香港專業輔導協會
The Hong Kong Professional Counselling Association

H.K. Professional Counselling Association, Rm 1601, 16/F, Chow Tai Fook Commercial Centre, 580A Nathan Road, Mong Kok, Kowloon, HK

Tel: 2334 7172 Website: www.hkpca.org.hk Email: enquiry@hkpca.org.hk

MEMBERSHIP APPLICATION

I would like to apply for: (please ☑, can tick more than one option if appropriate)

General Member :- **(Please complete Part I , III & IV only)**	**Certification Member:-** **(Please complete Part I to IV)**
☐ **Associate Fellow /Full Member**	☐ **Candidacy of Certified Counsellor**
☐ **Associate Member/ Student Member/Affiliate**	☐ **Certified Counsellor**
☐ **Membership Upgrade** **(current member no.)**	☐ **Approved Counselling Supervisor**

All information given in this form will be treated as **STRICTLY CONFIDENTIAL.**

Name of Applicant : English _____ Chinese _____

(names must be aligned to HKID/passport)

How to an apply :

Before you apply, please read through below important NOTES: (This application form should be typed in English or Chinese).:-

Important information:-

- **For Certified Counsellor or Candidacy of Certified Counsellor application**
  Must be a general member as a precondition. If he/she is not yet a general member, please apply at the same time and follow the procedure above as well.

- **For Approved Counselling Supervisor application**
  Applicants must be an HKPCA General Member and Certified Counselor , i.e. Full member, or Associate Fellow, or Fellow AND Certified Counsellor with a good renewal record. This policy was effective since 1 April 2017.
  - If he/she is not yet a general member, and Certified Counsellor, an application can be submitted at the same time and follow the procedure above as well.
  - All Successful Approved Counselling Supervisor must to attend Alignment Workshop invited by Membership and Professional Standards Committee before they can start their supervision to candidates of Certified Counsellor

1. Application Form

- Please provide complete information in your application and completion of all items on the application form. If it is found that the relevant information is invalid or the information is incomplete, the Membership and Professional Standards Committee (MPSC) reserves the right to refuse the application without notice.

2. First time Application Fee

- Regardless of whether the application is successful or not, Each Application fee HKD 100 is non-refundable.
- An application will be processed only after the application fee is fully received.
- The annual membership fee will be invited to pay by email ONLY after approval of membership.

2.1 For General Member

- HK$100 for administration fee for each application regardless of when application starts throughout the year.

2.2 For Certification Member

- Candidates of Certified Counsellor :-
  HK$700 as non-refundable Application fee for Certified Counsellor, Candidates of Certified Counsellor in which first-year certification fee HKD 500 has been included.

- Approved Counselling Supervisor
  No application fee is needed for Approved Counselling Supervisor as long as he/she is a current member per current policy.

3. Application Guidance

3.1 Submit Document :-

3.1.1 Academic qualification:

- For general membership, please refer to https://www.hkpca.org.hk/membership/overview/ to state different admission requirement for each type of general membership.
- For professional membership such as certified counsellor, graduates from HKPCA accredited programmers should be eligible to apply, Please refer to our website for https://www.hkpca.org.hk/resources-centre/accreditation-program-list/.

- You are requested to attach photocopies of related graduation certificates, transcript and other relevant documents to support information given in your application. If the institution granting the academic award is outside Hong Kong, kindly provide programme details, e.g. transcript copies, graduation certificate or at least letter of completion of program. Please provide course descriptions and graduation requirements

3.1.2 Working Experience.

Counselling related work employment letter proof from employer showing duration of related counselling work experience (under and post master).

3.1.3 Counselling practice and supervision hours

For applying professional membership, please submit specified appendix/documents to verify your professional counselling supervised practice and supervision hours with endorsement of HKPCA listed Approved Counselling Supervisor. Forms are downloadable from HKPCA website resource guide https://www.hkpca.org.hk/resources-centre/download-area/

3.2 Payment Method

Please send back this reply slip by post together with

3.2.1 Crossed cheque

Please issue the cheque crossed and payable to "The Hong Kong Professional Counselling Association Limited "or「香港專業輔導協會有限公司」 and send it by postal mail. “H.K. Professional Counselling Association, Rm 1601, 16/F, Chow Tai Fook Commercial Centre, 580A Nathan Road, Mongkok, Kowloon.” OR

3.2.2 Bank transfer: Heng Sang Bank account: 024 (bank code) 359-066362-001

Attach bank in slip and send to membership@hkpca.org.hk. Mark clearly in email the applicant Full English Name and contact tel. no. Application form has still to be sent by normal post.

3.3 Lead Time

3.4.1 For *General Member* :-

- The processing time of application for General Member is around 10 weeks. The Association will notify the applicants by email once the application is officially approved.
- If applicant cannot fill in complete information, provide supporting documents, or payment issue, MPSC has the right to extend application time and or pend the application without prior notice. Applicants are welcome to enquire their status by email.
- We are not responsible for any delay in "Hong Kong Post " delivery service or due to insufficient postage fee paid by applicant.

