) editions of PACFA's eNews and on the PACFA website.

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5. Continuing professional development course endorsement package

5.1 Standard endorsement benefits

All endorsed CPD courses receive:

- use of the PACFA endorsed CPD course digital badge on the education and training provider's website and in social media, including Facebook and LinkedIn
- listing on PACFA's [CPD website](#) page, and
- inclusion PACFA's monthly eNews subject to endorsement category, approval timing and publication deadlines.

Standard duration endorsed CPD courses may be included in up to **two (2) editions** of PACFA's monthly eNews.

Extended duration endorsed CPD courses may be included in up to **three (3) editions** of PACFA's monthly eNews.

Providers are responsible for supplying any required logo or visual identity material for inclusion in eNews and website listing.

These benefits are designed to maximise visibility and recognition of the endorsed CPD courses and to support providers to inform potential participants.



Course listings may include key course information, including provider, course topic, delivery format, scheduled dates and CPD hours.

PACFA may amend, update or remove course listings in accordance with these guidelines.

5.2 Optional featured CPD listings

PACFA offers featured CPD listings as an optional enhancement for endorsed CPD courses on the CPD website page.

Featured listings provide additional placement on the webpage to assist registrants and members to identify relevant endorsed CPD opportunities.

It's important to note that a featured listing does not change the endorsement status of a course and does not provide additional inclusion in PACFA's eNews.

Continuing professional development course endorsement guidelines

5.2.1 Eligibility and application

To be eligible for a featured CPD listing, the CPD course must hold current PACFA CPD course endorsement. Courses that are not yet endorsed must first complete the CPD course endorsement process.

Applications for featured CPD listings must be submitted with all required information and the applicable fee. Providers may apply for a featured CPD listing as part of a CPD course endorsement application or as a separate application for a currently endorsed CPD course.

5.2.2 Listing period and conditions

Approved featured CPD listings will be displayed in a designated featured section of PACFA's CPD and networking events webpage for the approved listing period.

A standalone featured CPD listing is displayed for one month from the date of approval and is charged per endorsed CPD course.

Where a featured CPD listing is purchased as part of a CPD course endorsement package, a longer featured listing period may apply, as set out in the CPD course endorsement fee schedule.

Featured CPD listings do not extend the CPD course endorsement period. A featured CPD listing will end at the expiry of the approved featured listing period, the expiry of the course endorsement period, or once the course has commenced, whichever occurs first.

Featured CPD listings are non-transferable and apply only to the approved CPD course. Providers must ensure that all information supplied for a featured listing is accurate, current and consistent with PACFA's CPD course endorsement requirements.

PACFA reserves the right to decline, amend or remove a featured CPD listing if the course no longer meets PACFA's requirements, or if the listing information is inaccurate, incomplete, outdated or misleading.

5.2.3 Fees

Standalone featured CPD listings are charged per endorsed CPD course. Discounted featured listing fees may apply where a featured listing is purchased as part of a CPD course endorsement package.

Featured CPD listing fees are set out in Section 6, CPD course endorsement fee schedule.

6. Continuing professional development course endorsement application fees

6.1 General fee information

All prices exclude Australian GST. Fees are valid until 30 June 2027 and are subject to change.

Unless otherwise stated, endorsement expires, and course details are removed from PACFA's CPD webpage, at the end of the applicable endorsement period or after the course has commenced, whichever occurs first.

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Member associations receive a 20% discount on CPD course endorsement fees.

Featured CPD listings are optional and are available only for CPD courses with current PACFA endorsement. Featured CPD listing fees are additional to the applicable CPD course endorsement fee unless included as part of a listed endorsement package.

6.2 Standard duration CPD course endorsement fees

Standard duration endorsement applies to CPD courses of up to 37.5 hours				
Endorsement option	Fee	Course endorsement period	Featured CPD listing period	Additional notes
3-month endorsement	\$303 per CPD course	3 months	Not included	Course endorsement only.
3-month endorsement with featured listing	\$453 per CPD course	3 months	2 months	Includes a bundled featured CPD listing.
6-month endorsement	\$545 per CPD course	6 months	Not included	Course endorsement only.
6-month endorsement with featured listing	\$695 per CPD course	6 months	2 months	Includes a bundled featured CPD listing.
12-month endorsement	\$968 per CPD course	12 months	Not included	Course endorsement only.
12-month endorsement with featured listing	\$1,118 per CPD course	12 months	3 months	Includes a bundled featured CPD listing.
Multiple course endorsement	\$1,210 per package of six (6) different CPD courses	3 months per course	Not included	Applicable for six (6) different CPD courses to be used within a period of six (6) months with all information submitted at time of application.

