Continuing professional development endorsement guidelines: Application process

Apply for CPD Endorsement
Access the online application form via :
CPD Course Endorsement - Psychotherapy and Counselling Federation of Australia

Review the Guidelines and Guidance Notes

Prepare the application
Gather supporting documents/course materials
and
Click on the 'Apply for CPD Endorsement'

Select Application Type

Standard

Standard course endorsement is available to CPD courses **equal to or less than** 37.5 hours (5 days) in duration. CPD courses must **not** exceed a 10 week learning period.

APPLY

Extended

Extended course endorsement is available to CPD courses **greater than** 37.5 hours (5 days). CPD courses must **not** exceed a 20 week learning period or 100 hours.

APPLY

New Licence Agreement

Application for the endorsement and delivery of a CPD course under a licence arrangement. Licence arrangements are available for a CPD course where the course is intended to be delivered multiple times within Australia for up to a 12-month period.

APPLY

Delivery under an existing licence

Choose this option if you need to apply and make payment for the subsequent delivery of an endorsed CPD course under an **existing** licence agreement.

MAKE PAYMENT

Finalise the Application
Fill in the course details and complete the payment to submit the application.
(Please note that fees are non-refundable if the course is cancelled after the endorsement period has commenced)

Application Received
Lead time is approximately two (2) weeks. However during peak periods or where further information is required, processing may take up to three (3) weeks

Assessment and review
PACFA reviews the application and supporting materials
Further information may be requested, affecting the processing time

Outcome Notification
PACFA advises the provider of the approval outcome
and
If successful, a PACFA Endorsed CPD course digital badge is provided

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