For Professional *Member* :-

3.4.2.1 Certified Counsellor or Candidacy of Certified Counsellor applicant:

The processing time of application for Certified Counsellor or Candidacy of Certified Counsellor is around 3 months. The Association will notify the applicant by email once the application is officially approved or rejected with reason.

3.4.2.2 Approved Counselling Supervisor applicants:

The processing time of application for Approved Counselling Supervisor is at least 3 months.

3.4 Final Results

- The MPSC committee will review and elect an appropriate membership category to the applicant.
- The Association will notify the applicant by email once the application is officially approved. Please. make sure your email address is clearly written and valid.
- Successful applicant has to reply by filling up reply slip if he/she accepts the offer and settle the annual membership fee/ outstanding fee if any within one month upon receipt of membership offer.
- New member’s name will be listed on our official website https://www.hkpca.org.hk/membership/members-list/ upon full payment settled.
- Membership approved on or after 1 July of each year requires only half of the annual membership fee.

3.5 **Renewal of Membership**

- The membership fiscal year is from 1 January to 31 December.
- All members will be invited to renew annual membership only every year end by post letter..
- For Professional members, he/she has to be renew general membership at the same time and pay both tier membership fee every year. They need to report CPD points every year end via member login ,details CPD scheme can be checked in website https://www.hkpca.org.hk/membership/cpd/

3.6 **Terms of membership**

Membership not renewed for over 3 years will be treated as inactive member. Personal records will not be kept. Any reactivation of membership after 3 years has to be reapplied as a new member and follow same procedure as first time member application.

3.7 **Annual Fee (subject to change per yearly review)**

General Membership

Fellow (by nomination ONLY)	$450	Associate Fellow	$400	Member	$300
Associate Member	$250	Student Member	$100	Affiliate	$150

Professional Certification Fee (subject to change per yearly review)

Certified Counsellor	$500
Approved Counselling Supervisor (with certified counsellor title as well)	$750 (effective since 2020)

General membership/Certification color copy : $50 per piece (note Certified Counsellor certificate will only be issued once)

Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your data with your application. All personal information collected will be kept by the Association for 3 years.

Official Use Only

Application is ☐ pending/ not approved (reason: _____)

☐ approved for membership of AF / M /AM/ / SM / Affiliate

☐ approved for Certified Counsellor (CCoun)

☐ approved for Candidate for Certified Counsellor

☐ approved for Approved Counselling Supervisor (ACounS)

Person in charge:_____ Date: _____

Membership No. : _____ Certification no.:_____

Fees received on : _____ Membership Card sent on:_____

Receipt No.: _____

Remarks:

Outstanding item:

☐ Payment for _:__1) application fee 2) Membership fee, 3) certificate original _____

☐ Academic Graduation certificate

☐ Academic program Course full transcript

☐ Counselling work proof

☐ Appendix 3, 7, 8

☐ Supervision experience proof

☐ Others _____

PART I – PERSONAL PARTICULARS

General Membership no.: __ (must fill in if you are already an HKPCA member)

Name : English _____ (Mr./Mrs./Ms./Dr./Prof/others *)

Chinese _____ **Gender** : Male / Female *
(names must be aligned to HKID/passport) or Passport No.:

H.K.I.D. No. (Letter and first 3 digits): | | | | | X | X | X | (X) | ***(Letter and first 3 digits)*** _____

English Mailing Address : _____

_____

Telephone No. : Mobile _____ Office _____

Home _____

Main contact Email address : _____

Working Organization : _____

Current Job position : _____

Counselling related Academic Qualifications (in reverse-chronological order)

Qualification	Major	Institution	Month &Year Awarded

Counselling related Professional Experiences (in reverse-chronological order)

Organization	Country/Region	Position	Nature	Date	
				From	To

Total number of years in post-qualification full-time (or part-time equivalent) professional counselling work: _____

Total number of years in post-qualification full-time (or part-time equivalent) professional counselling supervision work: _____

PART II – Certified Counsellor or Candidacy of Certified Counsellor

Notes:

1. Please read the "HKPCA Certified Counsellor" requirements shown on our website carefully for details about educational and practice requirements. https://www.hkpca.org.hk/certification/certification-requirements/

2. **Please submit one-time payment of HK$700 as non-refundable application fee, which includes the first year of certification fee valued HKD500 once your application is approved.** Make the cheque crossed and payable to "The Hong Kong Professional Counselling Association Limited".
3. An Applicant who has not possessed enough supervised practice hours or supervision hours would be considered as Candidate for Certified Counsellor.