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6.3 Extended duration CPD course endorsement fees

Extended duration endorsement applies to CPD courses of more than 37.5 hours and up to a maximum of 20 weeks or 100 hours				
Endorsement option	Fee	Course endorsement period	Featured CPD listing period	Additional notes
3-month endorsement	\$424 per extended duration CPD course	3 months	Not included	Course endorsement only.
3-month endorsement with featured listing	\$574 per extended duration CPD course	3 months	2 months	Includes a bundled featured CPD listing.
6-month endorsement	\$666 per extended duration CPD course	6 months	Not included	Course endorsement only.
6-month endorsement with featured listing	\$816 per extended duration CPD course	3 months	2 months	Includes a bundled featured CPD listing.
12-month endorsement	\$1,089 per CPD course	12 months	Not included	Course endorsement only.
12-month endorsement with featured listing	\$1,239 per extended duration CPD course	3 months	3 months	Includes a bundled featured CPD listing.

6.4 Featured CPD listing fees

Featured CPD listings are optional and are available only for CPD courses with current PACFA endorsement.

Featured CPD listings may be purchased:

- as a standalone one-month featured listing for an already endorsed CPD course, or
- as part of a CPD course endorsement package, where a bundled 2-month or 3-month featured listing period applies.

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Featured CPD listings			
Featured listing option	Fee	Featured CPD listing period	Additional notes
Standalone featured CPD listing	\$90 per endorsed CPD course	1 month from date of approval	Applies only to the approved endorsed CPD course.
Bundled featured CPD listing with 3-month endorsement	Included in the relevant endorsement package fee	2 months	Available where purchased as part of the relevant CPD course endorsement package.
Bundled featured CPD listing with 6-month endorsement	Included in the relevant endorsement package fee	2 months	Available where purchased as part of the relevant CPD course endorsement package.
Bundled featured CPD listing with 12-month endorsement	Included in the relevant endorsement package fee	3 months	Available where purchased as part of the relevant CPD course endorsement package.

A featured CPD listing does not extend the CPD course endorsement period and does not provide additional inclusion in PACFA's eNews.

6.5 Licence agreement fees

Licence agreement for standard duration endorsement applies to CPD courses of up to 37.5 hours			
Endorsement option	Fee	Course endorsement period	Additional notes
Licence fee*	\$424 per CPD course	12-month licence agreement	Application fee for endorsement of a CPD course and licence agreement to deliver the course multiple times within Australia for up to a 12-month period. <i>The licence fee is payable by the education and training content developer.</i>

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Licence agreement for standard duration endorsement applies to CPD courses of up to 37.5 hours			
Endorsement option	Fee	Course endorsement period	Additional notes
Delivery of an endorsed CPD course under a licenced agreement	\$133 per delivery of an endorsed CPD course under a licenced agreement	3 months	Application fee for each delivery of an endorsed CPD course under a licenced agreement. <i>This fee is payable by the presenter and/or presenting education and training provider.</i>

*A licence fee is charged once, for each CPD course where the course is intended to be delivered multiple times within Australia for up to a 12-month period.

For example, a CPD course to be delivered on three separate occasions within a 12-month period results in \$424 licence fee (payable by the education and training content developer) and \$133 per delivery of the endorsed CPD course (payable by the presenter and/or presenting education and training provider), total fees applicable \$823(excluding GST).

7. Compliance with continuing development course endorsement terms

Providers are required to adhere to these guidelines and PACFA CPD course endorsement terms to ensure smooth application and renewal processes. Compliance helps maintain the integrity and quality of endorsed CPD courses.

7.1 Digital badge use

Providers must remove the PACFA endorsed CPD digital badge when the endorsement period expires or when PACFA otherwise requires its removal.

Failure to remove the PACFA endorsed CPD digital badge when required may affect future applications for CPD course endorsement.

7.2 Fee policies

Endorsement application fees must be paid in full at the time of application.

It is important to note that assessment of an application will not commence until payment has been received.

If an application is rejected, the endorsement application fee will be refunded. This ensures fairness and maintains trust between PACFA and course providers.

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7.3 Cancellation policy

Endorsement application fees are not refundable if a course is cancelled after the endorsed listing has commenced. This policy is in place to ensure that resources allocated for course endorsement are used effectively.

In extraordinary circumstances, such as unforeseen and unavoidable conditions that necessitate the cancellation of a course, a credit may be granted for future course endorsements. This allows for flexibility and support for providers facing genuine difficulties.