4. Click and check HKPCA accredited programmes:
   https://www.hkpca.org.hk/resources-centre/accreditation-program-list/

5. Candidates has to complete all outstanding supervised practice and supervision hours within 5 consecutive years after candidacy granted.

A) Professional Counselling Training Programme Contents

Include **only** your **relevant Master Degree courses**, and exclude all non-degree courses. If you have obtained more than one counselling degree, you must specify clearly which programme the courses belong to **Contact hours** are the actual hours required by each course in the classroom, laboratory, tutorial, or seminar contact. Typically, the credit or unit hours of each course have a corresponding number of contact hours. If a course is relevant to *more than one domain*, you may place it under more than one domain, but the contact hours of this course should *not be double -counted*, but be split between the domains.

A1. Compulsory Domains:

Counselling Theories & Orientation (Please list the courses):

_____ _____ Contact Hours

_____

Helping Process & Skills (Please list the courses):

_____ _____ Contact Hours

_____

A2. Other Domains (At least 3 out of 5):

Human Growth and Development (Please list the courses):

_____ _____ Contact Hours

_____

Social and Cultural Foundation (Please list the courses):

_____ _____ Contact Hours

_____

Research Methods and Evaluation (Please list the courses):

_____ _____ Contact Hours

_____

Psychopathology and Assessment (Please list the courses):

_____ _____ Contact Hours

_____

Group Work (Please list the courses):

_____ _____ Contact Hours

_____

Total: _____ **Contact Hours**

B) Supervised Practice (450 hours) and Supervision (100 hours)

Note : "Practicum Hours" under the above mentioned "Doctoral/Master degree" Programme(s):

5. Include only supervised counselling practice and supervision during and as part of your relevant counselling-related Master's Degree programmes, i.e., only those hours required and recognized by the master's degree.
6. Exclude any counselling work hours before you begin your master's degree programme(s). List supervision hours and supervision format (group hours or individual hours separately.
7. For the accredited program's exact number of accredited practice and supervision hours by HKPCA, please check with your graduated universities/institutions program leader directly.

Period of Service	Agency/Unit	Nature of Service	Contact Hours	Name of Supervisor(s)	Supervision Hours	Supervision format (group/individual)

Total hour: Total hour

Post-qualification Practice Hours (at least 150 practice hours and 50 supervision hours):

For Post-qualification "Practice Hours": Include only the" supervised professional counselling practice "and "supervision hour"s after you are awarded your Master's degree.

8. For all post-qualification supervised practice hours and supervision hours. You should submit the written endorsement by your HKPCA listed Approved Counselling Supervisor(s). Approved Counselling Supervisor List as shown in the HKPCA website. https://www.hkpca.org.hk/certification/hkpca-approved-supervisors-list/

9. Out of a total of 100 supervision hours, at **least 30%** has to be individual supervision hours.

10. For all post-qualification supervised practice hours and supervision hours, you should submit the written endorsement by your Approved Counselling Supervisor(s). Template forms are downloadable from our website https://www.hkpca.org.hk/resources-centre/download-area/. **Appendix 3, 7** and **8** are compulsory forms for applying Certified Counsellor. Other appendix forms are for applicant internal records use.

Period of Service	Agency/Unit	Nature of Service	Contact Hours	Name of Supervisor(s)	Supervision Hours	Supervision format (group/individual)

Total hour Total Hour

PART III – DECLARATION

☐ I declare that the information given above is true and accurate. I have read the Association Code of Ethics and undertake to abide by and operate within it at all times. I understand that my personal information will be kept in a file for Two years after membership has become inactive.

Signature of Applicant: _____ **Date of Application:** _____

PART IV – Important CHECKLIST

Please use this checklist to ensure that you have completed all sections of the form correctly. Please note that any omissions of items would probably delay your membership application, and the committee will inform you for further clarification.

Pls. tick. I have:

☐ Read through "How to apply" details in page 1-3 without queries.

☐ Indicated membership category I wish to join

☐ Filled in required (PART I & Part III for general membership; or part I to III for professional membership)

☐ Attached sufficient information and supporting evidence by copies.

☐ Signed and dated (PART III)

☐ Enclosed the correct amount of payment

☐ Made sure cheque is attention to **The Hong Kong Professional Counselling Association Limited"** or in Chinese「香港專業輔導協會有限公司」

☐ Made sure the application form with supporting documents and payment should be mailed in one set to **H.K. Professional Counselling Association, Rm 1601, 16/F, Chow Tai Fook Commercial Centre, 580A Nathan Road, Mongkok, Kowloon, H.K. Thank you!**

Applicant Signature: _____

If you have any queries regarding the "application form" please contact us by tel **2334 7172 or by email enquiry@hkpca.org.hk.**

Useful links:

https://www.hkpca.org.hk/resources-centre/faqs/

https://www.hkpca.org.hk/about/contact/

https://www.facebook.com/counsellingHK/

Thank you for joining HKPCA!